



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

NAVSUPPACTNAPLESINST 1710.11G
N00/N01J
12 Aug 2026

NAVSUPPACT NAPLES INSTRUCTION 1710.11G

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

Subj: GUIDELINES FOR THE OPERATION OF NON-FEDERAL ENTITIES

Ref: (a) DoD Instruction 1000.15
(b) DoD 5500.07-R, Joint Ethics, 15 May 2024
(c) CNICINST 11000.1A
(d) DoDEA Administrative Instruction 1015.01 of 10 August 17, Students Activity Funds Management and Administration
(e) 5 C.F.R. § 2635.202, General Prohibition on Solicitation or Acceptance of Gifts

Encl: (1) Sample Request for Recognition of a Non-Federal Entity
(2) Sample Non-Federal Entity Renewal Package
(3) Sample Request for Special Event or Fundraising Activity
(4) Sample Dissolution of non-Federal Entity
(5) Maps of Approved Fundraising Locations at Capodichino and Support Site
(6) Quarterly Audit Template

1. Purpose. To provide procedures for the recognition, renewal, and operation of Non-Federal Entities (NFEs) onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, as per references (a) through (e).

2. Cancellation. NAVSUPPACTNAPLESINST 1710.11F.

3. Scope. Unless other statutes, regulations, or higher directives specify otherwise, this instruction applies to all NFEs operating onboard NAVSUPPACT Naples. Per reference (a), this instruction will not apply to military relief societies, banks, or credit unions.

4. Background. An NFE is a self-sustaining organization that is not an official component of the Federal government and not entitled to sovereign immunity or privileges afforded to federal entities and instrumentalities. NFEs are established, operated, and controlled by individuals acting outside the scope of any official capacity of the federal government to provide recreational, social, educational, and professional development opportunities supporting the Navy community.

5. Policy

a. An NFE shall not operate onboard NAVSUPPACT Naples without written recognition and permission from NAVSUPPACT Naples Commanding Officer (CO). Prior to conducting any special event or fundraising activity onboard NAVSUPPACT Naples, NFEs must secure written approval using enclosures (1) through (3), as appropriate. Permission to operate onboard

NAVSUPPACT Naples will ordinarily be valid for two years from the date of recognition. To maintain permission, NFEs will ordinarily submit renewal of recognition requests following elections of new NFE officers. NFEs must also provide documentation upon dissolving their organization by using enclosure (4).

b. Under reference (b), NFE officers and members participate in their personal capacities and will be held personally liable for any violations of law and regulation. NFEs must comply with all applicable DoW, DoN, and NAVSUPPACT Naples instructions and policies including fire and safety regulations; environmental laws; local, state, and federal tax codes; and any other applicable statutes or regulations, including the North Atlantic Treaty Organization (NATO) Status of Forces Agreement. They will also comply with Italian laws, decrees, and regulations, and refrain from engaging in hazing or harassment. No NFE shall in any way prejudice or discredit the Department of War (DoW), the Department of the Navy (DON), other DoW components, or agencies of the federal government. The NAVSUPPACT Naples Staff Judge Advocate (SJA) is designated as the oversight authority to ensure compliance with this instruction. NAVSUPPACT Naples CO may revoke permission to operate onboard the installation when an NFE is determined to have violated any rule or regulation discussed here in.

6. Equal Opportunity. NFEs shall not unlawfully discriminate or deny membership because of race, color, religion, sex, gender identity, national origin, or sexual orientation. Report unlawful discrimination and violations of this instruction to the NAVSUPPACT Naples SJA immediately.

7. Ethical Operation of and Support to NFEs. NFEs will comply with references (a) through (e), which include lawful general orders that subject violators to punishment under the Uniform Code of Military Justice, federal law, and other regulations. SJAs and Navy General Counsel may provide information to NFEs concerning the procedural requirements for operating on NAVSUPPACT Naples but are not permitted to provide legal advice to NFEs. NFE officers must complete NFE training provided by the NAVSUPPACT Naples SJA Office.

a. NFE Support. Approval to operate an NFE does not bestow any official U.S. Government sanction, endorsement, or guarantee of support. Per reference (b), NAVSUPPACT Naples will not provide logistical support for fundraisers or other events unless NAVSUPPACT Naples CO determines the activities support DoW community relations with the immediate community and/or other legitimate DoW public affairs or military training interests and are of benefit to the local civilian community, the DoW component command, the organization providing the support, or any other part of the DoW.

(1) Section 3-211 of reference (b) restricts command support to NFEs to limited logistical support that does not hinder Navy or DoW component military missions or detract from readiness. At the discretion of NAVSUPPACT Naples CO, NFEs may occasionally receive limited logistical support such as space for meetings or events or other limited use of command resources such as:

(a) Permission to post or distribute informational material on base via the NSA Naples Public Affairs Officer (PAO);

(b) Use of free space in the Morale, Welfare, and Recreation (MWR) bulletin board to advertise organizational calendars or events;

- (c) Purchase or rental of services and/or equipment through or from MWR;
- (d) Limited use of NAVSUPPACT Naples equipment, facilities, utilities, or areas.

(2) NAVSUPPACT Naples will not store equipment or supplies for NFEs beyond day use for particular events or fundraisers.

(3) NFEs are not authorized to use appropriated funds or Non-Appropriated Funds (NAF) or to make purchases using government purchase cards. All personnel must take action to preclude unauthorized expenditures of appropriated funds, commissary surcharges, and NAFs in support of NFEs.

b. Personnel Involvement

(1) Participation or membership in a NFE is a personal decision. Subordinates will not be coerced or influenced to join or to take part in the activities of any NFE. No one may ask subordinates to explain a decision not to join or take part in NFE activities.

(2) Neither service members nor civilian employees may be assigned to work for NFEs as an official duty. Unless specifically authorized by law or regulation, personnel participating in NFE activities will only do so during off-duty time or while in a liberty status. However, per reference (c), personnel may serve as official liaisons who represent DoW or DON interests to NFEs.

c. Preventing Improper Endorsements and Appearances

(1) Unless otherwise specifically authorized by statute, personnel participating in NFE special events and fundraising activities are not authorized to do so in uniform.

(2) DoW personnel may not show favoritism toward any NFE while acting in an official capacity.

(3) NFEs will not solicit, advertise, or endorse commercial sponsorships for on-base events. Personnel must familiarize themselves with the limitations on soliciting outside sources in reference (e).

(4) Reference (b) contains a lawful general order prohibiting official endorsement of NFEs. It also forbids NFEs from implying or creating the appearance that an NFE is an official part of NAVSUPPACT Naples, the Navy, or the DoW. The appearance or actual official endorsement of NFE events, use of one's official title with respect to NFEs use of official channels to distribute NFE information, absences to participate in NFE events or fundraisers, and use of Government resources, including official e-mail, in support of NFE events, are prohibited. NFEs may not utilize NAVSUPPACT Naples vehicles, aircraft, equipment, supplies, communications equipment, or facilities as part of fundraising efforts.

(5) For purposes of identifying programs, locations, or activities, an NFE will not use in its title or letterhead the name, seal, logo, other identifying device, or the like of any DoW component or instrumentality. Reference (c) prohibits NFEs from using the name or

abbreviation of any DoW or DON component in an NFE's name (i.e. "Naval Support Activity Naples First Class Petty Officer's Association") without first securing consent from the component whose name is used. Any such use must not create the appearance that the NFE is an organizational unit of the Navy or DoW.

