



**DEPARTMENT OF THE NAVY**  
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NAVSUPPACTNAPLESINST 5216.1N  
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NAVSUPPACT NAPLES INSTRUCTION 5216.1N

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

Subj: ADMINISTRATIVE DOCUMENT ROUTING

Ref: (a) SECNAV M-5216.5 CH-1, Department of the Navy Correspondence Manual  
(b) SECNAV M-5210.2, Standard Subject Identification Code Manual  
(c) SECNAVINST 5239.24, Department of the Navy Digital Signature Policy  
(d) DoDM 5110.04 CH-2 Volume 1, Manual for Written Material: Correspondence Management of 16 Jun 20  
(e) OSD Memo of 14 Sep 17, Approval Authority to Request Extensions and Other Changes to Assigned Actions  
(f) OSD Memo of 22 Aug 17, Secretary of Defense's Guidance to Responding to Members of Congress  
(g) SECNAV Guidance Memo of 18 Jun 20, Secretary of the Navy's Guidance on Congressional Correspondence  
(h) OSD Memo of 25 Feb 21, Updated Guidance on Preparing Information Memorandums  
(i) NAVADMIN 022/22, Navy Transition to Task Management Tool – Announcement  
(j) NAVADMIN 025/22, Navy Transition to Task Management Tool – Phase I  
(k) NAVSUPPACTNAPLESINST 5216.3MM CH-1  
(l) DoDM 5200.01 Volume 2, Marking of Classified Information of 28 Jul 20  
(m) SECNAVINST 5210.8F, Department of the Navy Records Management Program  
(n) SECNAV M-1650.1, Department of the Navy Military Awards Policy  
(o) NAVPERS 15560D, Military Personnel Manual  
(p) DoD 7000.14-R, Department of Defense Financial Management Regulation  
(q) NAVSUPPACTNAPLESINST 5216.3PP

Encl: (1) ETMS2 Business Rules  
(2) Routing Matrix  
(3) Routing Checklist  
(4) NAVSUPPACT Naples Command Routing Slip Sample

1. Purpose. To implement policy governing the development, staffing, and approval of actions and documents prepared at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, per references (a) through (q) and enclosures (1) through (4).

2. Cancellation. NAVSUPPACTNAPLESINST 5216.1M

3. Applicability. These procedures apply to all personnel assigned to NAVSUPPACT and subordinate units.
4. Definitions and Details. Administrative documents include any correspondence, request chits, directives, forms, evaluation reports, awards, or any other document that is routed to the Administration Office (N04C) to be forwarded for review or approval of the Commanding Officer (CO), Executive Officer (XO), and Command Master Chief (CMC). All documents will be routed using Enterprise Task Management System 2.0 (ETMS2) by the Action Officers (AOs) per enclosure (2) of this directive.
5. Timeline. When possible, all documents should be finalized within 10 working days from the initiator to the next endorser/approver per enclosure (2).
6. Discussion and Procedures
  - a. Enclosure (1) is the business rules for using ETMS2.
  - b. Enclosure (2) provides a routing matrix. Use this to ensure that the document is routed to all required personnel.
  - c. Enclosure (3) includes routing requirements. Route all documents with required objective quality evidence (OQE).
  - d. Enclosure (4) is a command routing slip, only to be used if physically routing.
7. Action
  - a. Initiating individuals will:
    - (1) Use enclosure (3) to submit documents for routing.
    - (2) Route all documents that affect pay, personnel, career, or that require a special waiver via the cognizant program managers (i.e. Command Career Counselor). Program managers ensure the requisite compliance and policy adherence.
    - (3) Route the document/request in a timely manner. If the document has a specific due date, initiators are required to route 10 working days in advance of the deadline.
  - b. Department Heads (DHs) will:
    - (1) Verify that requirements per enclosures (1), (2) and (3) are met and that all subsequent reviewers have made recommendations.

(2) Directly brief the XO in case any administrative document needs prioritization and is of a special nature. The cognizant DH must provide the XO with justification and substantiating evidence for the prioritization.

c. N04C will:

(1) Build and maintain routing approval templates in ETMS2 that can be used for document routing.

(2) Inform the cognizant department if the document is expected to route longer than the 10 working day policy.

(3) Make minor changes throughout the CO's chop chain. N04C will return/reject material with extensive revisions or numerous errors to the originator for corrections. All pertinent drafts and original routing sheet with comments must be included when the document is submitted back to N04C.

(4) Forward to the next administrative entity for action if the CO is the last endorsing authority. If the CO is the final approving authority, the document will be returned to the department or individual identified to execute or oversee any further required action.

(5) Maintain electronic records of all unclassified correspondence (including "by direction" correspondence signed by authorized personnel per reference (d)) and return completed correspondence to the department in a timely manner. The Command Security Manager will maintain copies of classified correspondence.

