



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 11000.4
N00
20 May 24

NAVSUPPACT NAPLES INSTRUCTION 11000.4

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

Subj: PRIDE ZONE PROGRAM

Ref: (a) NAVSUPPACTNAPLESINST 11000.3

Encl: (1) Pride Zone Maps
(2) Pride Zone Request Form

1. Purpose. To establish command policy and assign responsibilities for the implementation and administration of the Pride Zones per reference (a). The Pride Zone Program (PZP) will ensure that all areas are maintained in a safe, clean and functional condition per reference (a).

2. Scope. This instruction applies to all U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy Pride Zones, to include areas maintained by contract, and requires participation from all NAVSUPPACT Naples supported commands whose associations or teams request a Pride Zone.

3. Policy

a. Pride Zones are geographically sub-divided areas of the installation. Pride Zone designation will be distributed each year by the NAVSUPPACT Naples Command Master Chief (CMDCM) for the following calendar year.

b. The primary focus of the Pride Zone Program is to maintain a standard of clean, trash free areas per enclosure (1). Although the NAVSUPPACT Commanding Officer maintains overall responsibility for the appearance and functionality of NSA Naples, the PZP encourages a sense of pride and ownership across the Supported Commands. Only together can NSA Naples become the Flagship Installation in Europe. Specific focus of the program are as follows:

(1) Housekeeping: Identify trash on the grounds, in and around bushes, and overflowing trash cans.

(2) Safety: Identify safety deficiencies that are considered hazardous or life threatening to public safety and report them to the proper authorities.

(3) Hazardous Material and Waste: Identify hazardous material, hazardous waste stowage, or operational processes that pose a threat to the environment.

(4) Contractor Performance: Identify situations where the contractor performing functions (e.g., janitorial, preventative maintenance, grounds, etc.) may not be meeting contractual performance standards.

(5) Security: Identify security deficiencies for the handling/stowage of information, anti-terrorism criteria, and physical security of the facility.

(6) Updates and Upgrades: Identify and propose updates or upgrades to NAVSUPPACT Naples CMDCM.

4. Responsibilities. In order to be assigned a Pride Zone, the association or team will request a Pride Zone Sponsor designation using enclosure (2), the Pride Zone Request Form.

a. NAVSUPPACT Naples Commanding Officer will:

(1) Have overall responsibility for oversight, maintenance, and repair actions for Pride Zone safety issues and reports of contract delinquency.

(2) Brief all supported commands periodically on the requirements of tenant responsibilities to include cleanliness, reporting, and the status of the Pride Zone Program.

b. NAVSUPPACT Naples CMDCM will:

(1) Ensure overall cleanliness of Pride Zones is maintained by the Pride Zone Sponsors, by inspecting all Pride Zones at a minimum monthly, and reporting failures to adhere to this policy to the Sponsors' CMDCMs/Command Senior Enlisted Leaders.

(2) Coordinate and track the assignment of Pride Zones to their sponsors, and maintain a waiting list for future Pride Zone assignments. Reassign Pride Zones which have repeatedly failed to adhere to this policy.

(3) Coordinate the creation of additional Pride Zones and their assignment as needed, and maintain any updates to enclosure (1).

(4) Review Pride Zone assignments annually and reassign zones as needed in accordance with the waiting list.

(5) Coordinate creation and maintenance of Pride Zone signage with Public Works Department and the NAVSUPPACT Naples Purchasing Agent.

(6) Maintain this instruction and future changes to Pride Zone Program.

(7) Report directly to the NAVSUPPACT Naples CO quarterly on the performance of Pride Zone Sponsors.

c. NAVSUPPACT Naples supported commands will:

(1) Ensure their assigned Sponsors are familiar with NAVSUPPACT Pride Zone Program, and support their efforts to facilitate proper operability, cleanliness, and state of preservation.

(2) Coordinate with assigned building managers to report and correct any known deficiencies within the sponsor's facility or zone.

d. Associations or teams designated as Pride Zone sponsors must:

(1) Be responsible for maintaining their designated zone, in accordance with this instruction, and in coordination with their command leadership.

(2) Report issues that require contract or Public Works Department involvement as soon as possible to ensure the beautification of NAVSUPPACT Naples bases.

(3) Quarterly, report actions taken in support of their designated Pride Zone to the NAVSUPPACT Naples CMDCM.