(6) Flyers may be neatly posted only on bulletin boards, on the wall space immediately adjacent to doors in the parking garages at NAVSUPPACT Naples, Capodichino, or on the column closest to the mailboxes in the east parking garage at Capodichino. Flyers may be posted only on designated bulletin boards throughout NAVSUPPACT Naples, Support Site, including those located in housing areas, unaccompanied housing, the fitness center, and other approved spaces equipped with bulletin boards. Each flyer must not exceed 8 ½ inches by 11 inches in size. The organization responsible for posting the flyer must remove it once it is no longer needed and ensure compliance with the requirements of the organization overseeing the bulletin board. Additionally, NFEs advertising, marketing, or displaying any message or announcement—whether in print or electronic media—must prominently feature the following disclaimer: "THIS ORGANIZATION IS A NON-FEDERAL ENTITY THAT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND HAS NO GOVERNMENTAL STATUS."

8. Fundraising Procedure

a. NFEs will be financially self-sustaining. Neither DoW components nor NAF instrumentalities may financially assist NFEs. All fundraising will comply with reference (b).

b. NFE fundraising will not compete with the Navy Exchange (NEX), MWR activities, or any other appropriated or NAF activities on the installation. A determination of what is considered competition is solely within the discretion of NAVSUPPACT Naples CO. NFEs will not resell NEX or Defense Commissary Agency (DECA) goods to persons not otherwise entitled to purchase goods from those facilities. NFEs seeking to fundraise will be responsible for securing all endorsements from enclosure (3).

c. In general, NFE fundraising activities will not occur in the workplace. The NAVSUPPACT Naples CO determines which areas of the base are considered "outside the workplace" for fundraising purposes. Absent any pre-approved exceptions to policy, all fundraising activities onboard NAVSUPPACT Naples, Capodichino, will occur in the area in front of NAVSUPPACT Naples Capodichino Conference Center, the food court, the barbecue area, and/or inside the turnstile for C4I-based commands. Fundraising requests inside the turnstiles of the C4I will be routed through the legal office of whichever command controls the space in which the NFE requests to hold its fundraiser. Likewise, absent any pre-approved exceptions to policy, all fundraising activities onboard NAVSUPPACT Naples, Support Site, will occur in the area inside the Village Forum, in front of the NEX and DECA area, at Central Park, the Support Site Fire Station, DoWEA Elementary School, and DoWEA Middle/Highschool. Fundraising on school grounds requires coordination with the school liaison and approval by the school administration. If fundraising at an MWR-run event, associations may also fundraise at Carney Park, or any location where the event is being hosted. Organizations seeking to fundraise at any other location onboard the NAVSUPPACT Naples installation must secure advance permission from the NAVSUPPACT Naples Office of the SJA.

d. Absent any pre-approved exceptions to policy, NFEs are limited to conducting no more than two fundraising activities each month on board NAVSUPPACT Naples.

e. Fundraising on-base via games of chance, such as a 50/50 raffle, or any form of gambling is prohibited.

f. NFEs will neither solicit specifically nor directly ask for donations from local businesses. COs or Officers in Charge of tenant commands may approve fundraising requests within their command spaces, provided these activities comply with references (a) and (b) of this instruction and are conducted by “by our own, for our own” (BOOFOO) organizations as discussed below. NFEs who are given permission to fundraise within a tenant command’s spaces must still comply with all relevant DoW and DoN policies as well as with federal and local laws.

g. NFEs will not sell or furnish alcohol for immediate consumption on Navy installations.

h. Only NFE officers or designated points of contact may submit fundraiser requests. Any organization conducting a fundraiser must clearly identify itself during the event and have a printed copy of the fundraising request visible.

i. Special event or fundraising activity requests must be submitted fourteen days in advance for approval on a first come, first served basis. Organizations may reserve up to two prospective dates per request. Only four fundraisers are permitted on NAVSUPPACT Naples per week. Of those, only two fundraisers per week may involve food sales. NFEs will coordinate exact dates with the MWR Community Recreation Director (nsanaplesmwr@us.navy.mil).

j. The Combined Federal Campaign (CFC) exists to reduce disruption in the federal workplace by consolidating fundraising efforts into one yearly event and the Navy-Marine Corps Relief Society (NMCRS) Active Duty Fund Drive exists to support the needs of service members and dependents. NAVSUPPACT Naples CO will carefully scrutinize fundraising requests occurring during CFC and NMCRS fundraising periods.

k. NFEs are non-profit entities and do not pay income tax. However, a NFE's non-profit status does not excuse the NFE from filing federal taxes. NFE members who have not properly filed for their Employers Identification Number may be personally liable for all assets the NFE produced during its existence and interest from that amount. All in-kind and money donations to host nation beneficiaries are subject to value-added tax.

9. BOOFOOs. By Our Own, For Our Own (BOOFOOs) are specialized NFEs expressly defined under paragraph 2-400 of reference (b). They are granted certain rights and privileges not available to other NFEs. To qualify as a BOOFOO, an NFE must be comprised of primarily DoW employees and it must fundraise among its own members for the benefit of their own. Below are the exceptions and exemptions that BOOFOOs enjoy:

a. DoW employees may endorse a BOOFOO and its events.

b. Limited logistical support not otherwise authorized to other NFEs, to include storage of supplies or equipment.

c. Operate fundraisers, advertisements, or events in designated command spaces not otherwise prohibited by statute.

d. BOOFOOs will not solicit, advertise, or endorse any commercial sponsorships. A BOOFOO may only receive funds from its own members during fundraisers to enjoy the privileges of a BOOFOO for that fundraising event. If an organization violates this requirement, it may lose its BOOFOO status and special privileges.

10. Requests for Recognition, Fundraisers, Events, and Renewal. The best practice for seamless approvals for all NFE requests is to use enclosures (1) through (9) as templates with minimal changes. Upon submission, requestors should identify any changes made to the template and follow the communications procedure discussed in paragraph 12 below.

a. All requests must substantially comply with the contents of enclosures (1) through (3).

(1) Bylaws. NFEs requesting recognition or renewal may submit existing charters or regulations. Supplementary charters and regulations will not conflict with sample bylaws provided in enclosures (1) and (2). Submissions that depart from or supplement the bylaws contained in enclosures (1) and (2) must include a brief statement summarizing the differences. Description of NFE's management responsibilities will include description of personnel responsible for accounting for assets, satisfying liabilities, and disposing of residual assets upon dissolution. The constitution or bylaws must include quarterly audit procedures.

(2) Changes to an NFE's bylaws or list of officers must be submitted to the NAVSUPPACT Naples SJA. NFEs will promptly notify the SJA of any significant changes in charter, membership policies, or management responsibilities.

(3) Insurance. A NFE that does not secure a waiver for the insurance requirements herein must, pursuant to reference (a), secure insurance to protect against public liability and property damage claims or other actions that may arise from the NFE's activities, from members acting on its behalf, or from the operation of any equipment, apparatus or device under the NFE's control and responsibility. The insurance requirement may be waived at the discretion of the CO, NAVSUPPACT Naples for activities with low risk for liability exposure. Although a waiver releases the NFE from the insurance requirements herein, it does not protect the NFE or its members from civil claims or lawsuits. In no case may NAVSUPPACT Naples or any DoN or DoW component assume liability for an NFE's activities.

b. Audits: NFEs are required to conduct quarterly financial audits.

