



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5216.3PP CH-2

N00

24 Mar 25

NAVSUPPACT NAPLES INSTRUCTION 5216.3PP CHANGE TRANSMITTAL 2

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

Subj: "BY DIRECTION" SIGNATURE AND MESSAGE RELEASING AUTHORITY

Encl: (1) Revised page 2

(2) Revised page 3

1. Purpose. To promulgate change transmittal 2 to subject instruction, reporting changes to basic instruction.

2. Action

a. Replace page 2 of the basic instruction with revised page 2 of this change transmittal to include Individual Traveler Authorization Form (ITAF), Elective Medical Procedures and Flight Schedule to the assigned duties "by direction" of the XO.

b. Replace page 3 of the basic instruction with revised page 3 of this change transmittal to include signing "By Title" the State Department Visitor Clearance Memos as Command Security Manager and remove Operations Department (N3)'s assigned duties.

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.

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcen.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

DEPARTMENT	AUTHORIZED PERSONNEL	BY DIRECTION DOCUMENTS
	Executive Officer* (N01)	<ul style="list-style-type: none"> • All documents when designated as Acting • Individual Traveler Authorization Form (ITAF) Must be signed by CO under periods of Continuing Resolution • Elective Medical procedures • Flight Schedule
	Command Master Chief* (N00E)	<ul style="list-style-type: none"> • Elective Medical procedures
	Command Chaplain (N00R)	<ul style="list-style-type: none"> • Elective Medical procedures
	Public Affairs Officer (N01P)	<ul style="list-style-type: none"> • Elective Medical procedures
	Staff Judge Advocate* (N01J)	<ul style="list-style-type: none"> • Items pertaining to legal situations with NAVSUPPACT Naples staff when verbally approved at the time by the CO • Requests from Non-Federal Entities • Non-Judicial Punishment Page 13s • Elective Medical procedures
Administration Department (N1)	Administrative Officer *	<ul style="list-style-type: none"> • Pay and personnel documents • Personnel Security Management documents • Privacy Coordination • Remote User Agreement Forms • Educational Services Officer documents • Temporary Lodging Allowance forms up to 30 days • Statements of Service • Forwarding letters • Performance Information Memorandums • Permissive Temporary Duty (TDY) Orders • Message release authority • VPN Forms • DD 577 Access Forms • Elective Medical Procedures

	Assistant Administrative Officer*	<ul style="list-style-type: none">• Pay and personnel documents• Personnel Security Management documents• Privacy Coordination• Remote User Agreement Forms• Educational Services Officer documents• Temporary Lodging Allowance forms up to 30 days• Statements of Service• Forwarding letters• Performance Information Memorandums• Permissive Temporary Duty (TDY) Orders• Message release authority• VPN Forms• No Cost Orders• Evaluation Letters of Extension• Evaluation Administrative Changes
	Security Manager	<ul style="list-style-type: none">• Eligibility of personnel to access classified information• Security control of visits to and from the command• Authorize access to classified information• Certify of classified spaces• Interim security clearance letters• Correspondence of security management• Sign "By Title" State Department Visitor Clearance Memos



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

NAVSUPPACTNAPLESINST 5216.3PP CH-1

N00

14 May 24

NAVSUPPACT NAPLES INSTRUCTION 5216.3PP CHANGE TRANSMITTAL 1

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

Subj: "BY DIRECTION" SIGNATURE AND MESSAGE RELEASING AUTHORITY

Encl: (1) Revised page 6

1. Purpose. To promulgate change transmittal 1 to subject instruction, reporting changes to basic instruction.

2. Action. Replace page 6 of the basic instruction with revised page 6 of this change transmittal to include CYP Installation Director under N96 Department "by direction" authority.

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.