## 8. Digital Signature Policy

a. Digital Signature Definition and Purpose. Per reference (c), a "digital signature" is a method of authenticating records by producing a signature bound to both the record and the signer's identity using cryptographic keys, operations, and protocols. Per Department of the Navy policy, NAVSUPPACT Naples will adopt digital signatures as the preferred means of conducting business transactions. This policy does not prohibit physical (wet) signatures, but digital signatures enable authentication of electronic documents and assure both the identity of the sender and the integrity of the document.

9. ETMS2 Unavailable. In the event that ETMS2 is unavailable for use, refer to the paper routing process explained in enclosures (2) and (3) using enclosure (4).

## 10 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).

11. 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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ETMS2 BUSINESS RULES

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1. Definitions and Details

- a. Initiator. The user or team that created/originated the tasker/document approval routing.
- b. Primary Office of Primary Responsibility (Primary OPR). The user or team designated as the primary/lead for the task by the initiator. This team or user is overall responsible for review and completion of task sent from the initiator.
- c. Office of Primary Responsibility (OPR). The user or team assigned by the Primary OPR to prepare the proposed tasker response for the Primary OPR review. This team or user is required to consolidate any information provided by coordinating offices and to provide the package or product required by the task. OPRs are responsible for the final product and its approval.
- d. Office of Coordinating Responsibility (OCR). The user or team that provides input to the OPR for consideration. OCR is expected to actively provide support and input to OPR or Primary OPR as required.
- e. Office of Primary Responsibility – Coordinating (OPR-C). Subordinate user or team assigned by an OPR to lead and prepare the OPR response for review by the parent OPR.
- f. Office of Coordinating Responsibility – Coordinating (OCR-C). Subordinate assigned by an OCR to provide collateral input to the OPR-C.
- g. Carbon Copy (CC). Information only copy. No action required.
- h. Team. A group of users that is authorized to respond on behalf of the team. Teams represent commands, departments, divisions, and/or Action Officers (AO).
- i. Parent Team. Organizational team that ETMS2 users are assigned. Users assigned to a parent team act on behalf of the team to accept or reject and complete the task, or to concur/non-concur on “Approval Route” actions.

NOTE: When users are on multiple teams and require Outlook notifications for more than their parent team, the use of e-mail distribution groups are recommended for selection until future ETMS2 functionality is available.

- j. Document Library. The document library within a tasker is a linked form from the ETMS2 SharePoint site. Within the document library are three folders: Original Documents, Supporting Documents, and Final Documents. Only the initiator has write permissions to the original document folder. The initiator, OPR, and OCRs have write permissions to the Supporting Document folder. The initiator and OPR have write permissions to Final Documents

folder. It will be all users' responsibility to mark all documents with classification markings as per reference (1). Below are the descriptions and rules that apply to these libraries:

(1) Original Document Library. This library is used to for any documents originating from the tasking organization. It may include background information, correspondence that generated the task, specific formats, and documents that require review. Original documents can only be edited by the initiator. All other roles have read only access to these documents. Enclosure (3) includes routing requirements. Route all documents with required objective quality evidence (OQE).

(2) Supporting Document Library. This is the working library where OCRs place any of their responses and documents. OPRs should also use this library to consolidate and collaborate on their deliverables to the OPR. Supporting documents can be edited by the initiator, P-OPR, OPR, OCR, OPR-C, and the OCR-C. Those that are CC'd for information purposes have read only access to these documents.

(3) Final Documents Library. This library facilitates Navy coordination and electronic records management. OPRs will only place documents referenced in the 'My Response' section in this library. Documents that require signature or approval will be free of open comments, track changes, line numbers, and draft labels/watermarks. Additionally, this library will store a completed record of the task that includes signed and approved deliverables. Final Documents can be edited by the initiator, P-OPR, and OPR only after the Admin Department has completed the assignment of a serial number and/or date to the signed/approved document. All others have read only access to these documents.

(4) File Names. Electronic files will be named, "Tab 1 - File name", "Tab 2 - File name". Use this naming convention when saving your files. However, do not use this format when listing your attachments on the "My Response" section. Use standard attachment format, 1. File name. Documents that require action are placed in Tab 1. If there are multiple action documents, continue in successive tabs.

(5) If signatures or actions are required on multiple documents within a tasker, consolidate into one file when possible for clarity. File names for items requiring signature will be labeled "FOR SIGNATURE" in the file name.