(1) A template for the audit can be found in Enclosure (6). The first page of the template provides a sample balance sheet, income statement, and bank reconciliation report for completion by the NFE Treasurer. The second page of the template is an audit review form to be completed by a person who is not a member of the NFE, or by a member of the NFE who is not an officer of the organization, after reviewing the NFE's financial records for the quarter. The categories of assets, liabilities, income and expenses are only examples, and may be edited or

expanded to categories that are more applicable to the organization. The Treasurer shall submit to the auditor a completed balance sheet, income statement, and bank reconciliation report, along with a ledger or summary of all income and expenses for the audit period and a copy of the bank statement for the relevant audit period.

(2) Quarterly audits must be performed no later than the last day of the month following the end of each fiscal quarter (e.g. first quarter audits for October-December must be completed by 31 January). These quarterly audits must be maintained by the NFE. NFEs must submit all quarterly audits when requesting renewal of its recognition and authorization to operate on NAVSUPPACT Naples. NFEs must also submit all quarterly audits to the SJA or CO on request. Failure to maintain quarterly audits or to provide quarterly audits upon request will result in suspension of the NFE's authorization to operate on NAVSUPPACT Naples.

c. NFEs must submit renewal requests to the NAVSUPPACT Naples SJA no later than 30 days prior to the expiration of the authorization to operate by using enclosure (b). Failure to submit annual status reports, complete recognition requirements, or bylaw validation, may prevent an NFE from hosting events onboard NAVSUPPACT Naples.

11. Dissolution. If the officers and members decide to discontinue an NFE, a notice of dissolution must be filed within 10 working days. In case of dissolution, the NFE's treasury funds will be used to satisfy outstanding debts, liabilities, or obligations. The members will determine the disposal of balance of assets.

12. Communications with Office the SJA. Submit all NFE requests along with completed enclosures in **one** collated PDF file via email to nsanaplesjag@us.navy.mil. NFEs may request editable versions of enclosures (1) through (5) as well as an editable spreadsheet version of enclosure (6) from the NAVSUPPACT Naples SJA at the same email address. NFEs should create and use a non-government, private email address used specifically for the NFE's communications.

13. 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/DONAAIDRM/Records-and-InformationManagement/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).

14. Review and Effective Date. Per OPNAVINST 5215.17 A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of War, Secretary of the Navy, and Navy policy and statutory authority using OPNA V 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 is still required, unless it meets one of the exceptions in OPNAVINST 52 15.17 A, 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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B. W. FOSTER

Releasability and distribution:

This instruction is cleared for public release and is available via the NSA Naples website: <https://cnreurafcen.cn.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

SAMPLE REQUEST FOR RECOGNITION OF A NON-FEDERAL ENTITY

MEMORANDUM

From: [Head of the Organization, Name of Organization]
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: Staff Judge Advocate, U.S. Naval Support Activity Naples, Italy

Subj: REQUEST FOR RECOGNITION OF A NON-FEDERAL ENTITY ICO [NAME OF PROSPECTIVE NON-FEDERAL ENTITY]

Ref: (a) NAVSUPPACTNAPLESINST 1710.11G

Encl: (1) Acknowledgment of Terms
(2) Bylaws
(3) Charter Rules and Regulations (if applicable).
(4) List of Officers and Members
(5) Proof of Insurance Coverage/Waiver of Insurance Request
(6) Proof of Liability Coverage/Liability Waiver (Hold Harmless Agreement)
(7) Copy of Organization's Most Current Banking Statement

1. Pursuant to reference (a), I submit enclosures (1) through (7) to request command recognition of [Name of Prospective Non-Federal Entity] as a non-federal entity (NFE) to operate onboard U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy.

2. All elected and/or appointed officers and committee members of this organization authorize Commanding Officer, NAVSUPPACT Naples, or his designees, to disclose the names, titles, email addresses, and telephone numbers of the organization's officers and/or committee members.

3. The primary point of contact for this NFE is [Name] who may be reached at [phone number] or at [email address].

Organization Leader/Date

ACKNOWLEDGEMENT OF TERMS
(Read and initial each statement)

___ I reviewed NAVSUPPACT NAPLES INST 1710.11G

___ I understand my non-Federal entity (NFE) may not discriminate or deny membership because of race, color, creed, sex, age, gender, disability, national origin, or sexual orientation.

___ I understand my organization is an NFE that must be financially self-sustaining primarily through dues, contributions, service charges, fees, or special assessment of members.

___ I understand my NFE is prohibited from hindering any Navy or Department of Defense (DoD) command's military mission and may in no way detract from readiness.

___ My NFE and our activities may not bring any discredit to the DoD or Navy.

___ I understand Commanding Officer (CO), Naval Support Activity (NAVSUPPACT) Naples, Italy, may deny or revoke my NFE's permission to operate on base if it fails to comply with applicable instructions.

___ All members understand they are personally liable, as provided by law, if the NFE's assets are insufficient to discharge its liabilities.

___ I purchased insurance or completed a waiver for insurance, and understand NAVSUPPACT Naples or any Navy component is not liable for the activities of this NFE.

___ We agree to remove and dispose of any of our property from NAVSUPPACT Naples in the event that permission to operate is revoked.

___ I understand I cannot use the name or abbreviation of any Navy or DoD component in the title of my NFE without first securing consent from the command via the CO.

___ My NFE's bylaws include the disclaimer "THIS ORGANIZATION IS A NON-FEDERAL ENTITY THAT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND THAT HAS NO GOVERNMENTAL STATUS."

___ My NFE will not compete with the Navy Exchange, Navy Morale, Welfare, and Recreation, the Combined Federal Campaign, or the Navy Marine Corp Relief Society.

___ My NFE will not sell or furnish alcohol to persons on Navy installations as part of any fundraising activity.

___ I understand members of my NFE cannot be assigned to work for NFEs as an official duty and must participate NFE activities during off-duty time.

___ Members of my NFE cannot be assigned to work for NFEs as an official duty and must participate NFE activities during off-duty time.

___ I will submit any changes to my NFE's bylaws or list of officers to the NAVSUPPACT Naples Staff Judge Advocate within (30) calendar days of any such change.

___ My NFE will complete a quarterly funds audit.

___ I understand failure to comply with proper tax codes of governments may result in myself, or my members, being personally liable for the taxes of the NFE.

___ I understand that any donation in money or in-kind intended for host nation's beneficiaries are subject to value added tax.

___ It is my responsibility to read, understand, and comply with fire and safety regulations; environmental laws; local, state, and federal tax codes; and applicable host nation laws, decrees, and regulations.

___ Failure to complete recognition application requirements or annual bylaw validation, will prevent my NFE from hosting any fundraiser or event onboard NAVSUPPACT Naples.

___ My NFE uses a private email address I will provide the office of the SJA. We will maintain the email address for continuity.

Organization Leader/Date

MANDATORY BYLAWS

Article I - Organization

The name of the non-federal entity (NFE) will be [insert name] (hereinafter, “the organization”).

As an NFE, the organization is not part of the Department of Defense (DoD) or any of its components and it has no governmental status. The U.S. Government will at no time be held liable for any of the organization’s actions.

The organization agrees to comply with all local laws, applicable international agreements and installation instructions. Failure to comply may result in administrative action against the organization or its members.

