



DEPARTMENT OF THE NAVY
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5216.4DD CH-1
N12
15 DEC 2021

NAVSUPPACT NAPLES INSTRUCTION 5216.4DD CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, DISTRIBUTION LISTS

Encl: (1) Revised Enclosure (1)

1. Purpose. To promulgate change transmittal 1 to subject instruction to include changes to U.S. Naval Support Activity, Naples, Italy, distribution lists.

2. Action. Replace enclosure (1) of the basic instruction with revised enclosure (1) of this change transmittal.

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


J.W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

https://www.cnrc.navy.mil/regions/cnrcna/regions/cnrcna/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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NAVSUPPACT NAPLES DISTRIBUTION LISTS

LIST I - NAVSUPPACT NAPLES DEPARTMENTS

- | | |
|--|---|
| 1. N00 - Commanding Officer | 11. N36 - Training |
| 2. N01 - Executive Officer | 12. N4 - Public Works |
| 3. N00E - Command Master Chief | 13. N5 - Installation Business Management |
| 4. N01G - NSAND Gaeta | 14. N6 - Information Technology |
| 5. N00R - Religious Ministries | 15. N8 - Installation Comptroller |
| 6. N1 - Administration | 16. N91 - Fleet and Family Support |
| 7. N19 - Security Manager | 17. N92 - Morale, Welfare and Recreation |
| 8. N3 - Operations | 18. N93 - Housing |
| 9. N34 - Security | 19. NSE - JFC |
| 10. N35 - Occupational Safety & Health | 20. NSE SHAPE - Belgium |

LIST II - NAVSUPPACT NAPLES SPECIAL ASSISTANTS

- | | |
|-----------------------------------|-----------------------------------|
| 1. N00A - Executive Assistant | 5. N01J - Staff Judge Advocate |
| 2. N00L - General Counsel | 6. N01P - Public Affairs Officer |
| 3. N01A - Protocol | 7. N16 - Command Career Counselor |
| 4. N01E - Command Eval and Review | 8. HRO - Human Resources Office |

LIST III – MAJOR TENANTS/SUPPORTED COMMANDS

- | | |
|---|---|
| 1. FLC NAPLES | 23. Forward Deployed Regional
Maintenance Center (FDRMC), Naples |
| 2. NCTS Naples | 24. Joint Base Europe, Operating Location Naples |
| 3. NMRTC Naples | 25. NMCRS, Naples |
| 4. Navy Exchange Naples | 26. AFN Europe, Naples, Italy |
| 5. Navy Exchange European District | 27. NIWCLANT |
| 6. RLSO EURAFCENT | 28. PHCD - SE Naples Branch Vet Services |
| 7. CUS DET Naples | 29. NOASW DET |
| 8. Defense Service Office (DSO) North | 30. Motorola Solutions |
| 9. Navy College Program Office, Naples | 31. NAVEURBAND |
| 10. NCIS Europe & Africa Field Office | 32. Defense Logistics Agency (DLAs) |
| 11. USO Naples | 33. HSC-28 DET 1 |
| 12. AMREDCROSS | 34. Community Bank |
| 13. DODEA Naples Middle/ High School | 35. Navy Federal Credit Union |
| 14. DODEA Naples Elementary School | 36. Navy Public Affairs Support Element
Det Europe (NPASE) |
| 15. Defense Commissary Agency (DECA) | 37. Hopper Information Services Center
(HISC), DET Naples |
| 16. MSCEURAF | 38. OCHR |
| 17. MSC SHIP SUPPORT UNIT (SSU) Naples | 39. Stars and Stripes |
| 18. Fleet Logistics Center Sig Contr. | |
| 19. PERSUPPDET/NAVPTO | |
| 20. NAVFACEURAFCENT | |
| 21. RSSO Field Office, Naples | |
| 22. Navy Marine Corps Spectrum Office
Europe (NMCSO EUR) | |

Enclosure (1)

NAVSUPPACTNAPLESINST 5216.4DD CH-1
15 DEC 2021

LIST IV - ECHELON/NATO COMMANDS/MOBILE/FLEET UNITS (TENANTS/SUPPORTED)

1. CNE-CNA-C6F (CTF63, CTF64, CTF69, COMDESRON60)
2. COMSUBGRU8
3. CNREURAFCENT
4. U.S. ARMY BATTALION, JFC
5. U.S. AIR FORCE, JFC
6. USS MOUNT WHITNEY (LCC 20)
7. 2nd NATO SIGNAL BATTALION



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N12
13 NOV 2020

NAVSUPPACT NAPLES INSTRUCTION 5216.4DD

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, DISTRIBUTION LISTS

Encl: (1) NAVSUPPACT Naples Distribution Lists

1. Purpose. To issue U.S. Naval Support Activity, Naples (NAVSUPPACT), Naples, Italy, Distribution Lists.

2. Cancellation. NAVSUPPACTNAPLESINST 5216.4CC

3. Distribution. Copies of documents of general applicability will be electronically distributed per enclosure (1).

4. Methods of Distribution. As instructions are implemented or changed, they will be first placed on the G2 Portal at:

<https://g2.cnic.navy.mil/TSEURAFCENT/NSANAPLESIT/N1>

Following posting to the G2 portal, a link will be sent out via e-mail as per distribution lists. Then instructions will be placed under CNIC Naples Admin page:

https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

5. Department Heads, Special Assistants, and Tenant Commands will ensure that their respective codes/offices are provided with a system for internally distributing and routing directives, special interest correspondence, and other official correspondence.

6. Use of Distribution List. All addressees for whom correspondence is action in nature shall be listed under the "Distribution" line. Those for information only shall be listed under the "Copy to" line.

7. Point of contact is the NAVSUPPACT Naples Administration Office, Support Service Division, at e-mail: nsanaplesadminoffice@eu.navy.mil.

8. Records Management

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13 NOV 2020

the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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| 7. N3AT - Security | 17. N93 - Housing |
| 8. N3 - Operations | 18. NSE - JFC |
| 9. N35 - Occupational Safety & Health | 19. NSE SHAPE - Belgium |
| 10. N4 - Public Works | |

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| 4. Navy Exchange Naples | 26. AFN Naples Super Station, Italy |
| 5. Navy Exchange European District | 27. NIWCLANT |
| 6. RLSO EURAFSWA | 28. PHCD - SE Naples Branch Vet Services |
| 7. CUS DET Naples | 29. NOASW DET |
| 8. Defense Service Office (DSO) North | 30. DEF.DIST.MAPP.ACT.(DDMA-NGI) |
| 9. Navy College Office, NETPDC, Naples | 31. Motorola Solutions |
| 10. NCIS Europe & Africa Field Office | 32. NAVEURBAND |
| 11. USO Naples | 33. Defense Logistics Agency (DLAs) |
| 12. AMREDCROSS | 34. HSC-28 DET I |
| 13. DODEA Naples Middle/ High School | 35. Community Bank |
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| 15. Defense Commissary Agency (DECA) | 37. Navy Public Affairs Support Element East Det Europe (NPASE) |
| 16. MSCEURAF | 38. Hopper Information Services Center (HISC), DET Naples |
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