(6) Attachments or references will be numbered subordinate to the primary tab. For example, if there is a letter as the primary tab (e.g., Tab 1), all of the attachments/references to that memo will start as numbering as tab 1A, 1B, 1C, and so on.

k. Suspense Date. Take great care to ensure that assigned due dates are realistic. Consider required routing, who must provide final approval, and calculate the time required to complete all steps. All tasks that require approval or review by the Commanding Officer require a minimum of five business days. Therefore, task managers should factor the minimum time for final review/approval into the suspense date. When possible, all documents should be finalized

within 10 working days from the individual/initiator to the appropriate approving authority as per enclosure (1). Only the Commanding Officer has the authority to disapprove any document, unless otherwise delegated.

l. Warning Threshold. This field (annotated in hours) shifts the green “stoplight” status to yellow when this threshold is tripped. After the suspense date, the “stoplight” will change to red. OPRs and initiators can edit this for subordinate organizations that may need more time and awareness to complete taskers. It is purely a visual aid for task managers and tasked organizations, allowing users to quickly see when taskers are coming up due and task managers to effectively follow-up on taskers that should be nearing completion.

m. Origin. For tasks originating within the Navy, Navy should be selected by default. If entering a tasker from an outside organization without an approved external task system connection, you can alter this field to identify the organization who originated the task.

n. Owner. This displays the current team “view” being accessed. When opening a task after using the search bar, this will always default to the initiator view. Scroll down to the bottom “Task Status” and click another team to see the alternative team view selected. Action buttons at the top vary based upon the team view selected, so ensure users are viewing their correct team in order to complete required actions.

o. Record Disposition Schedule. It is the Standard Subject Identification Code. SSIC specifies filing and record maintenance procedures and provides SSICs for the Navy. The SSICs are the standard system of numbers used throughout the Navy for categorizing departmental documentary material by subject. Refer to reference (b) for a detailed listing of applicable SSICs.

p. Status Notes. This is a free text field that allows teams to quickly tag a status to their tasker and display this in tasker views. Best practice is to display the most recent status of a tasker here and follow up with a “Tasker Note” within the task as well.

q. Classification. Select the appropriate classification for your tasker here. Non-Secure Internet Protocol Router (NIPR) tasker options include: UNCLASSIFIED, UNCLASSIFIED CUI, UNCLASSIFIED PII, and Secure Internet Protocol Router (SIPR) ACTION TRACKER. If selecting Controlled Unclassified Information (CUI) or Personally Identifiable Information (PII), check the “Private” box (detailed in paragraph 4m).

NOTE: SECRET Classification. Correspondence classified as SECRET will be processed on Department of the Navy (DON) SIPR ETMS2. Until DON SIPR ETMS2 is live, a NIPR UNCLASSIFIED version is required using SIPR Action Tracker as the classification. Do NOT upload documents or work to the SIPR Action Tracker that would endanger national security. The SIPR Action Tracker is used for tasker management ONLY.



r. Private. Tasks that include Controlled Unclassified Information (CUI) require special handling and precautions. These tasks must be marked with the appropriate classification level (unclassified CUI) and must use a depersonalized subject line. These tasks should be marked “PRIVATE” to protect data contained within the tasker that is sensitive but not classified (leadership may mark taskers as “PRIVATE” to protect sensitive but not classified notations).

s. Priority. This field indicates the urgency and approval level of a task. The priority should be selected based on the impact if the completion of the task does not meet the suspense date.

(1) Normal. Example: Most documentation.

(2) High. Example: Late documents, Region tasking.

(3) Very High. Example: Documents/task affects pay.

(4) Critical. Example: Documents/task affects flight mission/emergency health/safety.

t. Final Authority. Select the highest authority that must act upon the tasker (AO, CMC, GS15/O6).

u. Action. This field identifies required actions to complete the task:

(1) Sign. This field is used whenever a signature is required on any document (letter, memorandum, report, certificate, directive, form, etc).

(2) Approve. This field is used when a decision is required, but not a signature.

(3) Coordinate. This field is used when seeking concurrence or non-concurrence from an organization. Comments and recommendations may be solicited.

(4) Info Only. No action required. May be used for disseminating signed or approved memorandums, letters, or other correspondence.

(5) Direct Reply. The OPR responds directly to the writer without approval or signature of a higher authority. The OPR determines the level of response within their organization, but should be of at least equal rank or organizational level as the writer of the incoming correspondence, if applicable, and appropriate. The OPR is responsible for retaining a copy of all direct reply responses as per reference (m). “Direct Reply” responses should begin with a reference to the constituent’s correspondence and who the response is “on behalf of.”

(6) **Appropriate Action.** Completion of the task is at the discretion of the OPR. May be used for disseminating signed or approved memorandums, letters, or other correspondence that may have implied tasks to the recipients.

(7) **Guidance.** Used for disseminating information used for guidance.

(8) **AO Coordination.** Tasker is for AO tracking, coordination, or inter office coordination only.

(9) **Legal Coordination.** Used whenever a legal review and comments are required.

(10) **Other.** Describe the action required in the instructions.

v. **Category.** This drop down assignment should correspond with the SSIC selected and it is a broader explanation or category identifying the type of tasker.