The organization is self-sustaining, primarily through dues, contributions, service charges, fees and/or special assignment of members.

Article II - Purpose

The purpose of the organization is to:

- (using the bullets, list the nature, function, and objectives of the organization)

The organization is self-sustaining, primarily through dues, contributions, service charges, fees and/or special assignment of members.

Article III - Membership

Eligible members will be limited to service members, designated civilians, and family members connected to the organization. Each member will actively recruit members as deemed fit. All members, regardless of position, will conduct themselves at all times in such a manner as to be a credit to the organization.

All new members are subject to a \$XXX initiation fee; there are no monthly due fees associated with the organization at the current time.

No person because of race, color, creed, sex, age, disability, or national origin will be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination by the organization.

Article IV- Officers

The officers of the organization will consist of the President, Vice President, Secretary, and Treasurer. Below are general summaries of their duties and roles held within the organization.

President

- Oversee the Committee’s existence and value to the community

- Attend all regular meetings
- Assign duties to each officer
- Assist Treasurer with quarterly audits
- Maintain all permanent records of the Committee

Vice President

- Attend all regular meetings
- Carryout the duties of the President in the President's absence
- Assist the President with his/her duties

Secretary

- Keep accurate and complete minutes of committee meetings
- Take roll call at meetings
- Maintain membership records and point of contact lists
- Handle all correspondence and fundraiser requests
- Coordinate organization meetings
- Ensure the flow of information in regard to meetings and events

Treasurer

- Be responsible for all funds pertaining to the organization
- Prepare financial statements, balance sheets, and quarterly audits for organization renewals
- Pay all bills associated with the organization
- Prepare an annual summary of all fiscal activities for recordkeeping purposes and annual audits
- File taxes by either the local government of Naples, or the U. S. Internal Revenue Service, as required.

Article V- Elections

Regardless of title, all regular members will have voting privileges. All elected officials will be elected by a majority vote and terms will be for one calendar year in duration. Any changes in official designations will be required in writing with reasonable justification and submitted to the President as soon as possible to afford election of a new official.

Article VI - Organization Meetings

Unless otherwise stated, meetings will be conducted outside working hours and held on a monthly basis at __ at _on _____. Notification of such meetings will be sent via email at least three business days prior to the desired date of meeting.

Article VII - Liability

All members may be held personally liable for their actions. As per DoD Instruction 1000.15, section 6.3.3, all members will be briefed upon becoming a member of this organization, and

must fully understand that they are personally liable for their actions.

Members of the Sample Organization further agree to hold harmless and indemnify the United States, DoD, Department of the Navy, and any of its agents or sub- units for claims arising from any of the organization's activities.

Members of the Sample Organization understand that the DoD, Department of the Navy, and any of its agents or sub-units are not responsible for their legal obligations to meet any tax status of any nation, government, or country they fall under.

Article VIII - Insurance

Members of the organization agree to maintain adequate insurance to protect against public liability and property damage claims or other legal actions arising as a result of their actions or the operation of any equipment or devices under their control and responsibility. The organization and its members agree to assume liability, personally and collectively, for all debts of the organization.

Members of the organization further understand they are jointly and severally liable for the obligations of the organization. If the organization does not secure adequate insurance as detailed above, and cannot pay its own debts, the members' personal assets are put at risk.

Article IX - Obligation for Quarterly Fund Audits

Members of the organization agree to ensure regular and consistent proper accounting of funds to complete a quarterly funds audit.

Dissolution Clause

- 1) Upon the written agreement of two-thirds of the members of the organization, the organization will be dissolved.
- 2) In the event the assets are insufficient to discharge all liabilities, the entire membership will equally share in covering the liabilities.
- 3) The President and Secretary and/or Treasurer will ensure a dissolution audit is conducted and forwarded to the Commanding Officer, NAVSUPPACT Naples via the Staff Judge Advocate.
- 4) In the event the organization is dissolved and there is a balance in the treasury, excess supplies or equipment, it will be donated to a charity, to be decided on at the time the organization is dissolved and in accordance with CNICINST 11000.1 and the Joint Ethics Regulation, DODI 5500.7.

These Bylaws, effective X Month 20XX, will remain in effect for two years following today's date or until dissolved, whichever is sooner. They have been read and signed by the following Organization Officials:

Printed name and signature: _____
President, 20XX (DO NOT LIST RATE/RANK)

Printed name and signature: _____
Vice-President, 20XX (DO NOT LIST RATE/RANK)

Printed name and signature: _____
Secretary, 20XX (DO NOT LIST RATE/RANK)

Printed name and signature: _____
Treasurer, 20XX (DO NOT LIST RATE/RANK)

LIST OF OFFICERS AND MEMBERS

MEMORANDUM

Date

From: [Head of the Organization, Name of Organization]
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: Staff Judge Advocate, U.S. Naval Support Activity Naples, Italy

Subj: LIST OF OFFICERS AND MEMBERS

1. LIST OF OFFICERS

PRESIDENT: (DO NOT LIST RATE/RANK)

Command:

Work Telephone:

Email:

VICE PRESIDENT: (DO NOT LIST RATE/RANK)

Command:

Work Telephone:

Email:

Add any additional positions according to your bylaws/constitution

2. LIST OF MEMBERS

- a. (Insert member name and email)
- b. (Insert member name and email)

(Title - Organization Leader)

PRIVACY ACT STATEMENT

AUTHORITY: 44 USC 31 - I. PRINCIPLE PURPOSE: Files are used locally to contact NFE officers for administrative purposes. ROUTINE USES: Used to locate personnel assigned to, attached, or tenanted at NAVSUPPACT Naples in response to specific inquiries from official government activities for the conduct of business. Files are used locally and administer programs and personnel. DISCLOSURE IS VOLUNTARY: Disclosure of cell/home phone numbers and box numbers is voluntary.

WAIVER OF INSURANCE REQUEST

MEMORANDUM

Date:

From: [Head of the Organization, Name of Organization]
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: Staff Judge Advocate, U.S. Naval Support Activity Naples, Italy

Subj: REQUEST FOR WAIVER OF INSURANCE COVERAGE REQUIREMENT ICO
[INSERT NAME OF NFE]

1. Respectfully request you waive the liability insurance requirement for the subject Non-Federal Entity (NFE) be granted a waiver of the requirement for liability insurance, pursuant to NAVSUPPACTNAPLESINST 1710.11G. Attached is a copy of the organization's current and prior year financial records. We understand Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, may require liability insurance for specific events that involve greater risk of injury or damage.
2. We understand the members of the organization will be jointly and severally liable for the obligations of the organization.
3. Activities of this organization consist largely of activities with low risk of exposure to liability such as monthly meetings, parties, and other gatherings that do not involve strenuous activities or health and safety hazards.
4. We understand a liability insurance requirement waiver will be granted in conjunction with our approval to operate on base, unless NAVSUPPACT Naples CO expressly denies the waiver. The insurance requirement may be waived at the discretion of the NAVSUPPACT Naples CO for activities with low risk for liability exposure. Although a waiver releases the NFE from the insurance requirements herein, it does not protect the NFE or its members from civil claims or lawsuits. In no case may NAVSUPPACT Naples or any Department of the Navy or Department of Defense component assume liability for an NFE's activities.

