



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

NAVSUPPACTNAPLESINST 1601.5  
N00/N34  
15 Jul 25

NAVSUPPACT NAPLES INSTRUCTION 1601.5

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

Subj: NAVSUPPACT NAPLES COLOR GUARD

Ref: (a) OPNAVIST 6110.1K, Physical Readiness Program  
(b) NAVPERS 15665J, United States Navy Uniform Regulations  
(c) U.S. Navy Regulations, 1990, Chapter 12, Flags, Pennants, Ceremonies and Customs  
(d) Marine Corps Order 5060.20, Marine Corps Drill and Ceremonies Manual  
(e) Special Uniform Situations 6201 – Ceremonial Uniforms  
(f) NTP 13(B), Flags, Pennants and Customs

Encl: (1) NSA Naples Screening Form  
(2) NSA Naples Color Guard Tracker  
(3) NSA Naples Color Guard Uniform Inspection Sheet  
(4) NSA Naples Color Guard Gear Check Out Sheet

1. Purpose. To establish responsibilities and procedures for the scheduling, utilization, manning, funding, and military appearance of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Color Guard.

2. Background. NAVSUPPACT Naples Color Guard provides ceremonial services to NAVSUPPACT, local commands and organizations. Color Guard members are expected to conduct themselves in a highly professional manner before, during, and after any ceremony. Services may include but are not limited to:

- a. Retirement Ceremonies.
- b. Change of Command Ceremonies.
- c. Memorial Services.
- d. Other events that Color Guard as requested.

3. Responsibilities. The Color Guard will consist of members, E-6 and below, led by a Leading Petty Officer (LPO) assigned as the Color Guard Leader. The LPO will report to the NAVSUPPACT Command Master Chief (CMC) on Color Guard matters and coordinate services.

a. Command Master Chief (CMC)

(1) Has overall responsibility for training and administration of the Color Guard and must be familiar with the contents of references (a) through (f).

(2) Appoints an LPO to lead the Color Guard.

(3) Ensures a minimum number of 12 Sailors are available for the Color Guard.

b. Color Guard LPO

(1) Be familiar with the contents of references (a) through (f).

(2) Oversees evaluation, screening and approval of Color Guard members.

(3) Report directly to the CMC in all matters regarding the Color Guard.

(4) Coordinates and conducts training for new members and a monthly refresher training.

(5) Conducts face-to-face – pre-ceremony briefings and inspects uniforms, flags, and rifles utilizing Enclosure (3).

(6) Maintains an alpha roster of members utilizing Enclosure (2) and provides it to the CMC.

(7) Coordinates with CMC and event Point of Contacts for special events and ceremonies.

(8) Ensures quarterly uniform and Sailor inspections, requesting replacements for damaged equipment.

(9) Coordinate with the NAVSUPPACT Admin Supply Department to procure ceremonial and travel uniform items as needed. These typically include items not part of the standard sea bag issue, such as leggings, ascots, aiguillettes, gloves, belts, etc.

c. Color Guard Assistant LPO (ALPO)

(1) Informs the LPO when he or she will be absent during Color Guard events.

(2) Serves as Team Lead during events in the LPO's absence.

(3) Ensures all Color Guard equipment is properly checked out and returned after use utilizing Enclosure (4).

(4) Assist Color Guard LPO in Sailor and uniform inspections utilizing Enclosure (3).

(5) Conducts quarterly inventory of Color Guard equipment and submits replenishment requests to the LPO.

d. Color Guard Team Members

(1) Maintain eligibility as outlined in paragraph 4.

(2) Attend scheduled practices.

(3) Inform LPO of absence for Color Guard events, practices or inspections.

(4) Arrive no later than 1 hour before the ceremony.

(5) Keep their Chain of Command informed of Color Guard responsibilities. Member will need to have an email sent to the LPO confirming they are approved for the ceremony, if ceremony is on a workday.

4. Membership Eligibility. The Color Guard is open to E-6 and below in the Naples area, with at least 12 months or more remaining from their Projected Rotation Date (PRD). Eligibility criteria include:

a. Current compliance with physical fitness and height/weight standards per reference (a).

b. Outstanding military appearance at all times, per reference (b).

c. Familiarity with references (b) through (e).

d. Have no record of conviction by courts-martial, non-judicial punishment, or civil court for any offense other than minor traffic violations for the previous 12 months. Any member receiving non-judicial punishment or court-martial conviction will be immediately dismissed from the team.

e. Completion of screening form located in Enclosure (1).

f. Final approval from the Color Guard LPO and CMC.

5. Transportation. A duty vehicle is available for Color Guard transportation. Transportation requests, including drivers, must be coordinated through the Public Works Department.

6. Uniforms and Personal Appearance. Physical appearance, pride, and professionalism of Color Guard are critical. Per references (b), (c) and (e):

a. Sailors must wear the Dress Blue or Dress White uniform while performing ceremonies.

b. Additional items, such as white gloves, white guard belts, and Color Guard belt buckles will be provided.

c. Proper standard of appearance must be maintained at all times.

7. Funding. References (c) and (d) authorize funding for ceremonial uniforms. The CMC will assist the LPO in procuring maintaining equipment and uniforms, as needed, and adhering to the command's budgetary constraints.