2. **Task and Response Instruction.** A default template is provided in the “My Instructions” field and in the “My Response” field for new ETMS2 task. The template is provided to guide the task Initiator with information that is necessary for the action teams/users to provide a complete package.

a. Provide a point of contact (POC) for questions regarding the tasker (name, e-mail, phone number).

b. **Provide a Purpose Statement.** This should be a direct, concise statement that summarizes the intent of the task and critical information (e.g. the “BLUF” for leadership). The statement will include the OPR and their required action.

c. Obtain coordination.

d. Obtain approval.

e. Obtain signature.

f. Provide information.

g. **Explain the deliverable.** The POC explains the products and format needed to satisfy the tasker. The POC gives direction on deliverables and format and provides labeling conventions for documents.

h. **Provide Background.** Used to provide additional information that may help the AO provide a better product. Here you can anticipate AO questions and answer them ahead of time to reduce the number of calls/inquiries for clarification.

i. Explain a Short Suspense. Provide information on why a task may require a shorter than normal suspense date from the staff, if applicable.

j. Assignments. Provide the specific organizations that should be tasked through the “Manage Assignments” actions, including the OPR (lead) team and all known OCRs (assist) teams. Example: “N9 is assigned as the OPR. Please assign N6 and N35 as OCRs. The OPR may assign additional OCRs as needed for coordination.”

k. My Response. OPRs draft the final response and OCRs provide collateral input for the OPR. The template provided in the “My Responses” field will be used to ensure the user/team provide all the necessary information to complete an action in a brief, consistent format. The “My Response” section provides the framework for a decision to be made, but in most cases is not the decision document. If a section is not required, use “N/A.” Responses must include the following minimum content.

### 3. Working and Completing Taskers

a. Tasker work flow: Initiated→Assigned→Accepted→Work and Coordination→Submit for Approval (optional)→Complete/Close.

b. Assess your task upon receipt via a link provided in the Outlook notification e-mail, tasker link, or by accessing it through the ETMS2 tasker menu. Ensure the following:

(1) The lead team (OPR) correctly assigned. When a tasker is assigned by the initiator, the Primary OPR has two business days to “reject” a tasker that does not fall under their cognizance or portfolio. After two business days, the assigned Primary OPR must take for action or coordinate with the appropriate action office, provide POC information for the new AO that is willing to accept the tasker, and obtain an extension (if required) before the tasker is transferred to another agency.

(2) The task is clear and deliverables understood.

(3) The due date is achievable.

c. If all three of these criteria are correct, click the “Accept” action button to begin work and coordination.

d. Keep Tasker Workflow Information Up to Date. Always annotate package location in “Status Notes” field or “Tasker Notes” section. “Status Notes” is a quick tag that can be viewed from the main tasker views or via customized “My Views.” “Status Notes” are unique to a team and will vary based upon the team view selected. “Tasker Notes” allows for a chronological log of statuses, updates, comments, or correspondence to be tracked within the tasker while coordination is on-going and remains the same in every team’s view or copy of the task.

e. Track All Assigned Tasks to Completion. Do not neglect a task after it enters the routing chain. An action completed is not a task completed.

f. Ensure Tasker Package Stands on Its Own. AOs must make the tasker package as complete as possible. Attach appropriate references and relevant e-mails/working documents. A completed package with all OQE helps speed up routing/decision-making. Additionally, issues often resurface. Therefore, a complete package allows future AOs to take advantage of previous work when addressing the same or similar issues.

g. Submit Tasker for Leadership Approval Prior to Clicking “Complete.” Once revisions are made and approved, user will complete the tasker by clicking “Complete.”

h. Departmental Internal Taskers. The tasker system can be a valuable tool to manage departmental internal work. Anyone with an ETMS2 account can create tasks. Task initiators should follow tasker creation guidelines outlined in this directive and contact the Admin Department with any questions about routing considerations.

i. Coordination. Assign coordinating offices as “OCR” in “Manage Assignments” when a draft document is ready to be reviewed by other equity holders.

j. Directions for Reviewers

(1) Within two business days, accept or reject the task. Failure to accept or reject may remove your office’s opportunity to review the document being submitted.

(2) Review the draft document for format, content, and nomenclature.

(3) Use Microsoft “Track Changes” for recommended changes, additions, or deletions. Save your copy of the draft document as “(original document title) (ORG CHOP\_DATE).” For example: “Draft Budget Considerations\_N8 CHOP\_01APR22.” For dates utilize DDMMYY format. You can save your copy to the tasker SharePoint or upload it from your computer.

(4) Provide general remarks in the “My Response” section and mark the ETMS2 tasker “Complete.”

(5) Once the review is complete, the OPR will receive a status update that all OCRs have completed the task and it is ready for review. The OPR is responsible for making annotated changes as provided by the OCRs and adjudication of remarks.

k. Senior Leader Approvals. Routing and approval by senior leadership will be annotated and completed within the ETMS2 system. AOs will submit to leadership via the “Submit for Approval” action button and place the appropriate routing chain template or manually enter leadership required to review/approve package being routed. Senior leaders will login to their

ETMS2 account and make approvals as required via link provided in Outlook e-mail notification, the “My Approvals” tab, or from the main menu for approvals. The OPR will:

(1) Adjudicate all comments received from leadership.

