



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 3440.3
N00/N37
8 May 2026

NAVSUPPACT NAPLES INSTRUCTION 3440.3

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

Subj: INSTALLATION EMERGENCY SERVICES LIAISON WORKING GROUP
(ESLWG) CHARTER

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

1. Purpose. To establish a structured, measurable and enduring framework for NSA Naples Emergency Management to develop and sustain cooperative relationships with Italian Host Nation Emergency Response Authorities. This plan formalizes internal monthly coordination and external quarterly engagements, ensuring that U.S. and Italian Emergency Management Organizations maintain shared understanding, mutual respect, and operational interoperability across prevention, preparedness, response and recovery activities.
2. Authority and Mission. The ESLWG is established under the authority of references (a) through (c). This plan establishes the framework by which NSA Naples will sustain cooperative relationships with Italian Emergency Response authorities. The mission of the ESLWG is to assist the Installation EM Liaison in building and maintaining a trusted and professional relationship with ITAF, Italian Civil Protection, Law Enforcement, Fire and Emergency Services and Medical Response Leadership. The principal goal of the ESLWG is the coordination of plans and concepts of operations between the installation Emergency Management functions and Emergency Response Services (first responders) and their mutual aid partners.
3. Objectives. Facilitates recurring information exchange and coordination on all-hazard preparedness, response and recovery activities. Ensures NSA Naples policies and procedures remain aligned with Host Nation legal, jurisdictional and operational frameworks. Incorporates the NSA Naples Host Nation Liaison in all coordination cycles to represent Command-level and U.S. Government policy perspectives. ESLWG identifies and implements bilateral training, exercises, and community-outreach opportunities that directly enhance readiness and public resilience. Conduct and support all required assessments.
4. Membership & Engagement Structure. The ESLWG consists of a chairperson, permanent and adjunct members. The ESLWG may establish subgroups, as needed, to address specific issues. The ESLWG will be chaired monthly by the Installation Emergency Management Officer.
 - a. The EM Liaison shall serve as the principal action officer for the ESLWG and is responsible for:
 - (1) Selecting all meeting locations and coordinating meeting objectives, agendas, and schedules with the membership.

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(2) Performing executive administrative duties for the Working Group (e.g., recording and distributing meeting minutes, distributing materials, and maintaining attendance records). The EM Liaison will

(3) Establishing subgroups and designating subgroup chairpersons.

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

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

(1) Installation Emergency Management Officer (N37)

(2) Installation Emergency Management Liaison (N37A6)

(3) Installation Host Nation Liaison (N01A)

(4) Installation Fire & Emergency Services (N30)

(5) Installation Security Officer (N34)

(6) NMRTC Naples

(7) Installation Public Affairs Officer (N01P)

(8) Installation Safety Officer (N35)

(9) Installation Economy Housing (N93)

c. Host Nation Emergency Management Coordinating Meeting (HNEMC Meetings) will be hosted quarterly by NSA Naples Emergency Management (N37) and will be led by the EM Liaison, with participation from EMO and Host Nation Liaison (N01A). Provides a formal platform to discuss issues of mutual concern, review ongoing projects, and plan future activities. The EM Liaison (EML) will provide the Emergency Management Officer with a post-meeting and annual summarization of the HNEMC accomplishments, and proposed schedule of future, objectives-driven joint exercises. The annual summary will also include accomplishments and significant milestones achieved throughout the previous year. The EM Liaison will submit the annual summarization to the Emergency Management Officer by 15 January each year for review coordination, then forwarded to the NSA Naples Commanding Officer by 30 31 January each year. The following Host Nation and U.S. Department of State partners encouraged to participate will include:

(1) ITAF Capodichino Ufficio Operazione Capo Sezione AMI USA / ITAF Capodichino Section Chief of Operations Office AMI USA.

(2) Protezione Civile Regione Campania / Campania Region Civil Protection.

(3) Prefettura di Napoli & Caserta / Naples and Caserta Prefectures.

(4) Vigili del Fuoco / Host Nation Fire Department

(5) Polizia di Stato / Host Nation State Police

(6) ASL Napoli 1 / Naples Occupational Health

(7) Comune di Napoli / Municipality of Naples

(8) U.S. Consulate General Naples

d. In addition to the above permanent members, adjunct members may participate in ESLWG/HNEMC meetings on those matters that are of interagency interest.

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 ESLWG. The chairperson may approve attendance by additional representatives as necessary to carry out the mission of the ESLWG.

5. Roles and responsibilities. The members of the ESLWG are responsible for exchanging information and reporting results of meetings to their own organizations.

a. Emergency Management Liaison (EML) serves as the primary contact with Host Nation Agencies, Chairs ESLWG; leads quarterly Host Nation Emergency Management Coordinating (HNEMC) meetings; prepares and maintains bilingual documentation.

b. Alternate EM Liaison (AEML) assists in planning, translation and provides continuity; maintains action tracker.

c. Host Nation Liaison (N01A) provides Command-Level policy perspective ensuring compliance with U.S.-Italian agreements and intergovernmental frameworks.

d. Emergency Management Officer provides oversight, resources, and ensures compliance with CNIC and DoD guidance.

e. NSA Naples' Security Officer, Local National Assistant Fire Chief, and NMRTC Naples Liaison will provide operational input; identify and address interoperability issues.

f. PAO (N01P), Safety (N35) & Housing (N93) will support community outreach, risk communication and family preparedness initiatives.

6. Community Outreach and Family Engagement: EM Liaison (EML) and PAO (N01P) will coordinate annual outreach initiatives benefitting NSA Naples personnel and families residing off-installation, with activities and products such as bilingual home-safety workshops, municipal safety fairs, emergency-contact guides, and joint public-information campaigns.

7. Evaluation and Continuous Improvement: Quarterly and annual reviews will assess progress, engagement effectiveness, and exercise participation metrics. Performance indicators include meeting held, issues resolved, and outreach initiatives executed.

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8. Documentation and Reporting: Meeting minutes, agendas, and attendance rosters will be maintained electronically under the EM Program's Controlled Unclassified Information (CUI) repository. The NSA Naples' Alternate Emergency Management Liaison (AEML) will manage the action tracker, with quarterly reviews by the EMO. An annual summary report will be submitted to the NSA Naples Commanding Officer by 31 Dec each year.

9. 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).

10. 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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Releasability and distribution:

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

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