(Title - Organization Leader)

LIABILITY WAIVER (HOLD HARMLESS AGREEMENT)

[Name of NFE]:

Date

For and in consideration of the use of our participation in Non-Federal Entity (NFE) programs, events, activities, or U.S. Government facilities, the undersigned agrees to, release, waiver, indemnify, exonerate, hold harmless, and defend the United States of America, the U.S. Navy, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and the NAVSUPPACT Naples Morale, Welfare, and Recreation organization, and its assigns for any claims, demands and causes of action (including defense costs and attorney fees) arising out of or pertaining to any loss, damage, injury or death sustained by the undersigned and members of the undersigned's NFE and caused by any negligent act of omission, or breach of duty related to any NFE recreational activity, program, or event. This waiver applies whether or not any claim, demand, action, or suit is based on or alleged to be based on in part, the negligent act or act of omission, or similar conduct of those parties hereby released and indemnified.

The undersigned hereby assumes all risks and hazards incident to or attendant with participation in the private activity, program, or event.

I understand completion of this form is voluntary. However, my failure to execute this agreement may result in the inability of my NFE to perform or provide the service(s) requested or offered.

(Title - Organization Leader)

SAMPLE NON-FEDERAL ENTITY RENEWAL PACKAGE

Date

From: [Head of the Organization, Name of Organization]
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: Staff Judge Advocate, Naval Support Activity Naples, Italy

Subj: NON-FEDERAL ENTITY RENEWAL PACKAGE ICO [NAME OF NON-FEDERAL ENTITY]

Encl: (1) Copy of Previous Authorization Letter
(2) Acknowledgment of Terms
(3) Proof of Insurance Coverage/Waiver of Insurance Request
(4) Proof of Liability Coverage/Liability Waiver (Hold Harmless Agreement)
(5) List of Current Officers and Members
(6) Copy of Organization's Most Current Banking Statement
(7) Copy of Organization's Quarterly Audits
(8) Annual Financial Quarterly Audit Report

1. Per NAVSUPPACTNAPLESINST1710.11G, I request the renewal of recognition of the subject non-federal entity. Information provided below is current as of DDMMYYYY:

- a. Number of members:
- b. Cash assets:
- c. Current liabilities:
- d. Gross annual income:
- e. Name of financial reviewers:
- f. Constitution and bylaws. (if changes to the originals have been made.)
- g. Current financial statement(s).
- h. Copy of annual financial quarterly audit report (encl. 6).
- i. Proof of insurance coverage/approved waiver of insurance requirement.
- j. List of current officers and members.
- k. Copy of document affording Internal Revenue Service Tax Exemption Status (if applicable or if changed from previous submission).

Enclosure (2)

We understand that we must submit this request for re-approval with attachments no later than 30 days prior to the expiration of the authorization to operate. If we decide to discontinue as an organization, we will immediately file a notice of dissolution according to NAVSUPPACTNAPLESINST 1710.1 IG.

President's Name/Signature

Secretary Name/Signature

Attachments: (check all that apply)

- ___ 1. Copy of previous Authorization Letter
- ___ 2. Renewal Application Letter
- ___ 3. Acknowledgment of Terms
- ___ 4. Proof of Insurance Coverage/Waiver of Insurance Request
- ___ 5. Proof of Liability Coverage/Liability Waiver (Hold Harmless Agreement)
- ___ 6. List of Current Officers and Members
- ___ 7. Copy of Organization's Most Current Banking Statement
- ___ 8. Copy of last four quarterly audits (if applicable)
- ___ 9. Copy of Annual Financial Quarterly Audit Report

FIRST ENDORSEMENT

From: Staff Judge Advocate, Naval Support Activity, Naples, Italy
To: File

Subj: NON-FEDERAL ENTITY RENEWAL PACKAGE ICO [NAME OF NON-FEDERAL ENTITY]

- ___ Approved
- ___ Recommend disapproval, forwarded

Comments:

Signature/Date

ACKNOWLEDGEMENT OF TERMS
(Read and initial each statement)

___ I reviewed NAVSUPPACTNAPLESINST 1710.11G

___ My non-federal entity (NFE) will not discriminate or deny membership on the basis of race, color, creed, sex, age, gender, disability, national origin or sexual orientation.

___ My NFE must be financially self-sustaining primarily through dues, contributions, service charges, fees, or special assessments of members.

___ My NFE is prohibited from hindering any Department of Defense (DoD) or Navy command's military mission and may in no way detract from readiness.

___ My NFE and our activities may not bring any discredit to the DoD or Navy.

___ Commanding Officer (CO), Naval Support Activity (NAVSUPPACT) Naples, Italy may deny or revoke my NFE's permission to operate on base if it fails to comply with applicable instructions.

___ All members understand they are personally liable, as provided by law, if the NFE's assets are insufficient to discharge its liabilities.

___ I purchased insurance, or completed a waiver for insurance and understand NAVSUPPACT Naples or any Navy component is not liable for the activities of this NFE.

___ We agree to remove and dispose of any of our property from NAVSUPPACT Naples in the event that permission to operate is revoked.

___ I understand I cannot use the name or abbreviation of any Navy or DoD component in the title of my NFE without first securing consent from the command via the CO.

___ My NFE's bylaws include the disclaimer "THIS ORGANIZATION IS A NON-FEDERAL ENTITY THAT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND THAT HAS NO GOVERNMENTAL STATUS."

___ My NFE will not compete with the Navy Exchange, Navy Morale, Welfare, and Recreation, the Combined Federal Campaign, or the Navy Marine Corp Relief Society.

___ My NFE will not sell or furnish alcohol to persons on Navy installations as part of any fundraising activity.

___ Members of my NFE cannot be assigned to work for NFEs as an official duty and must participate NFE activities during off-duty time.

___Members of my NFE cannot be assigned to work for NFEs as an official duty and must participate NFE activities during off-duty time.

___I will submit any changes to my NFE's bylaws or list of officers to the NAVSUPPACT Naples Staff Judge Advocate within 30 calendar days of any such change.

___My NFE will complete a quarterly funds audit.

___My NFE will submit the quarterly audit findings as enclosures with the Annual Financial Quarterly Audit Report.

___I understand failure to comply with proper tax codes of governments may result in myself, or my members, being personally liable for the taxes of the NFE.

___I understand that any donation in money or in-kind intended for host nation's beneficiaries are subject to value added tax.

___It is my responsibility to read, understand, and comply with fire and safety regulations; environmental laws; local, state, and federal tax codes; and applicable host nation laws, decrees, and regulations.

___Failure to complete recognition application requirements or annual bylaw validation, will prevent my NFE from hosting any fundraiser or event onboard NAVSUPPACT Naples.

___My NFE uses a private email address I will provide the office of the SJA. We will maintain the e-mail address for continuity.