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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J. L. RANDAZZO

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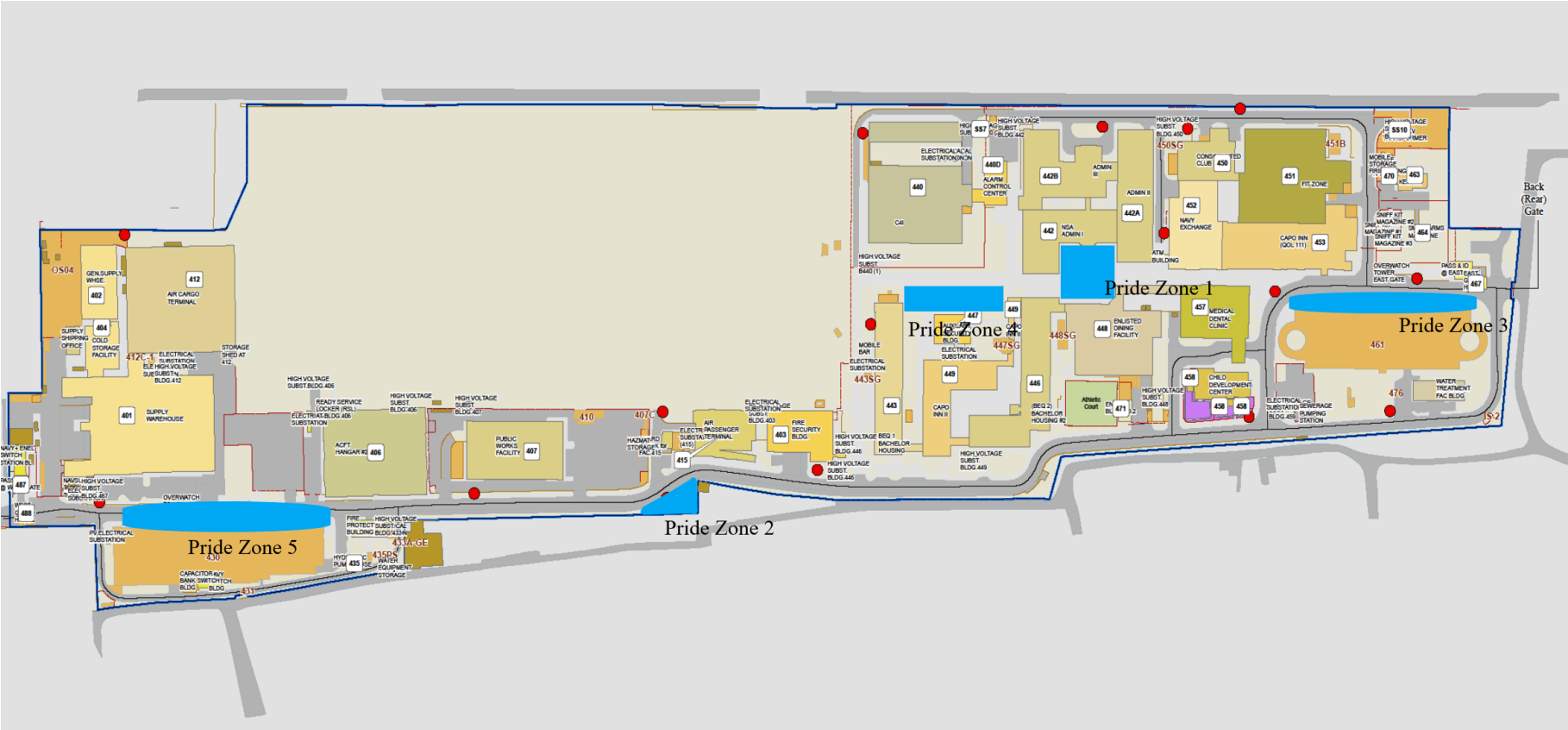
NAVSUPPACTNAPLESINST 5216.4DD