(2) Modify the draft document as required and upload the completed document into the “Final Documents” library in ETMS2.

(3) Enter “My Response” section of the ETMS2 tasker in accordance with paragraph 1.k.

1. All teams are expected to route electronically to their leadership via “submit for approval” within ETMS2. Multiple approval routes can be active within a tasker, but only one approval route can be active per team at a time. For example, two OCRs may have two separate approval routes open, but an individual OCR can only have one active route at a time.

#### 4. Managing Taskers

a. Re-assigning Tasks. When a tasker is assigned, the tasked team has two business days to reject tasks that do not fall under their cognizance. After two business days have lapsed, the tasked team must coordinate with the appropriate AO and obtain an extension (if required) before tasker is transferred to another team for assignment.

b. Extensions. Tasker extensions must be requested by the OPR to the Primary OPR or initiator. Taskers should be assessed upon receipt and if additional time is anticipated the request should be submitted as early as possible to allow any required coordination with offices external to NAVSUPPACT Naples. Requests are made within ETMS2 by clicking “Request an Extension” and followed up by phone call/e-mail as required. Requests should NOT be made after the tasker is already overdue.

c. Status Reports. Department management must aggressively manage all tasks assigned to their department. Review the “Active-My Team / Team I Manage” view and use the “Advanced Search” mechanism to create customized views to see data necessary to efficiently manage active tasking. Ensure taskers assigned to your respective teams remain on-track and not overdue.

d. Coordination Task. Pay special attention to taskers in which the team is assigned as OCR. Thorough coordination ensures that the final response is complete and correctly addresses all stakeholder equities. Coordinating offices are expected to reach out to the OPR assigned to ensure appropriate support is provided. OCRs should also be placed in the routing chain to review the final product before leadership reviews.

5. Routing an ETMS2 Task for Approval. The senior leader approval process is the process of routing a package for senior leader approval. The approval process in ETMS2 automatically routes a package through the desired approval route via stages and steps.

a. Stages. Senior leader approval routes generally have multiple stages/levels of approval. Each stage executes sequentially and does not become active until the stage that precedes it is complete. Only assignees or administrators in an active stage can act and select one of the action sets assigned to them. A stage will not complete until all steps in that stage are complete.

b. Steps. A step is any user or team in ETMS2 that is assigned to review or approve the package. A step must contain at least one action set. A stage can contain multiple steps. “Approve with Complete” or “Approve with Release” must be in the last stage of the route.

c. Designation as the Lead. The initiator will designate a lead for the tasker, providing approvers with visibility of what organization has overall responsibility. By default, the lead will be the OPR under the assignment that is initiating the task. If there is no OPR, the lead organization will default to another entity.

d. Legal Review. If legal review is required, the route initiator will define the office providing the legal review for the tasker.

e. Consolidated Responses. Allows the route initiator to select the specific responses they wish to display to the approvers on the route itself.

f. Primary Approver. Allows the route Initiator to select a user/team in the approval route to be designated as the approving authority within the route.

g. Action Pairs in Route Stage. The below actions are paired together and can be selected for each step in the routing process.

(1) Approve/Disapprove. Approve allows the package to move to the next stage. Disapprove stops the process and allows the initiator of the route to rework and re-open the route.

(2) Approve with Release/Disapprove. Approve with release allows that step to release the proposed e-mail that is part of the tasker response. Disapprove stops the process and allows the Initiator to rework and re-open the route.

(3) Approve with Complete/Disapprove. “Approve with Complete” completes the copy of the tasker for the assignee that executed the route if they were an OPR or OCR.

NOTE: For an initiator, the “Close” option must be selected or the tasker will remain active. Disapprove stops the process and allows the initiator of the route to rework and re-open the route.

(4) Concur/Non-Concur. The “Concur” and “Non-Concur” action pair allows the organization or individual in the step to provide their coordination and recommendation while allowing the route to move forward to the next stage even if a “Non-Concur” is selected.

(5) Information Only. No action required by the recipient, it is for information only.

(6) Approve/Disapprove/Send Back to Previous Stage. Allows for the same actions summarized-in paragraph 7 (g)(1), but adds the ability for the recipient to send the package to someone in a stage prior to the current active stage.

NOTE: This does not stop the route as “Disapprove” does. Use of the action pair “Approve/Disapprove/Return to Previous Stage” is the preferred action pair over “Approve/Disapprove” as it allows for reopening of the approval route to the entity who “Returned” the package versus requiring a new separate approval route.

(7) No Legal Objection/Legal Objection. “No Legal Objection” and “Legal Objection” both allow the organization or individual in a step to provide their legal review and recommendation thereby allowing it to move to the next stage no matter whether “No Legal Objection” or “Legal Objection” is selected.

