



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5420.15H
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6 Oct 25

NAVSUPPACT NAPLES INSTRUCTION 5420.15H

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

Subj: U.S. NAVAL SUPPORT ACTIVITY NAPLES, ITALY WARDROOM

1. Purpose. This instruction issues and sets forth the Wardroom Mess by-laws for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. It includes revisions to membership eligibility, and should be read in its entirety.

2. Cancellation. NAVSUPPACTNAPLESINST 5420.15G.

3. Discussion. The United States Navy has provided its members with a heritage of leadership with inspiring traditions and ideals. This leadership begins at the command level, passes through the "Wardroom" and radiates throughout the entire organization.

4. Action. All eligible members of the NAVSUPPACT Naples Wardroom are invited to join and are encouraged to participate in wardroom activities based upon the by-laws set forth.

5. Membership. Membership, though highly encouraged, is optional for eligible officers and civilians.

a. Membership in the NAVSUPPACT Naples Wardroom Mess (hereafter referred to as the Mess) is open to following:

- i. Active Duty Officers
- ii. U.S. Civilians GS-11 and above
- iii. NF-04 Supervisors and above
- iv. UA-1 and above

b. Eligibility is extended only to those who are permanently assigned to NAVSUPPACT Naples or a subordinate command

c. Department Heads have the responsibility of notifying the Mess Vice President of any new or departing members.

d. To be a member in good standing, active membership and professional conduct is required.

6. Mess Officials

a. Mess President shall be the NAVSUPPACT Naples Executive Officer.

b. Mess Vice President shall be a Commissioned Officer who qualifies for Wardroom membership. The Mess Vice President will also act as the Mess Treasurer, managing all Wardroom funds under the direction of the Mess President. The Mess Vice President is responsible for maintaining accurate and organized records of all financial transactions associated with the Mess, ensuring that an annual audit is

conducted by Command Evaluation and Review department (N0IE). Mess Funds consist solely from funds collected pursuant to paragraph 8.

7. Hail and Farewell. The Hail and Farewell promotes esprit de corps among NAVSUPPACT Naples senior leaders and recognizes new members and those detaching from the command. In addition, the Hail and Farewell offers a unique opportunity for members and their guests to honor fellow members who have earned special distinctions (i.e., promotions, awards, medals) since the last Mess function.

- a. To promote greater member participation and interest, new and imaginative approaches are highly encouraged.
- b. Wardroom members are entitled to bring their spouse and guests as appropriate for wardroom events. The cost of these events will be paid for by the members who are available to attend. Mess Funds will only be used to supplement these events when deemed appropriate by the Mess President.
- c. Use of Morale, Welfare and Recreation facilities are encouraged, though not required.
- d. Wardroom members will vote on any changes to the farewell plaque option(s).

8. Mess Fund

- a. There are no monthly dues associated with the NAVSUPPACT Naples Wardroom Mess. Members are expected to contribute for all incurred costs related to themselves and their guests.
- b. There is a one-time cost upon arrival for those desiring a farewell plaque. Proper coordination is required by the member to ensure funds have been received 3 months prior to departure date.
- c. The Mess Vice President shall have the responsibility to collect all proceeds from any Mess sponsored function.
- d. The Mess President and Mess Vice President are the only authorized signatures for access to the Mess bank account.
- e. Mess Funds operate in the interest of the well-being and good morale of the Wardroom Mess members balanced by the demand for financial solvency.
- f. Funds, up to \$50, will be used to purchase items as directed by the Mess President, anything greater than \$50 will be voted on by the Mess.
- g. The Mess Treasurer will ensure that an audit of all financial transactions of the Mess is completed annually, or more frequently as directed by the Mess President.

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.

RANDAZZO.J Digitally signed by
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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

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