



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

NAVSUPPACTNAPLESINST 8020.3C
N00/N35
10 Jan 25

NAVSUPPACT NAPLES INSTRUCTION 8020.3C

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

Subj: EXPLOSIVES SAFETY SELF-ASSESSMENT PLAN

Ref: (a) OPNAVINST 8020.14 (Series)
(b) NOSSAINST 8020.14 (Series)
(c) NAVSEA OP 5 Eighth Revision
(d) COMNAVREGEURAFCENT M-8020.1

Encl: (1) Explosive Safety Self-Audit Roles and Responsibilities
(2) Sample Letter for Designation as Explosives Safety Self-Assessment Team Member
(3) Sample Letter for Explosive Safety Inspection Corrective Action Plan Report
(4) Department Head Legend
(5) Explosive Safety Self-Assessment Program Matrix

1. Purpose. To publish command policy and guidance for implementation of U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy Explosives Safety Self-Assessment (ESSA) program per reference (a). To provide an Explosives Safety Self-Assessment (ESSA) Plan to effectively evaluate the Explosives Safety Program at U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy. To improve the overall safety of operations by preventing explosives mishaps and the resulting losses in terms of injuries, deaths, property damage, and mission effectiveness. A well-planned ESSA catalyzes creating and maintaining an operating environment that fosters inter-departmental/tenant command teamwork in accomplishing explosives safety-related goals.

2. Cancellation. NAVSUPPACTNAPLESINST 8020.3B

3. Applicability. This instruction applies to all activities aboard NAVSUPPACT Naples, including tenant commands, detachments, and civilian organizations engaged in handling, storage, and transportation of ammunition and explosives (AE).

4. Background. Per reference (a), each command will be tasked with ammunition, explosives handling, and stowage missions to develop a formally documented plan for self-assessment of each mission area at least once a year. This instruction outlines guidance and assignment of responsibilities to achieve this goal. Per reference (a), the program is divided into sub-programs. Naval Ordnance Safety and Security Activity (NOSSA) provides checklists on its website that shall be utilized when assessing the general compliance of a command's munitions functions and tasks, with the understanding that this checklist is not all-inclusive. Per reference (b) tasks, each command is to retain Ammunition Hazard Review, Explosive Safety Inspection (ESI), and the Corrective Action Planning and findings of the ESSA for a minimum of four years.

5. Scope. This instruction applies to all NSA Naples departments, and tenant commands that handle, transport, or store Arms, Ammunition, and Explosives (AA&E).

6. Policy. The ESSA program has an active document to assess the command's explosive safety posture compliance.

a. Auditor roles and responsibilities regarding sub-programs are defined in enclosure (1). Each sub-program shall be reviewed and approved at a minimum of once each calendar year.

b. Per reference (b) shall be observed during the review of each ESSA sub-program.

c. Deficiencies shall be documented on enclosure (3) and shall contain, at a minimum, the program and element category, specific discrepancy, location, abatement, or mitigation per reference (a), and documentation of all material involved.

7. Action. Resolve deficiencies as soon as practicable. The shore station explosive safety program evolution guide per reference (a) will be utilized.

a. Identify the root cause of the deficiency.

b. Provide a corrective action addressing the cause.

c. Provide corrective action for a specific deficiency.

d. Forward the completed ESSA package to the Explosive Safety Officer (ESO) for review.

e. Forward the completed ESSA package to the NAVSUPPACT Naples Commanding Officer for review.

f. Forward the applicable sub-program deficiency list to the appropriate department head or tenant command for correction or abatement. Quarterly, the ESO will compile the results of the ESSA and forward completed documentation to the NAVSUPPACT Naples Commanding Officer for review and to the respective department heads (DH) or tenant command Officer-in-Charge (OIC) for correction or abatement.

g. The ESO shall review, as needed, with the DH or tenant commands OIC, as needed, all deficiencies pertaining to their area of responsibility to assess whether any systemic problems exist.

8. Responsibilities.

a. Installation Commanding Officer (ICO). Responsible for policy and oversight of the Explosive Safety program for the NAVSUPPACT Naples area of responsibility. Initiates inspections that are necessary for compliance with the explosive safety rules and regulations, providing the ESO with written direction to conduct the required annual inspection and providing guidance on reviewing the status of identified deficiencies.