8. Information. Requests for the attendance of Color Guard will be made through the NAVSUPPACT Naples Color Guard via email at [nsanaplescolorguard@us.navy.mil](mailto:nsanaplescolorguard@us.navy.mil). Request for Color Guard must contain the following, and a NAVSUPPACTNAPLESNOTE 50/60 for the event must be provided at minimum of two (2) days before the event.

a. POC.

b. Email.

c. Location of event.

d. Time of event.

e. Uniform.

f. Rehearsal Time and Date.

g. Will transportation be provided? (If applicable).

#### 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  
OHN.LUCIAN.  
1035461376  
J. L. RANDAZZO

Digitally signed by  
RANDAZZO.JOHN.LUC  
IAN.1035461376  
Date: 2025.07.15  
12:48:31 +02'00'

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

# NSA Naples Color Guard Screening Form

RANK/RATE: \_\_\_\_\_ NAME: \_\_\_\_\_

COMMAND: \_\_\_\_\_ WORK SITE: \_\_\_\_\_ PRD: \_\_\_\_\_

I UNDERSTAND THAT DUTY WITH THE NSA NAPLES COLOR GUARD IS VOLUNTARY. I HAVE READ AND UNDERSTAND THE REQUIREMENTS:

- a. Currently be within physical fitness and height/weight standards per reference (a) as of their most recent Physical Fitness Assessment.
- b. Present an outstanding military appearance at all times.
- c. Become thoroughly familiar with references (b) through (e).
- d. Have no record of conviction by courts-martial, non-judicial punishment or civil court for any offense other than minor traffic violations for the previous 12 months. Should any member assigned to the Color Guard be awarded non-judicial punishment or convicted at court-martial, the member will be immediately dismissed from the team.
- e. Complete the screening form located in enclosure (1).
- f. Final approval will be with Color Guard LPO and briefed to the CMC.
- g. At least 12 months remaining to their Projected Rotation Date (PRD).

I AM FULLY AWARE OF THE REQUIREMENTS FOR MEMBERSHIP CONTAINED THEREIN.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MEMBER MEETS THE REQUIREMENTS OF (INSERT INSTRUCTION HERE) AND IS RECOMMENDED FOR ASSIGNMENT TO THE NSA NAPLES COLOR GUARD.

COLOR GUARD LPO: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND APPROVED/DISAPPROVED

NSA NAPLES CMC: \_\_\_\_\_ DATE: \_\_\_\_\_

[illegible]

# NSA NAPLES COLOR GUARD UNIFORM INSPECTION SHEET

## COVER

4pts \_\_\_\_\_ IMPROPER FIT/PRESS  
2pts \_\_\_\_\_ TERRORIST PENNANTS  
5pts \_\_\_\_\_ DIRTY

## RIBBONS/BREAST INSIGNIAS

3pts \_\_\_\_\_ IMPROPER PLACEMENT  
4pts \_\_\_\_\_ DIRTY/UNSERVICEABLE  
2pts \_\_\_\_\_ TERRORIST PENNANTS

## UNIFORM COMPONENTS

### JUMPER/SHIRT

3pts \_\_\_\_\_ ID CARD NOT IN LEFT BREAT  
5pts \_\_\_\_\_ POCKET DIRTY  
4pts \_\_\_\_\_ IMPROPER PRESS  
4pts \_\_\_\_\_ TERRORIST PENNANTS  
4pts \_\_\_\_\_ NECKERCHIEF

### SLACKS

4pts \_\_\_\_\_ IMPROPER FIT  
5pts \_\_\_\_\_ DIRTY  
4pts \_\_\_\_\_ IMPROPER PRESS  
2pts \_\_\_\_\_ UNBUTTONED POCKETS  
2pts \_\_\_\_\_ TERRORIST PENNANTS

### BELT/BRASS

2pts \_\_\_\_\_ IMPROPER LENGTH  
4pts \_\_\_\_\_ DIRTY  
3pts \_\_\_\_\_ IMPROPER GIG LINE  
3pts \_\_\_\_\_ BUCKLE DIRTY  
2pts \_\_\_\_\_ TERRORIST PENNANTS

### SHOES

4pts \_\_\_\_\_ NOT SHINED (DIRTY/SCUFFED)  
4pts \_\_\_\_\_ UNSERVICEABLE

### HYGIENE

5pts \_\_\_\_\_ IMPROPER HAIRCUT  
4pts \_\_\_\_\_ IMPROPER SHAVE/MAKEUP  
4pts \_\_\_\_\_ FOUL/UNPLEASANT ODOR (BREATH, UNIFORM, ETC.)  
3pts \_\_\_\_\_ FINGERNAILS (DIRTY, IMPROPER LENGTH/COLOR, ETC.)  
5pts \_\_\_\_\_ ABOUT FACE

RANK/NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

## INSTRUCTIONS TO INSPECTORS

This grading sheet is based off discrepancies, only things needed to be written down are the amount of points deducted on space provided.

Use a ruler for all measurements.

Sailor must receive a 80% to pass.

If the sailor fails to pass the inspection, the inspector will write in the notes when reinspection will occur.

## INSPECTOR NOTES



## NSA NAPLES COLOR GUARD GEAR CHECK OUT SHEET

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