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NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurfcent.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

Morale Welfare, and Recreation Department (N92)	Director, MWR	<ul style="list-style-type: none"> • Certificate Of Dispositions • Volunteer Service Agreements • Authorizing overtime for Non-Appropriated Fund Personnel
Housing Office (N93)	Director, Housing	<ul style="list-style-type: none"> • 1 year authorization to move off base
Child and Youth Program (N96)	CYP Installation Director	<ul style="list-style-type: none"> • Certificate of Dispositions
Command Duty Officer (CDO)*		<ul style="list-style-type: none"> • SITREPS and messages relating to watch standing duties only
Other UICs (DETS)	National Element JFC* (NELM)	<ul style="list-style-type: none"> • DD577 • Elective Medical Procedures
	Gaeta Detachment* (N01G)	<ul style="list-style-type: none"> • Port Operations PQS • Port Operations Designation Letters • SIMBCC Designation Letters • Gaeta CFL/ACFL Designation letters • Gaeta Personnel 1306s • Arms, Ammunitions and Explosives correspondence • Elective Medical Procedures

c. Personnel will be designated by separate correspondence to sign “by direction” on command letterhead for a letter in Italian. Those personnel not authorized can only provide an unsigned translated letter.

d. All previous “by direction” letters issued before the date of this instruction are hereby cancelled.

4. Filing. All correspondence signed on letterhead by entities provided “by direction” authority will be forwarded to the NAVSUPPACT Naples Admin Office in ETMS2 by creating a new tasker, attaching the signed correspondence, and managing assignments to ‘NSA NAPLES ADMIN’.



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U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

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NAVSUPPACTNAPLESINST 5216.3PP

N1

29 Jan 24

NAVSUPPACT NAPLES INSTRUCTION 5216.3PP

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

Subj: "BY DIRECTION" SIGNATURE AND MESSAGE RELEASING AUTHORITY

1. Purpose. To delegate authority for signing official correspondence "by direction" of the Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and for releasing messages.

2. Cancellation. NAVSUPPACTNAPLESINST 5216.3NN

3. Action

a. The CO will sign all correspondence and release messages concerning the following:

(1) Matters addressed to a higher authority relating to the operation of the command.

(2) Matters of policy, morale, readiness, and commitments.

(3) Matters of a commendatory or condemnatory nature.

(4) Matters of a controversial nature.

(5) Matters of congressional interest.

(6) Replies to Flag correspondence.

(7) Correspondence to an Italian Base Commander.

(8) Exception to policy requests.

b. Personnel listed below may sign official correspondence of a routine nature and release messages pertaining to their assigned duties "by direction" of the CO. (NOTE: In the absence of the CO, the Executive Officer will temporarily fill the position as "Acting". Personnel with asterisk (*) following their title are the only personnel authorized to release messages when a minimize message traffic has been directed). Personnel that are in an "Acting" capacity for the positions listed below are not authorized to sign "by direction."

DEPARTMENT	AUTHORIZED PERSONNEL	BY DIRECTION DOCUMENTS
	Executive Officer* (N01)	<ul style="list-style-type: none"> • All documents when designated as Acting. • Elective Medical procedures (if no authorized military DH in the CoC)
	Command Master Chief* (N00E)	<ul style="list-style-type: none"> • None
	Command Chaplain (N00R)	<ul style="list-style-type: none"> • Elective Medical procedures
	Public Affairs Officer (N01P)	<ul style="list-style-type: none"> • Elective Medical procedures
	Staff Judge Advocate* (N01J)	<ul style="list-style-type: none"> • Items pertaining to legal situations with NAVSUPPACT Naples staff when verbally approved at the time by the CO. • Requests from Non-Federal Entities • Non-Judicial Punishment Page 13s • Elective Medical procedures
Administration Department (N1)	Administrative Officer *	<ul style="list-style-type: none"> • Pay and personnel documents • Personnel Security Management documents • Privacy Coordination • Remote User Agreement Forms • Educational Services Officer documents • Temporary Lodging Allowance forms up to 30 days • Statements of Service • Forwarding letters • Performance Information Memorandums • Permissive Temporary Duty (TDY) Orders • Message release authority • VPN Forms • DD 577 Access Forms • Elective Medical Procedures

