



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 1740.3C

N00/N00E

15 Jul 25

NAVSUPPACT NAPLES INSTRUCTION 1740.3C

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

Subj: COMMAND INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 1740.3E

Encl: (1) Sample Schedule
(2) Sample Sign in Sheet
(3) Sample Class Critique
(4) Sample Memo

1. Purpose. To delineate policy for the proper management and execution of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Command Indoctrination (INDOC) Program.

2. Cancellation. NAVSUPPACTNAPLESINST 1740.3B

3. Background

a. Command indoctrination is a program designed to ensure a smooth transition into a new organization, tailored to specific command requirements such as location, mission, and vision. Reference (a) mandates every U.S. Navy command to maintain an effective indoctrination program. As the commander's responsibility, indoctrination should address the unique needs of the command and set the stage for a positive tour. If not included in the command check-in process or installation relocation program, indoctrination must incorporate all applicable elements. A service member who is properly informed, warmly welcomed, and assisted before and after arrival will acclimate quickly and become a productive member of the command.

b. The NAVSUPPACT Naples INDOC Program must consider the background, rank, and years of service of new arrivals when determining their indoctrination requirements. For instance, senior personnel such as Chief Petty Officers who have previously served at the location may not require community orientation, relocation assistance, or financial literacy education tailored for junior personnel.

4. Policy. NAVSUPPACT Naples INDOC Course is mandatory for all newly assigned personnel. All personnel will attend INDOC within 30 days of reporting.

5. Responsibility

a. In accordance with reference (a), the Command Master Chief (CMC) shall monitor the Indoctrination Program.

b. Appointed designees will coordinate the Sponsorship and Indoctrination Program, ensure compliance with this instruction, and monitor the sponsors assigned to incoming personnel.

6. Action

a. Commanding Officer (CO). Appoint a First Class Petty Officer or above to perform as Command INDOC Program Manager.

b. Command Master Chief (CMC). Retain overall responsibility for the INDOC Program.

c. Command INDOC Manager: The Command INDOC Manager shall ensure the effective and efficient execution of the indoctrination program by performing the following duties:

(1) Program Content and Coordination:

(a) Ensure the indoctrination program includes the following components, when applicable and not provided during the check-in process or relocation program.

(b) Introduction of the Command Resilience Team and an overview of Human Factors Councils.

(c) Stress management as related to relocation.

(d) Personal behavior training, including social media guidance.

(e) Host installation security briefings, covering relevant security policies and off-limits areas.

(f) Military Equal Opportunity training.

(g) Tobacco product training, covering: Health risks of tobacco product use, negative impacts on readiness due to nicotine addiction, risks from environmental tobacco smoke, monetary costs of tobacco use, and availability of assistance to quit tobacco.

(h) Community orientation, housing options, spouse employment, child care, cultural adaptation, and financial literacy education tailored to the service member's rank and needs.

(2) Administrative Responsibilities:

(a) Utilize the sign-in sheet in enclosure (2) to muster personnel and ensure attendance is accurately documented.

(b) Ensure all newly reporting personnel complete the Course Critique, as outlined in enclosure (3), after the INDOC course.

(c) Request adequate funding to support the effective operation of the program.

(d) Schedule and coordinate the indoctrination course, liaising with all facilitators,

and providing notification of scheduled classes and changes.

(e) Maintain an email distribution list with current contact information of qualified INDOC facilitators as detailed in enclosure (1).

(f) Route enclosures (1)–(4) to the Commanding Officer via the Command Master Chief and Executive Officer, utilizing ETMS2, immediately following each indoctrination class.

7. 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).

8. 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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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

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



U.S. Naval Support Activity, Naples, Italy Command Indoctrination

DD Month YYYY

Time	Topic/Brief	Presenter (Contact Info)
0800 - 0830	INDOC Introduction	INDOC Team
0830 - 0900	Naples Area Awareness	INDOC Team
0900 - 0930	CO Welcome	Secretary to CO/XO:
0930 - 1000	XO Welcome	Secretary to CO/XO:
1000 - 1030	CMC/OMBUDSMAN Welcome	CMDCM: OMBUDSMAN:
1030 - 1045	BREAK	BREAK
1045 - 1100	DTS/Travel Card/Budget	
1100 - 1130	Security Manager	
1130 - 1145	Safety	
1145 - 1245	Lunch (Civilians Depart for Day)	
1245 - 1300	DAPA	
1300 - 1345	CMEO/Equal Opportunity	
1345 - 1400	Chaplain/RELMIN	
1400 - 1410	BREAK	BREAK
1410 - 1430	SAPR	
1430 - 1500	College	University of Maryland Global Campus
1500 - 1515	Debrief	INDOC Team

CUI

U.S. Naval Support Activity, Naples, Italy

Command INDOC Sign in Sheet: DD Month YYYY

#	RANK / RATE	LAST	FIRST	DOD ID #	DEPT/ DIVISION	CONTACT NUMBER
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Command Indoctrination Course

CUI

NSA NAPLES COMMAND INDOCTRINATION CRITIQUE

Name (Optional): _____ Date: _____

Introductions		Safety	
Naples Area Awareness		DAPA	
CO Welcome		CMEO/Equal Opportunity	
XO Welcome		Chaplain/RELMIN	
CMC/OMBUDSMAN Welcome		SAPR	
DTS/Travel Card/Budget		College	
Security Manager		Debrief	

GRADING VALUES

1-Poor 2-Satisfactory 3-Good 4-Excellent NS-No Show

1. Do you feel that command Indoc was helpful in your transitional process? If so, how?

2. Do you think the overall information provided would prove useful to you or other sailors throughout their tour?

3. Do you feel as though the instructors were subject matter experts and provided clear guidance?

4. Was there a specific topic or instructor that made an impact or could use a recommendation?

5. Do you have any thoughts or recommendation on the program that could help impact future sailors?

15 Jul 25

UNCLASSIFIED

DD MMM YY

From: Command Indoctrination Manager, U.S. Naval Support Activity Naples, Italy
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy
Via: (1) Command Master Chief, U.S. Naval Support Activity Naples, Italy
(2) Executive Officer, U.S. Naval Support Activity Naples, Italy

Subj: COMMAND INDOCTRINATION PROGRAM COURSE DEBRIEF

Ref: (a) OPNAVINST 1740.3E
(b) NAVSUPPACTINST 1740.3C

Encl: (1) Schedule
(2) Muster Sheet
(3) Class Critique

1. Overview: Per references (a) and (b), the Command Indoctrination (INDOC) Course was conducted from 0800 – 1430 on DD Month YYYY, at [Location], Capodichino.

2. Presenter Attendance: Enclosure (1) provides the September presenter list and designated timeslots.

(a) Status:
All presenters were present. OR
The following presenters were no-shows: [List of presenters].

3. Attendance Enclosure (2) outlines the list of attendees. All personnel listed were accounted for during the entirety of the event. OR The following personnel did not complete INDOC and the reason why.

4. Participant Feedback Enclosure (3) includes the critiques provided by participants, highlighting their feedback and evaluations of the course.

5. Additional Notes [Optional: Insert any relevant details or remarks.]

6. Please contact me for any questions or concerns at DSN or email.

F. M. LAST

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Enclosure (4)