Organization Leader/Date

WAIVER OF INSURANCE REQUEST

MEMORANDUM

Date:

From: [Head of the Organization, Name of Organization]
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: Staff Judge Advocate, Naval Support Activity Naples, Italy

Subj: REQUEST FOR WAIVER OF INSURANCE COVERAGE REQUIREMENT ICO
[INSERT NAME OF NFE]

1. Respectfully request you waive the liability insurance requirement for the subject non-federal entity (NFE) be granted a waiver of the requirement for liability insurance, pursuant to NAVSUPPACTNAPLESINST 1710.11G. Attached is a copy of the organization's current and prior year financial records. We understand Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, may require liability insurance for specific events that involve greater risk of injury or damage.
2. We understand the members of the organization shall be jointly and severally liable for the obligations of the organization.
3. Activities of this organization consist largely of activities with low risk of exposure to liability such as monthly meetings, parties, and other gatherings that do not involve strenuous activities or health and safety hazards.
4. We understand a liability insurance requirement waiver will be granted in conjunction with our approval to operate on base, unless NAVSUPPACT Naples CO expressly denies the waiver. The insurance requirement may be waived at the discretion of the NAVSUPPACT Naples CO for activities with low risk for liability exposure. Although a waiver releases the NFE from the insurance requirements herein, it does not protect the NFE or its members from civil claims or lawsuits. In no case may NAVSUPPACT Naples or any Department of the Navy or Department of Defense component assume liability for an NFE's activities.

(Title - Organization Leader)

LIABILITY WAIVER (HOLD HARMLESS AGREEMENT)

[Name of NFE]:

Date

For and in consideration of the use of our participation in non-federal entity (NFE) programs, events, activities, or U.S. government facilities, the undersigned agrees to, release, waiver, indemnify, exonerate, hold harmless, and defend the United States of America, the U.S. Navy, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and the NAVSUPPACT Naples Morale, Welfare, and Recreation organization, and its assigns for any claims, demands and causes of action (including defense costs and attorney fees) arising out of or pertaining to any loss, damage, injury or death sustained by the undersigned and members of the undersigned's NFE and caused by any negligent act of omission, or breach of duty related to any NFE recreational activity, program, or event. This waiver applies whether or not any claim, demand, action, or suit is based on or alleged to be based on in part, the negligent act or act of omission, or similar conduct of those parties hereby released and indemnified.

The undersigned hereby assumes all risks and hazards incident to or attendant with participation in the private activity, program, or event.

I understand completion of this form is voluntary. However, my failure to execute this agreement may result in the inability of my NFE to perform or provide the service(s) requested or offered.

(Title - Organization Leader)

QUARTERLY FUNDS AUDIT

MEMORANDUM

Date:

From: [Head of the Organization, Name of Organization]
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: Staff Judge Advocate, U.S. Naval Support Activity Naples, Italy

Subj: QUARTERLY FUNDS AUDIT ICO [INSERT NAME OF NFE]

Encl: (1) Copy of Quarterly Audit(s)
(2) Copy of Organization's Most Current Banking Statement
(3) Documentation of actions taken (if applicable)

1. This is to certify that [INSERT NAME OF ORGANIZATION] hereby certifies that we have conducted a quarterly funds audit for FY[Insert Year] Q4.

2. A total of \$_____/€____ in funds were properly accounted for, with no discrepancies identified.

OR

2. A total of \$_____/€____ in funds were reviewed, and a discrepancy of \$_____/€____ was identified. Upon discovery, the NFE took immediate corrective action by:

- a. Conducting a thorough review to identify the root cause of the discrepancy.
 - b. Reconciling the affected funds to ensure proper allocation.
 - c. Implementing enhanced processes and safeguards to prevent future occurrences.
 - d. Documenting all actions taken for transparency and accountability [enclosure (3)].
3. Both parties represented as signatories below endorse this to be true.

(Title - Organization Leader)

(Title – Organization Treasurer)

ANNUAL FINANCIAL QUARTERLY AUDIT REPORT MEMORANDUM

Date:

From: [Head of the Organization, Name of Organization]
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: Staff Judge Advocate, U.S. Naval Support Activity Naples, Italy
Subj: QUARTERLY FUNDS AUDIT ICO [NAME OF ORGANIZATION]

Encl: (1) FY[Insert Year] Q1 Audit dtd [Insert Date]
(2) FY[Insert Year] Q2 Audit dtd [Insert Date]
(3) FY[Insert Year] Q3 Audit dtd [Insert Date]
(4) FY[Insert Year] Q4 Audit dtd [Insert Date]
(4) Copy of Organization's Most Current Banking Statement
(5) Documentation of actions taken (if applicable)

1. In accordance with NAVSUPPACTNAPLESINST 1710.11G, quarterly audits were conducted during each fiscal year quarter. This memorandum serves as the closeout for FY[Insert Year] Q4, completed no later than 30 October.

2. A total of \$_____/€____ in funds were properly accounted for, with no discrepancies identified during FY[Insert Year].

OR

2. A total of \$_____/€____ in funds were reviewed, and a discrepancy of \$_____/€____ was identified. Upon discovery, the NFE took immediate corrective action by:

- a. Conducting a thorough review to identify the root cause of the discrepancy.
- b. Reconciling the affected funds to ensure proper allocation.
- c. Implementing enhanced processes and safeguards to prevent future occurrences.
- d. Documenting all actions taken for transparency and accountability [enclosure (5)].

3. Both parties represented as signatories below endorse this to be true.

(Title - Organization Leader)

(Title – Organization Treasurer)

SAMPLE REQUEST FOR SPECIAL EVENT OR FUNDRAISING ACTIVITY

Instructions: Complete this form and provide the original with all necessary attachments to the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Staff Judge Advocate. Submit your request at least 14 days prior to the proposed event to:

Date: _____

From: [Insert requestor's name (do not include military rank) and name of organization]

To: Staff Judge Advocate, U.S. Naval Support Activity, Naples, Italy

Via: (1) USNH Naples Preventive Medicine Department
(2) NAVSUPPACT Naples Safety Office
(3) NAVSUPPACT Naples Fire and Emergency Services
(4) Navy Exchange
(5) Morale, Welfare, and Recreation Department

Ref: (a) DoD Instruction 1000.15 of 24 October 08, Support for Non-Federal Entities Authorized To Operate on DoD Installations
(b) NAVSUPPACTNAPLESINST 1710.15F
(c) NAVSUPPACTNAPLESINST 1710.112G

Subj: REQUEST TO CONDUCT ACTIVITY ONBOARD U.S. NAVAL SUPPORT ACTIVITY NAPLES, ITALY ICO [NAME OF ORGANIZATION]

Encl: (1) Request to Serve Alcohol

1. The subject non-Federal entity (NFE) respectfully requests to conduct the following activity onboard U. S. Naval Support Activity (NAVSUPPACT), Naples, Italy:

a. Description of activity: _____

b. Date(s): _____

c. Location: _____

2. By initialing each line below, I certify the following to be true:

_____ This proposed event is NOT part of a continuous resale activity.

_____ This proposed event does not involve the sale of alcohol or any form of gambling.

_____ Only trained and certified food handlers will provide food during fundraising.

_____ Prior approval from the NAVSUPPACT Naples, Italy Fire Department has been obtained for our location to grill food. Proper safety precautions will be taken in accordance with reference (c).

_____ Written schedule approval from Staff Judge Advocate has been obtained prior to requesting endorsement from NAVSUPPACT Naples Fire Department for carwash fundraising events.

_____ All military members will participate in civilian attire and in a non-duty status.

_____ Government resources will not be used. The use of government resources (such as government supplies, equipment, and email) to advertise any sales is prohibited. This prohibition extends to using official NAVSUPPACT Naples letterhead to request event approval.

_____ This event will NOT involve one-on-one solicitation of junior ranking members by higher-ranking participants in any fundraising effort.