## 6. Best Practices

a. Templates. The use of tasker templates for recurring taskers and approval routing templates are highly encouraged to effectively reduce re-work, corrections, and offline e-mail. To use a template created, click “Insert Template” or “Template” and search for the template necessary and click “Ok.” Using templates cut down the time required to submit items for leadership approval into just a few clicks versus manually adding each entity to the electronic route. The command Admin Department will manage a group of approval routing templates, but additional templates are encouraged within department teams.

b. Status and Comments. The use of “Tasker Status” is critical. The “Tasker Status” block represents the most current status of the package in chronological order. The “Tasker Status” section is used as a running conversation concerning the tasker. The “My Response” section is used for tasker responses, and not tasker comments.

c. Content Guidance. Comments must be self-explanatory and stand alone, but anticipate questions down-stream as the tasker moves through the system. Users should consider the questions “Who?”, “What?”, “When?”, “Where?”, “Why?”, and “What’s next?” when entering comments into the tasker status. Clear, detailed comments minimize future questions and delays in staffing and approval of the final response.

(1) Examples of status and comments:

(a) Tasker status comment. DO NOT USE “Extension approved,” INSTEAD state “Extension approval by NX (Rank/Last Name/phone extension) on 1600 12APR23. Due date change from 11APR to COB 18APR23 reflected in tasker.”

(b) Approval route comment. DO NOT USE “Non-concur,” INSTEAD state “NSA Naples NX reviewed by NX (Rank/Last Name/phone extension) on 15APR23, significant/minor comments provided to document using track changes, see attachment.”

d. Quality Control. If something does not look right, contact the initiator or OPR. Examples of common problems include duplicate taskers for the same issue; attachments added to the wrong package (e.g., response for rank/name/position inadvertently added to a TASKER from rank/name/position); and due date does not appear to meet timeline in tasker package with no comment or explanation.

e. Use the “Tasker Status” section to track progress/changes to any tasks for which you are in collaboration and need to know details regarding the final response.

f. Any tasker over 365 days overdue will be automatically closed.

g. Departments are strongly encouraged to use the tasker system for internal tasking. This will help track all staff work and create a good history in the ETMS2 inactive tasker archive for future use.

h. Report ALL errors you encounter to the Army Enterprise Service Desk Portal ([snpro.aesd-w.army.mil/spl](http://snpro.aesd-w.army.mil/spl)) or via phone 1-866-335-ARMY. Do NOT ignore error messages. The help desk can only correct errors for which they are made aware. Additionally, if it is an error that is recurring or a system bug, it needs to be documented and corrected.

i. training and additional references can be found at [milsuite.mil/book/groups/etms2support](http://milsuite.mil/book/groups/etms2support).

7. List of all NAVSUPPACT Naples organization boxes in ETMS2:

- a. CNREURAFCENT FRONT OFFICE (Command main)
- b. NSA NAPLES (Command main)
- c. NSA NAPLES ADMIN
- d. NSA NAPLES AIR OPERATIONS
- e. NSA NAPLES FIRE DEPARTMENT
- f. NSA NAPLES SECURITY
- g. NSA NAPLES SAFETY
- h. NSA NAPLES TRAINING



- i. NSA NAPLES EMERG MGMT
- j. NSA NAPLES PWO
- k. NSA NAPLES PLANS AND PROGRAMS
- l. NSA NAPLES INFO TECH
- m. NSA NAPLES COMPTROLLER
- n. NSA NAPLES N9 FFR
- o. NSA NAPLES N91 FFSC
- p. NSA NAPLES N92 MWR
- q. NSA NAPLES N93 HOUSING

ROUTING MATRIX

A – Action upon approval; E – Enlisted personnel only

- NOTE:(a) Advance pay requiring CO’s approval must have a completed financial counselor screening.  
 (b) See Housing to initiate.  
 (c) See Pass and ID to initiate.  
 (d) Requires concurrence from gaining and losing department.  
 (e) Route to N8 after department lead.  
 (f) Request must be submitted no less than 60 days in advance for regular reenlistment and no less than 90 days in advance if SRB eligible.  
 (g) Requires concurrence from the Command Security Manager and with the Foreign Clearance Guide and local instructions.  
 (h) Will be submitted within five business days of check in or event triggering the entitlement/request. Gains will be processed in NSIPS within 48 hours of arrival.  
 (i) Will be submitted 120 days prior to detachment date.  
 (j) Will be submitted 60 days prior to detachment date.  
 (k) ONLY the CO has disapproval authority.