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b. ESO. Responsible for managing the Explosive Safety (ES) program for the ICO. Ensures the ES program is in compliance with Navy and Department of Defense (DOD) rules and regulations. Responsible to the ICO to oversee the quarterly ESSA and review that all deficiencies are corrected, that the root cause is correctly identified, and that corrective actions are being planned and completed. The Explosives Safety Officer is responsible for reviewing ESSA or ESI findings, assessing the severity and likelihood of violations, assigning appropriate Risk Assessment Codes (RACs), and using these codes to guide risk mitigation actions promptly and efficiently. The ESO also maintains accurate records of RAC assignments and ensures compliance with reporting requirements.

c. Supervisors. Responsible to the ICO for executing the ES program, ensuring the safety of all their personnel involved in handling, transporting, storing munitions, and conducting semi-annual reviews of the explosive safety program. Responsible for providing written reviews of noted deficiencies to the ESO in a timely manner. The supervisor of the reviewed area shall take affirmative action to correct any identified deficiencies.

9. Team Member Appointments. The ESO will nominate ESSA team members based on DH and tenant command OIC recommendations. The ICO will approve each nominee and designate team members using enclosure (2). The ESO will assign team members to the various programs/areas of the ESSA program.

10. Corrective action. Corrective action will not be delayed. The supervisor of the reviewed area shall take effective action to correct any identified deficiencies. The supervisor will address each deficiency utilizing Operational Risk Management procedures to address the root causes and corrective actions. Corrective actions shall be formatted as stated in paragraph 4 of this instruction and forwarded to the ESO. Areas of the ESSA program that prove to be more troublesome may require a review by a second team, the implementation of additional Standard Operating Procedures, or additional training and leadership.

11. Follow-up action. When requested, supervisors shall provide the ESO a written update to ensure follow-up action have been taken.

12. NOSSA Inspection. Per reference (b), the ESSA Plan/Instruction and the Operation Summary shall be submitted to the assigned NOSSA ESI Team Leader prior to an ESI inspection.

13. 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).

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14. 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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NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

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

EXPLOSIVE SAFETY SELF-AUDIT ROLES AND RESPONSIBILITIES

1. Functional Areas. The functional areas or programs per reference (b) are broken down into ten different programs, each with several elements. Enclosure (4) depicts the functional areas pertaining to U.S. Naval Support Activity Naples departments and tenant commands involved in the Explosive Safety Self-Assessment program.
2. Audit Methodology. Reference (b) will be used as a guide in performing a self-audit of programs and the Explosives Safety Inspection Checklists. The specific program/elements checklists will be distributed by the Explosive Safety Officer (ESO) to the appointed ESSA team members, who will complete their specific portion of the ESSA program inspection within a specified time period.
3. Audit Team Staffing. The board members represent a cross-section of departments that have an influence on each of the programs being self-audited. Care should be taken to avoid situations wherein an ESSA team member is tasked to audit conditions in his or her immediate work area.
4. Auditors Roles and Responsibilities
 - a. The Installation Commanding Officer (ICO) shall:
 - (1) Order the Annual Explosives Safety Self Audit.
 - (2) Review the ESSA audit findings.
 - b. The ESO shall:
 - (1) Oversees all aspects of the ESSA program.
 - (2) Review all documentation and ESSA Discrepancy Sheets.
 - (3) Maintain all official records of the ESSA Program.
 - (4) Notify board members of scheduled self-audits.
 - (5) Assist board members (if needed) during the self-audit.
 - (6) Compile board members individual semi-annual and annual reports and submit to the ICO for final review and comments.
 - (7) Ensure that all ESSA Discrepancies are entered into ESAMS.
 - (8) Include a requirement to keep readily available Regional Explosives Safety Review Board, ESI, ESI CAP, and all ESSA-associated documentation for a minimum of 2 ESI Cycles.
 - c. ESSA Board Members shall:

- (1) Conduct quarterly self-audits on all assigned program areas.
- (2) Use the ESSA Discrepancy Sheet to record findings per reference (b) Explosive Safety Inspection Checklist.
- (3) Maintain assigned program folders with current documentation on the status of all findings.
- (4) Assist the NSA ESO to conduct the annual ESSA inspection; ensuring reports are submitted to the ESO in a timely fashion.
- (5) Work with the ESO and establish a self-audit schedule for the quarterly self-audit inspection.

