



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 3440.1B
N00/N37
29 Dec 2025

NAVSUPPACT NAPLES INSTRUCTION 3440.1B

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

Subj: INSTALLATION EMERGENCY MANAGEMENT WORKING GROUP CHARTER

Ref: (a) DoD 6055.17-M
(b) OPNAVINST 3440.17
(c) CNIC-M 3440.17

1. Purpose. To implement a charter for the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Emergency Management (EM) Working Group (EMWG) in order to meet the objectives of the Installation EM Plan. The plan is facilitated by the exchange and leveraging of information, ideas, expertise, and capabilities while sharing technological solutions and jointly participating in emergency preparedness, response, recovery, and mitigation efforts. The EMWG allows NAVSUPPACT Naples and its tenant partners to quickly share information between departments and agencies through established communication procedures to help manage and mitigate potentially serious incidents or consequences within the NAVSUPPACT Naples area of responsibility.

2. Cancellation. NAVSUPPACTNAPLESINST 3440.1A.

3. Authority and Mission. The EMWG is established under the authority of references (a) through (c). The mission of the EMWG is to assist the Installation EM Officer (EMO) in the development, execution, exercising, and assessment of the Installation EM Program. The principle goal of the EMWG is the coordination of plans and concepts of operations between multiple functional tenant organizations and organic response organizations (first responders) and their mutual aid partners.

4. Objectives. Provides a forum for the Commander to execute directions and decisions on issues related to all-hazards emergency response. Include representatives of all relevant functions and offices that would be affected by or involved in EM at the installation level. Invite and include liaison personnel from appropriate level federal, state, local, host nation, other service, and tenant organizations as necessary. Existing support agreements should be evaluated and modified, when and where appropriate. Integrate Regional and Installation EM initiatives into resource planning. Collect and prioritize Installation EM resource requirements for the appropriate budget submissions. Ensure that the Installation EM Plans are integrated with local and state EM plans as necessary. Ensure that the Installation EM training programs are developed and executed to support Category 1-5 personnel. Conduct and support all required assessments.

5. Membership. The EMWG consists of a chairperson, permanent and adjunct members. The EMWG may establish subgroups, as needed, to address specific issues. The EMWG will be chaired by the Installation Commander or his/her representative.

a. The EMO shall serve as the principal action officer for the EMWG and is responsible for:

(1) Selecting all meeting locations and coordinating meeting objectives, agendas, and schedules with the membership.

(2) Performing executive secretary duties for the Working Group (e.g., recording meetings, distributing materials, and maintaining attendance records).

(3) Establishing subgroups and designating subgroup chairpersons.

(4) Monitoring progress as the Working Group strives to accomplish its goals.

b. At a minimum, the EMWG will include the following:

(1) Installation Commanding Officer (or representative)

(2) Installation Executive Officer

(3) Installation EM Officer (N37)

(4) Installation Emergency Operations Center Manager

(5) Installation Fire & Emergency Services (N30)

(6) Installation Safety Officer (N35)

(7) Installation Security Officer (N34)

(8) Supported Command, Emergency Management Coordinators (EMC)

c. In addition to the above permanent members, the additional members from the Installation may be present to provide information and support as required.

(1) Installation Fleet & Family Readiness (N9)

(2) Installation Public Works Officer (N4)

(3) Installation Chaplain (N00R)

(4) Installation Information Technology Director (N6)

(5) Installation Legal Representative (N01J)

- (6) Installation Air Operations Officer (N32)
- (7) Installation Public Affairs Officer (N01P)
- (8) Installation Public Health Emergency Officer (PHEO)

d. Representatives from the following supported commands may participate as adjunct members of EMWG. Adjunct members may participate in EMWG meetings on those matters that are of interagency interest or extend beyond the installation's internal scope of influence.

- (1) Commander, Navy Region Europe, Africa, Central (CNREAC)
- (2) Commander, U.S. Naval Forces Europe (CNE)
- (3) Commander, U.S. Naval Forces Africa (CNA)
- (4) Commander, SIXTH Fleet (C6F)
- (5) Naval Facilities Engineering Command, Europe, Africa, Central
- (6) Naval Computer and Telecommunications Station, NCTS
- (7) NMRTC Naples

e. The membership may add additional permanent or adjunct member organizations and/or add components of the existing member organizations as necessary. Each permanent member organization is responsible for designating a primary or alternate representative. The primary representative, or alternate, is responsible for attending meetings and exchanging information with the EMWG. The chairperson may approve attendance by additional representatives as necessary to carry out the mission of the EMWG.

6. Responsibilities. The EMWG will meet at least quarterly. The members of the EMWG are responsible for exchanging information and reporting results of meetings to their own organizations. The members of the EMWG will assign subject matter experts to assist with the development of the annual Hazard Vulnerability Assessment and Installation Emergency Plan. Establish EMWG's work priorities, information to be exchanged and under what circumstances, and other matters that should be addressed by the group. This shall include areas such as joint emergency planning and exercise opportunities; technology-sharing opportunities; developing mutual emergency response plans; sharing threat information, identifying and vetting issues of mutual interest, and coordinating policy and regulatory changes.

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-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).

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.

RANDAZZO.J | Digitally signed by
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J. L. RANDAZZO

Releasability and distribution:

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

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