_____ This event will not duplicate or compete with the Navy Exchange or any non-appropriated fund instrumentality.

_____ The Joint Ethics Regulation, DoD 5500.7-R is a punitive regulation, which prohibits DoD employees from specific soliciting (directly asking) donations from local businesses.

_____ Event approval extends only to the event type, date, location, and participants' information provided. We understand if we seek to change our event plans we would be required to obtain approval for any change.

_____ Strict public health and safety protocols must be observed including, but not limited to: social distancing, wearing of masks, body temperature checks, maintaining a log book containing names and contact information of all attendees for three weeks for contact tracing, limit on personnel number per gathering, etc.

*NOTE: Failure to secure pre-approval and/or failure to maintain sanitation standards can result in immediate closure of an event.

NON-FEDERAL ENTITY ACTIVITY REQUEST FORM

FIRST ENDORSEMENT

From: Naval Medical Readiness and Training Center Naples Preventive Medicine Department
(COMM: +39-081-568-5486/4170;
Email: usn.naples.usnmrtc-naples.list.prev-med-surveillance-team@health.mil)

1. Your request is: approved / denied.

2. Comments: _____

Printed Name/Date

Signature

SECOND ENDORSEMENT

From: Safety Office, Naval Support Activity, Naples, Italy
(COMM: +39-081-568-2413; Email: M-NA-NSA-SAFETY@us.navy.mil)

1. Forwarded recommending: approval / disapproval.

2. Comments: _____

Printed Name/Date

Signature

THIRD ENDORSEMENT

From: Fire and Emergency Services, U.S. Naval Support Activity, Naples, Italy
(COMM: 39-081-568-4999; Email: nsanaplesfesln@us.navy.mil/
antonio.fiscimajer.ln@us.navy.mil) (**Required only for cooking or fire hazards.**)

1. Forwarded recommending: approval / disapproval.

2. Comments: _____

Printed Name/Date

Signature

FOURTH ENDORSEMENT

From: Navy Exchange (Email: Mariarosaria.Lanzillo.fn@nexweb.org)

1. Forwarded recommending: approval / disapproval.

2. Comments: _____

Printed Name/Date

Signature

FIFTH ENDORSEMENT

From: Morale, Welfare, Recreation
(Comm: +39 081-811-4459; Email: nsanaplesmwr@us.navy.mil)

1. Forwarded recommending: approval / disapproval.

2. Comments: _____

Printed Name/Date

Signature

FINAL ENDORSEMENT

From: Staff Judge Advocate, U.S. Naval Support Activity, Naples, Italy
(COMM: +39-081-568-3084; Email: nsanaplesjag@us.navy.mil)

1. Forwarded recommending: approval / disapproval.

2. Comments: _____

Printed Name/Date

Signature



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

1700
N00
DATE

From: [Command]

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

Subj: REQUEST TO SERVE ALCOHOL AT COMMAND SOCIAL FUNCTION

Ref: (a) OPNAVINST 5350.4E
(b) OPNAVINST 1700.16B
(c) NAVSUPPACT NAPLES INST 1710.11G
(d) NAVSUPPACTNAPLESINST 1746.19L

1. I respectfully request approval, per references (a)-(d), to serve _____ during the command [event here] on [date]. The event will be held from [time of event] at the [location of event].
2. The event will include approximately [number of guests]. [Include a description of the event and the maximum number of drinks authorized per person if the event is approved].
3. I understand that my association is not an authorized reseller and cannot sell alcohol.
4. [Provide who is certified in serving/has training to serve alcohol in Italy. Include information about safety measures being taken to ensure no violation of the Drug and Alcohol policy, (i.e. most attendees live on support site and will not be driving, people serving alcohol will conduct ID checks before serving alcohol to any individual, all attendees will be briefed on the legal driving limit for alcohol in Italy (.05), and the responsible consumption of alcohol, etc.)]

SIGNATURE

DATE

FIRST ENDORSEMENT on

1. The request is: granted/denied.

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

Copy to:

SAMPLE DISSOLUTION OF NON-FEDERAL ENTITY

Date:

From: [Elected Head of the Organization, Name of Organization]
To: Commanding Officer, Naval Support Activity, Naples, Italy
Via: Staff Judge Advocate, Naval Support Activity, Naples, Italy

Subj: NOTICE OF DISSOLUTION ICO [NAME OF ORGANIZATION]

1. This is notification that the subject non-federal entity is dissolving. All assets have been disposed of in accordance with our bylaws, NAVSUPPACTNAPLESINST 1710.11G, and DOD 5500.7-R.

2. The final audit was conducted by the following elected officials and three members or by an audit board appointed by the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

a. Name/Position	Signature
b. Name/Position	Signature
c. Name/Position	Signature
d. Member's name	Signature
e. Member's name	Signature
f. Member's name	Signature

3. If you have any questions, please contact [insert contact name] who may be reached at [phone number] or at [email address].

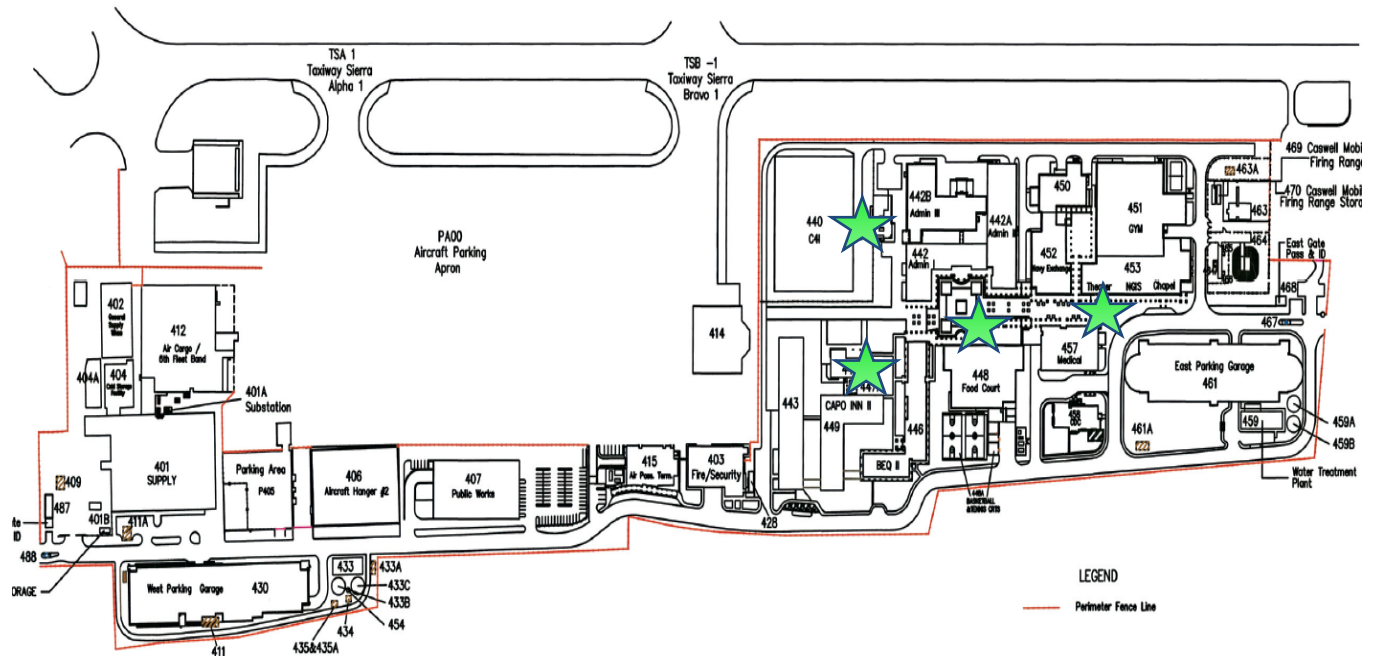
(Title - Organization Leader)