SUBJECT	CCC/ ESO	LPO	LCPO	SWO/ WBC	DIVO	DH	SJA	ADMIN	AO	CMDCM	XO	CO	CPPA	NOTE
Advancement Exam (w/ EP TIR Waiver) E6 Only	1, 11A	2	3		4	5		6I	7	8E	9	10		
Advancement Exam for LDO Purposes	1, 9A	2	3		4	5		6I	8	7E				
Advance OHA/MIHA		1	2		3	4		5	6		7	8	9A	(a)(b) (h)
Advance Pay/Allowances		1	2		3	4		5	6		7	8	9A	(a)(h)

SUBJECT	CCC/ ESO	LPO	LCPO	SWO/ WBC	DIVO	DH	SJA	ADMIN	AO	CMDCM	XO	CO	CPPA	NOTE
<b>Basic Allowance for Housing Based on Dependent Location</b>		1	2	3	4	5		6	7	8	9	10	11A	(h)
<b>Civilian Clothing Allowance</b>		1	2		3	4		5	6				7A	(h)
<b>Commissioning Program Requests</b>	5, 11A	1	2		3	4		6A	8	7E	8	9		
<b>Command Career Request</b>	6	1	2		3	4				5				
<b>Command Senior Enlisted Leader Selection Nomination</b>		1	2		3	4		6	7	8A	9	10 A		
<b>Command Sponsorship or Continued Logistic Support OR Dependency Change</b>		1	2		3	4	6	7	8	9E	10	11	12A	
<b>Early Return of Dependents</b>		1	2		3	4	5	6/11A	7	8E	9	10		
<b>Early Separation Request</b>	5, 11A	1	2		3	4		6	7	8	9	10	12A	
<b>Extension of Tour (E7+)</b>	5E,11A	1	2		3	4		6	7	8E	9	10		
<b>Extension of Tour (E6-)</b>	5E,9A	1	2		3	4		6	7	8E				
<b>Family Separation Allowance</b>		1	2		3	4		5	6				7A	(h)
<b>Gain/PCS Travel Claim</b>		1	2	3	4	5		6					7A	(h)
<b>Harp Duty</b>	5, 11A	1	2		3	4		6	7	8	9	10		

SUBJECT	CCC/ ESO	LPO	LCPO	SWO/ WBC	DIVO	DH	SJA	ADMIN	AO	CMDCM	XO	CO	CPPA	NOTE
Hostile Fire, Imminent Danger Pay, Combat Zone Tax Exclusion		1	2	3	4	5		6					7A	(h)
Interdepartmental Transfer		1	2		3	4		5	6	7	8			(d)
Lateral Conversion	5, 11A	1	2		3	4		6	7	8	9	10		
Leave (Enlisted)		1	2	3	4	5				7	8			
Leave (Officer)				1	2	3		4	5		6			
Leave (>30 days)		1	2	3	4	5		6		7	8			
Marriage Request to Foreign National (OCONUS)		1	2		3	4	5	6	7	8E	9			(g)
Maternity Clothing Allowance		1	2		3	4		5	6	7	8	9	10A	(h)
Moving Out/In of UH		1	2		3	4		5	8	7				(b)
Nuclear Power Program Activity Screening		1	2		4	5		6	7	8	9A			
New ID Card – Lost/Stolen		1	2		3									(c)
Off Duty Education/Tuition Assistance	5K	1	2		3	4								
OTEIP	5, 11A	1	2		3	4		6	7	8E	9	10	12A	
Out of Bounds Request (Enlisted)		1	2	3	4	5								(g)
Out of Area Request (Officer)						1		2			3			(g)

SUBJECT	CCC/ ESO	LPO	LCPO	SWO/ WBC	DIVO	DH	SJA	ADMIN	AO	CMDCM	XO	CO	CPPA	NOTE
<b>OHA/MIHA</b>		1	2		3	4		5					6A	(b)
<b>Part Time Job</b>		1	2		3	4	5	6						
<b>PRD Change (Early Departure)</b>	5, 11A	1	2		3	4		6	7	8	9			
<b>Rate Conversion</b>	5, 11A	1	2		3	4		6	7	8	9	10		
<b>Reenlistment/SRB</b>	6, 10A	1	2		3	4	5	7	8	9				(f)
<b>Reinstatement of Driving Privileges</b>		1	2		3	4	5, 11A	6	7	8E	9	10		
<b>Reserve Affiliation Screening Checklist and Contact Information Sheet</b>	7A	1	2		3	4		5	6	8	9A			
<b>Retirement/Fleet Reserve Transfer Package</b>		1	2		3	4	5	6	7	8E	9	10	11A	(i)
<b>Retirement/Fleet Reserve Request</b>	5, 11A	1	2		3	4		6	7	8E	9	10		
<b>Request Mast</b>		1	2		3	4	5	6	7	8E	9	10		
<b>Separation Transfer Package</b>		1	2	3	4	5		6	7	8E	9	10	11A	(i)
<b>Service Awards</b>		1	2		3	4		5A	6	7	8	9	10A	
<b>Special Duty Assignment Pay</b>		1	2		3	4		5	6	7E				
<b>Special Liberty One Day (24 Hours)</b>		1	2											