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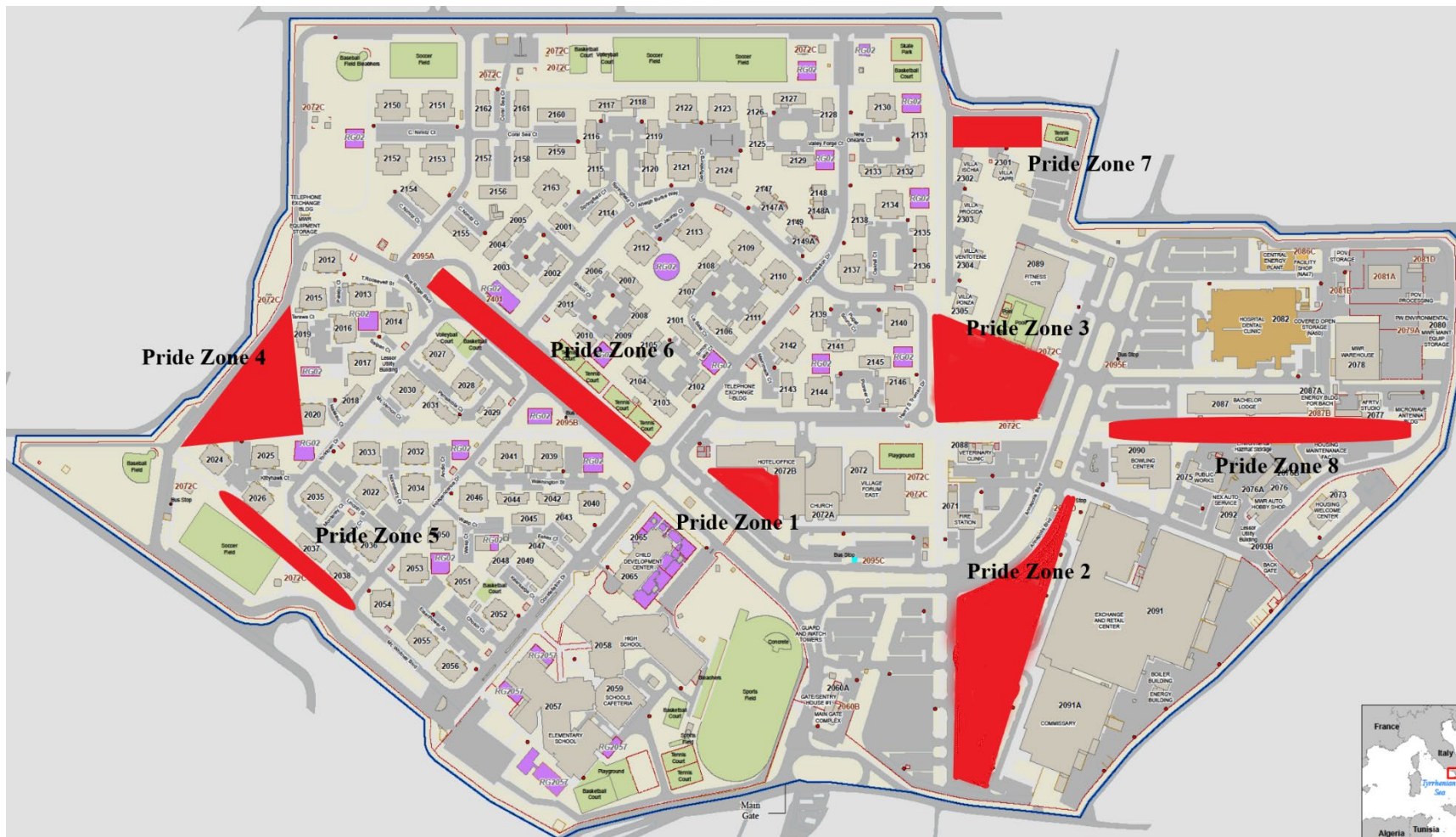
Electronic via NAVSUPPACT Naples website:

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

PRIDE ZONE MAPS
CAPODICHINO



SUPPORT SITE



NAVSUPPACT NAPLES PRIDE ZONE SPONSOR REQUEST

5760
Date

From: Naples Area Association or Team

To: Command Master Chief, U.S. Naval Support Activity, Naples, Italy

Subj: AUTHORIZATION FOR OWNERSHIP OF NAPLES PRIDE ZONE XX

Ref: (a) NAVSUPPACTNAPLESINST 11000.4, Pride Zone Program

(b) NAVSUPPACTNAPLESINST 11000.3, Naval Support Activity zone inspection
program

Encl: (1) Pride Zone Map

1. Enclosure (1) is submitted, as required by reference (a).
2. Respectfully request authorization to maintain (or create a new) Pride Zone (XX) aboard U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy.
3. All Pride Zone ownership will be approved by Commanding Master Chief, NAVSUPPACT Naples, Italy, any and all reports of required maintenance or safety must be reported to proper authorities.

A. PERSON

Copy to:

Association or Team's Supported Command CMC/CSEL

A. Person