MAPS OF APPROVED FUNDRAISING LOCATIONS AT CAPODICHINO AND SUPPORT
SITE

CAPODICHINO MAP

NSA Naples Capodichino

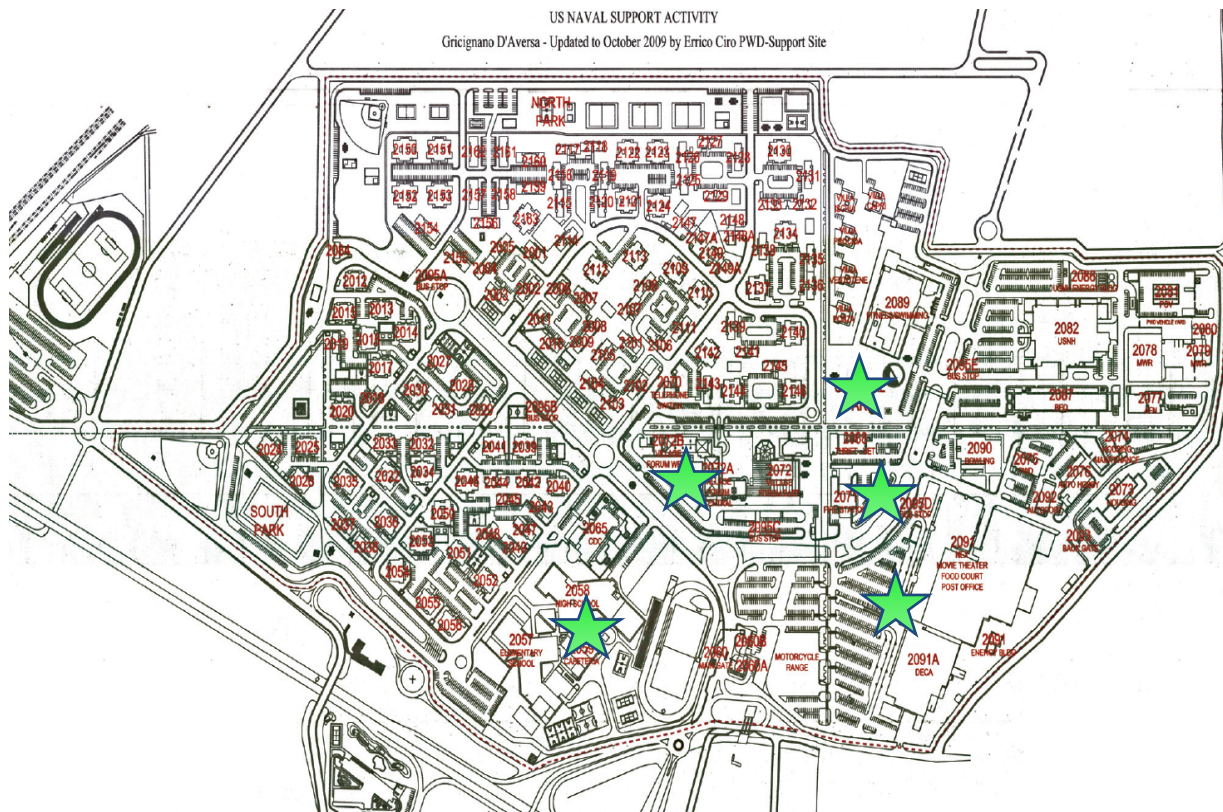
Latitude: 40° 33' 11"N
Longitude: 14° 10' 48"E



Approved fundraising locations at
Capodichino:

- Area in front of Capo Theater
- NGIS barbecue area
- Bella Napoli
- C4I turnstiles

SUPPORT SITE MAP



Approved fundraising locations at Support Site, Gricignano:

- Area inside Village Forum
- Area in front of NEX and DECA
- Central Park
- Support Site Fire Station
- DoDEA Elementary School
- DoDEA Middle/Highschool

NFE Name: _____

Audit Period: Q3FY2026

**NSA NAPLES NFE FINANCIAL AUDIT TEMPLATE
AUDIT REPORT**

Date of report: _____

Current and last three quarterly reports:

	Q3FY2026			
Net Assets	0	_____	_____	_____
Net Income	0	_____	_____	_____

Were all income and expenses supported by receipts or documentation? Y/N

Were all expenditures authorized in accordance with NFE bylaws? Y/N

Findings/Concerns

Summarize any discrepancies, issues, or unusual transactions identified during the audit:

Describe any steps taken or proposed to correct issues identified:

Reviewed by: _____ Date: _____

Title/Role: _____

NFE Name: _____

Audit Period: Q1FY2026

**NSA NAPLES NFE FINANCIAL AUDIT TEMPLATE
FINANCIAL REPORT - TO BE COMPLETED BY THE NFE**

Balance Sheet for FY2026 Q3

<u>Assets</u>		<u>Liabilities</u>	
Cash	\$0.00	Bills owed	\$0.00
Checking	\$0.00	Other: List	
Savings	\$0.00	(a)	\$0.00
Property	\$0.00	(b)	\$0.00
Other: List		(c)	\$0.00
(a)	\$0.00	(d)	\$0.00
(b)	\$0.00	(e)	\$0.00
Total	\$0.00	Total	\$0.00
Net Assets	\$0.00 (Assets - Liabilities)		

Income Statement for FY2026 Q3

<u>Income</u>		<u>Expenses</u>	
Donations	\$0.00	Supplies	\$0.00
Fundraising	\$0.00	Activities	\$0.00
Dues	\$0.00	Equipment	\$0.00
Initiation	\$0.00	Service Chg	\$0.00
Interest	\$0.00	Other: List	
Other: List		(a)	\$0.00
(a)	\$0.00	(b)	\$0.00
Gross Income	\$0.00		\$0.00

Net Income \$0.00 (Income - Expenses)**Attach a ledger or summary of all income and expenses for the audit period.****Bank Reconciliation**

Bank Name: _____

Bank Statement Ending Balance: \$0.00

Outstanding Deposits: \$0.00

Outstanding Checks: \$0.00

Reconciled Balance: \$0.00

Attach a copy of the bank statement for the audit period.

I certify that the information contained in this financial statement is a true and accurate reflection of the financials to the best of my knowledge

Prepared by: _____ Date: _____

Title/Role: _____

NFE Name: _____

Audit Period: Q3FY2026

**NSA NAPLES NFE FINANCIAL AUDIT TEMPLATE
AUDIT REPORT**

Date of report: _____

Current and last three quarterly reports:

	Q3FY2026			
Net Assets	0	_____	_____	_____
Net Income	0	_____	_____	_____

Were all income and expenses supported by receipts or documentation? Y/N

Were all expenditures authorized in accordance with NFE bylaws? Y/N

Findings/Concerns

Summarize any discrepancies, issues, or unusual transactions identified during the audit:

Describe any steps taken or proposed to correct issues identified:

Reviewed by: _____ Date: _____

Title/Role: _____