	Assistant Administrative Officer*	<ul style="list-style-type: none"> • Pay and personnel documents • Personnel Security Management documents • Privacy Coordination • Remote User Agreement Forms • Educational Services Officer documents • Temporary Lodging Allowance forms up to 30 days • Statements of Service • Forwarding letters • Performance Information Memorandums • Permissive Temporary Duty (TDY) Orders • Message release authority • VPN Forms • No Cost Orders • Evaluation Letters of Extension • Evaluation Administrative Changes
	Security Manager	<ul style="list-style-type: none"> • Eligibility of personnel to access classified information • Security control of visits to and from the command • Authorize access to classified information • Certify of classified spaces • Interim security clearance letters • Correspondence of security management
Operations Department (N3)	Operations Officer*	<ul style="list-style-type: none"> • Flight Schedule • Elective Medical procedures
	Air Operations Officer	<ul style="list-style-type: none"> • Flight Schedule

	Assistant Operations Officer* (Message releasing authority)	<ul style="list-style-type: none"> Flight Schedule
Security Department (N34)	Security Officer*	<ul style="list-style-type: none"> Authority to sign and issue weapons authorization cards Authorization to sign pre-planned responses Authorize Department Level Training Exercises Final Qualification Authority for PQS outlined in Designation Letter Authority to sign Security Watch-bills Authority to sign as MWD Observer Routine official correspondence in the performance of SECO's duties, limited to installation security matters. Elective Medical procedures
	Assistant Security Officer	<ul style="list-style-type: none"> Final Qualification Authority for PQS outlined in Designation Letter Authorize department level training exercises Authority to sign and issue weapons authorization cards Authority to sign as MWD Observer Arms, Ammunitions and explosives correspondence
Occupational Safety and Health (N35)	Safety Officer	<ul style="list-style-type: none"> Safety Advisories Mishap Reports
Training Department (N36)	Installation Training Officer	<ul style="list-style-type: none"> Installation Training Team (ITT) designation letters
Public Works Department (N4)	Public Works Officer	<ul style="list-style-type: none"> Site Approval Requests

		<ul style="list-style-type: none"> • RLA under 250K • Elective Medical procedures
	Assistant Public Works Officer	<ul style="list-style-type: none"> • Site Approval Requests
Installation Business Manager (N5)	Director, Installation Business Manager	<ul style="list-style-type: none"> • Monthly BCAT Input • CNO 5x8 Revisions • 9 Pager Revisions
Information Systems Department (N6)	Director, Information Systems	<ul style="list-style-type: none"> • ITPRs • Request for Additional Network Seats
Installation Comptroller (N8)	Director, Installation Comptroller	<ul style="list-style-type: none"> • None
Fleet and Family Readiness (N9)	Director, FF&R	<ul style="list-style-type: none"> • Non Appropriated Fund “On the Spot Awards” • Family Advocacy Officer (Incident Determination Committee and Clinical Case Staff Meeting letters) • Certificate of Dispositions • Volunteer Service Agreements • Authorizing Overtime for Non-Appropriated Funds personnel • 1 year authorization to move off-base
Fleet and Family Support Center (N91)	Director, FFSC	<ul style="list-style-type: none"> • Family Advocacy Officer (Incident Determination Committee and Clinical Case Staff Meeting letters)

Morale Welfare, and Recreation Department (N92)	Director, MWR	<ul style="list-style-type: none"> • Certificate Of Dispositions • Volunteer Service Agreements • Authorizing overtime for Non-Appropriated Fund Personnel
Housing Office (N93)	Director, Housing	<ul style="list-style-type: none"> • 1 year authorization to move off base
Command Duty Officer (CDO)*		<ul style="list-style-type: none"> • SITREPS and messages relating to watch standing duties only
Other UICs (DETS)	National Element JFC* (NELM)	<ul style="list-style-type: none"> • DD577 • Elective Medical Procedures
	Gaeta Detachment* (N01G)	<ul style="list-style-type: none"> • Port Operations PQS • Port Operations Designation Letters • SIMBCC Designation Letters • Gaeta CFL/ACFL Designation letters • Gaeta Personnel 1306s • Arms, Ammunitions and Explosives correspondence • Elective Medical Procedures

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