



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
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NAVSUPPACTNAPLESINST 5750.1F  
N00/N01P  
9 Dec 24

### NAVSUPPACT NAPLES INSTRUCTION 5750.1F

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

Subj: COMMAND HISTORY

Ref: (a) OPNAVINST 5750.12L

1. Purpose. To ensure annual compilation of information of historical significance concerning activities of this command.

2. Cancellation. NAVSUPPACTNAPLESINST 5750.1E

3. Discussion. Reference (a) requires commands to submit an annual calendar year command history to the Director of Naval History by 1 March of the following year. Specific guidance concerning information applicable to command histories is contained in enclosure (1) of reference (a).

#### 4. Action

a. The Public Affairs Officer will compile the U.S. Naval Support Activity, Naples, Italy command history and ensure required reports are submitted in a timely manner.

b. Department heads and special assistants will submit a narrative of calendar year significant events for their department in a chronological order for inclusion in the command history. Submissions must be on a Microsoft Word document via e-mail or command tasking system to the Public Affairs Office by 10 January of each year.

#### 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>.

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.

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