SUBJECT	CCC/ ESO	LPO	LCPO	SWO/ WBC	DIVO	DH	SJA	ADMIN	AO	CMDCM	XO	CO	CPPA	NOTE
Special Liberty Two Days (48 Hours)		1	2		3									
Special Liberty Three Days (72 Hours)		1	2		3	4								
Special Liberty Four Days (96 Hours)		1	2		3	4		5	6	7E	8	9		
TAD Request		1	2		3	4		5	6	7E	8	9		(e)
Temporary Lodging Allowance 30-45 Days		1	2		3	4		5					6A	(b)(h)
Temporary Lodging Allowance 45-60 Days		1	2		3	4		5	6					(b)(h)
Transfer Packages (Officers)		1	2	3	4	5		6	7		9	10	11A	(j)
Transfer Packages (E7-E9)		1	2	3	4	5		6	7	8			9A	(j)
Transfer Packages (E6-)		1	2	3	4	5		6					7A	(j)
USMAP	5A	1	2		3	4								

ROUTING CHECKLIST

1. Paper only:

- Fill out routing sheet completely.
- Use pertinent color code for folders: Blue: administrative documents; Green: Staff Judge Advocate Officer legal documents; Yellow: awards; Red: evaluation reports.
- All applicable members of the chain of command must make recommendations on the routing sheet. For example; RA = Recommend Approve, RS = Recommend Sign, RD = Recommend Disapprove (always caveated with which policy the document refers to)
- E-mail the soft copy of the document(s) to: fct.na.nsa.admin\_office@eu.navy.mil prior to the delivery of hard copy to the Administrative Office.

2. ETMS2 only:

- “My Response” is in correct format [IAW enclosure (4)]
  - Recommendation(s). Provide a brief statement to reviewers.
  - Background.
  - Key Points. Input the critical information (e.g. the “BLUF” for leadership).
  - Staff Action Documents. List all documents (e.g. tabs, annexes) requiring review or action by approver. Provide explicit details as to where they should look and what needs to be done (e.g. “reference document A under Final Documents and sign in block 8).
  - OPR/Lead Organization.
  - OPR Action Officer (AO).
  - Staff coordination includes key agencies who were coordinated with on the action and the senior official who reviewed [i.e. department, point of contact (POC), date, concur/non-concur]. For legal opinions note the specific lawyer who reviewed the tasker.
- All final documents are labeled correctly and in “Final Documents folder” (all supporting documentation/drafts etc. are moved to “Supporting Documents”).
  - Signature items are clearly labeled “FOR XXX SIGNATURE – TAB ...”

- Tasker approval route is per enclosure 1. All leadership within the responsible department should approve electronically before submission to senior leadership.
- When status of approval route or senior leadership approval process shows “Route Complete” make any modifications and re-route as necessary.
- When package has final approval, click “COMPLETE.”
- If the task initiator, when task is satisfactorily completed, click “CLOSE” to move the tasker to the inactive list for archival.

a. Staff Packages

- Initiate the task and fill out required fields.
  - If task is an award nomination, contains PII, HIPAA, or CUI – MARK THE TASK AS PRIVATE.
- Staff packages “My Instructions” and “My Response” should mirror each other.
- “My Response” includes some or all of the following information:
  - POC/AO submitting package (name, e-mail, phone extension).
  - Suspense date for leadership review, should include timelines for other leadership suspense approvals if known.
  - Outside Agency Date. If task says within CNIC then mark this section “N/A”.
  - Subject.
  - Purpose.
  - Background. Summarize the origin of the task. (in relation to letter received, awards board processes, etc).
  - Discussion. Summarize the most important implications of this package (i.e. impact to command).
  - Views of Others. Summarize coordination, and any external perspectives/implications. Summarize any critical, major, or substantive comments and their adjudication.
  - Recommendation.



- All final documents are labeled correctly and in “Final Documents folder” (all supporting documentation/drafts etc. are moved to “Supporting Documents”).
  - Signature items are clearly labeled “FOR XXX SIGNATURE – TAB ....”
- Tasker approval route is per enclosure 1. All leadership within the responsible department should approve electronically before submission to senior leadership.
- When status of approval route or senior leadership approval process shows “Route Complete” make any modifications and re-route as necessary.
- When package has final approval, click “COMPLETE”.
- If the task initiator, when task is satisfactorily completed, click “CLOSE” to move the tasker to the inactive list for archival.

### 3. Paper/ETMS2:

- Submit all required documents to allow for 10 days of processing time from initial submission to final approving authority. Submissions outside that window require explanation.
- In case of prioritization, Department Head will brief XO and provide justification and substantiating evidence.
- Provide a copy of the applicable policies determining the requirement for the document to be created.
- Provide a copy of the applicable policies verifying the entity, which has the authority to approve.
- Provide all substantiating documents and requirements.
- References for all items not routine in nature.
- Check for spelling, grammar, and format.
- If the document already exists, provide a summarized report of changes to help the approver navigate the new document.
  - If the document requires routing to Region, prepare a Region Action Memo per Region Department of the Navy Tracker Business Rules.
  - For specific submission guidance in regards to Personal Military Decorations, evaluation reports, leave and liberty, please see their respective NAVSUPPACT Naples directives at: <https://cnreurafcnt.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>.

