



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

NAVSUPPACTNAPLESINST 8020.1
N35
31 MAR 2022

NAVSUPPACT NAPLES INSTRUCTION 8020.1

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

Subj: EXPLOSIVES SAFETY COUNCIL

Ref: (a) CNIC M 5100.1, Base Operating Support Safety Services Manual

1. Purpose. To establish an Explosives Safety Council (ESC) to continually improve the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Explosives Safety Program (ESP) by providing a forum to address issues and policies impacting safe handling, storage, physical security, and movement of explosive devices and material as directed by reference (a).
2. Scope and applicability. All activities and personnel falling under the jurisdiction of the NAVSUPPACT Naples Commanding Officer (CO), unless specifically detailed otherwise. This includes all tenant commands, detachments, civilian organizations, and visiting commands engaged in storage, handling, safety, physical security, site approval, and inventory policy issues relating to explosive material aboard the installation.
3. Policy. The ESC is a proactive forum, consisting of authorities with cognizance over explosive material, to address program deficiencies and policies that are influencing the NAVSUPPACT Naples ESP. Past efforts at improving the ESP have relied upon correcting individual program deficiencies noted during explosives safety self-assessments (ESSA) and higher authority inspections without identifying root causes leading to the development of the deficiencies.
4. Action. The ESC will continually monitor and review all facets of the ESP and address any issues or concerns pertaining to storage, handling, transportation, safety, physical security, site approval, and inventory policies.
5. Membership. The ESC will be chaired by the NAVSUPPACT Naples CO, or in his absence, the NAVSUPPACT Naples Executive Officer (XO). The NAVSUPPACT Naples Explosives Safety Officer (ESO) will Co-Chair the ESC. The council will consist of representatives from a cross-section of installation departments, and tenant commands that influence or are involved with the integrity of the explosives safety program. At a minimum the below listed departments and tenant commands will assign a representative to attend each ESC meeting, or provide a senior member in their place.
 - a. The following departments and tenant commands will assign key personnel to the ESC:
 - (1) Security Department
 - (2) Naval Criminal Investigative Services (NCIS)

31 MAR 2022

(3) Fire Department

(4) Public Works Department

(5) Facilities Planning

6. Responsibilities. The ESC will plan upcoming explosive safety events, review and monitor the status of all Corrective Action Plans (CAP) pertaining to ESSAs, Regions Explosive Safety Technical Assist Visits (ESTAV), and Explosive Safety Inspections (ESI).

7. Inspections/Assessments. The ESC members will assist in the development of the annual ESSA evaluation team. The ESC chairperson will assign members to cross-inspect other units based on member expertise to ensure that a complete and comprehensive explosives safety self-assessment is conducted.

8. Meetings and Agendas. The ESC will meet quarterly per reference (a). The NAVSUPPACT Naples ESO will solicit agenda topics from ESC members in advance of the quarterly meeting and provide the agenda with associated documents a minimum of three days before the ESC. All activities are encouraged to use the ESC to address any issue regarding the ESP. Team members shall communicate issues to the ESO for consideration at the ESC. Meeting minutes will be prepared and shared with all members following each ESC.

a. At a minimum each meeting will address the following topics:

(1) ESSA/CAP

(2) ESTAV/CAP

(3) Department of Navy ESI/CAP

(4) Explosives Safety Site Approvals and Military Construction Projects

(5) Explosives Safety violations and trending compliance deficiencies

(6) Explosives Safety Submission and Explosives Safety Determination Requests

(7) Explosives Safety Deviations (Event Waivers, Waivers, and Exemptions)

(8) Emergency Management, Response Drills, and Mishap Preparedness

(9) Installation/tenant policies, directives, and standard operating procedures

9. 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).

10. 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 through IV

Electronic via NAVSUPPACT Naples website:

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