



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 3060.1Q
N00/N37
23 Dec 2025

NAVSUPPACT NAPLES INSTRUCTION 3060.1Q

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

Subj: EMERGENCY RECALL OF KEY PERSONNEL

Ref: (a) NAVSUPPACTNAPLESINST 3440.17D

Encl: (1) Department Head Recall Bill

1. Purpose. To establish responsibilities for the emergency recall of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy key personnel. Reference (a) is utilized to provide policy, guidance, operational structure and assignment of responsibilities for developing a comprehensive emergency plan for NAVSUPPACT, Naples Italy.

2. Cancellation. NAVSUPPACTNAPLESINST 3060.1P

3. Background. Under certain conditions, it may be necessary to recall all command personnel or various key individuals to their duty station after normal working hours. Conditions that necessitate a recall may include actual emergencies or exercise, increase-in-readiness, or local natural disasters.

4. Responsibilities

a. The NSA Naples Senior Watch Officer (SWO) & Command Duty Leading Chief Petty Officer shall:

(1) Initiate recall using enclosure (1) when directed by the Commanding Officer (CO) or designee and upon receipt of an alert message.

(2) Maintain a log of all events.

(3) Divulge no classified information during the recall.

(4) Make required voice and hard-copy reports.

b. Department Heads shall:

(1) Maintain a current departmental recall bill and provide copies to the NSA Naples SWO on a monthly basis.

(2) Proceed to the CO's Conference Room, the Primary Emergency Operations Center – Building 403 - (if activated) or as directed. The designated location will serve as the NSA Naples Command Center, and those gathered will receive a briefing of the situation. The CO may choose to utilize the virtual Emergency Operations TEAMS group and conduct a virtual meeting, those with the appropriate devices will keep them accessible unless they are in a leave status and have a delegated representative.

c. The NSA Naples SWO shall:

- (1) Ensure enclosure (1) is filled out and accurately maintained.
- (2) Ensure a current copy of enclosure (1) is maintained in the Command Duty Officer binder.
- (3) Train Command Duty watch personnel on procedures for safeguarding Privacy Act information, and maintaining Operational Security (OPSEC).
- (4) Train watch personnel to refer requests for information to the NAVSUPPACT Naples Public Affairs Officer at DSN: 314-626-5912, COMM: 081-568-5912.

5. 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](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information%20Management/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).

6. 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
RANDAZZO, JOHN, L.
OHN.LUCIAN UCIA, 1.035461376
Date: 2025.12.23
10:31:21 +01'00'

J. L. RANDAZZO

Releasability and Distribution:

This instruction is cleared for public release and is available via the NSA Naples website:

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