5. Reporting Procedures

- a. Once the semi-annual self-audit is complete, team members will forward memo to the ESO.
- b. Keep a copy of what is submitted, to include one copy of the checklist and a copy of the discrepancy sheet.
- c. ESO reviews and forwards package to ICO and the affected department/tenant commands.

Sample Letter for Designation as ESSA Team Member

8020
N00
Date

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

Subj: DESIGNATION AS EXPLOSIVES SAFETY SELF ASSESSMENT TEAM MEMBER

Ref: (a) NOSSAINST 8020.14 (Series)
(b) NAVSEA OP 5, Eighth Revision

1. Per reference (a), you are hereby designated as an Explosives Safety Self-Assessment (ESSA) team member. You will be responsible for command compliance per references (a), (b), and other related regulations. You will work with other team members to ensure that the command meets the spirit and intent of the Navy's Explosive Safety programs.
2. You are directed to become familiar with the applicable portions per references (a) and (b) and applicable instructions that shall be used as a guide in the performance of your duties. If you are the primary person responsible for a given program, you may sign off as a reviewer; however, you will not sign off as approving the program. Each program will be reviewed/approved by two team members. The ESSA team will report findings to the U.S. Naval Support Activity Naples, Italy Explosive Safety Officer, who will compile the findings and forward them to me.
3. This assignment is in addition to your regularly assigned duties. This designation shall remain in effect until you are properly relieved, upon transfer from this command, or when terminated by proper authority.

I. A. CAPTAIN

Copy to:
Safety Officer
Security Officer
Public Works Officer
Explosive Safety Officer
Naval Criminal Investigative Service (NCIS)

Enclosure (2)

Sample Letter for Explosive Safety Inspection Corrective Action Plan Report

8020
N00
Date

From: Commanding Officer, Naval Support Activity Naples, Italy
To: Commanding Officer, Naval Ordnance Safety and Security Activity

Subj: EXPLOSIVE SAFETY INSPECTION CORRECTIVE ACTION PLAN REPORT

Ref: (a) CO, NAVAL ORDNANCE SAFETY AND SECURITY CENTER ltr 8020 Ser
N5L/1169 of Date.
(b) NOSSAINST 8020.14 (Series)
(c) NAVSEA OP 5, Eighth Revision
(d) OPNAVINST 5530.13D (Series)

1. Per reference (a), the following Corrective Action Plan report is submitted:

I. A. CAPTAIN

DEPARTMENT AND TENANT LEGEND

1. Security Department, U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy
2. Fire Department, NAVSUPPACT Naples, Italy
3. Public Works Department, NAVSUPPACT Naples, Italy
4. Helicopter Sea Combat Squadron 28 (HSC 28) Detachment 1
5. Naval Criminal Investigative Service, Europe and Africa Field Office
6. Security Department, NAVSUPPACT Naples Detachment, Gaeta, Italy

EXPLOSIVES SAFETY PROGRAM EVALUATION GUIDE MATRIX

Explosives Safety Programs	NSA Naples Security Department	NSA Naples Fire Department	NSA Naples NAVFAC	NCIS
Program 1: Explosives Safety Admin/Management	X	X		X
Program 2: Facility Certification /Master Planning (PILLAR)	X		X	
Program 3: Ammunition and Explosives (A&E) Qual/Cert and Training (PILLAR)	X			
Program 4: A&E Standard Operating Procedures	X			
Program 5: A&E Facilities/Operations	X			X
Program 6: Lightning Protection/Grounding/Emissions Control	X	X	X	X
Program 7: Material Potentially Presenting an Explosive Hazard/Ranges	X			
Program 8: Arms, Ammunition and Explosives (AA&E) Transportation and Equipment	X		X	
Program 9: AA&E Physical Security	X			X
Program 10: A&E Inventory Management (PILLAR)	X			X