



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

Canc: Jan 2025

NAVSUPPACTNAPLESNOTE 5050
N00
4 Dec 24

NAVSUPPACT NAPLES NOTICE 5050

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY COMMAND HOLIDAY PARTY 2024

1. Purpose. To promulgate guidance and details regarding the U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy command holiday party.
2. Background. The Navy Recreation Committee will sponsor the command holiday party for family, friends, and authorized guests from 1730-0000, Friday, 6 December 2024 at Villa Mauriello.
3. Location. Villa Mauriello, Via Madonna del Pantano, 121, 80014 Giugliano in Campania, Naples.
4. Policy
 - a. Attire:
 - (1) Military: Evening Cocktail Attire.
 - (2) Civilians: Evening Cocktail Attire.
 - b. Seating: Open seating but with the opportunity to reserve tables in advance.
5. Action. The Naples Recreation Committee (NRC) will coordinate with the Security Department to address any security requirements necessary to ensure the overall safety of the event.
6. Schedule of Events. Party will begin at 1730 and end at 0000.

1400 – NRC will arrive for set up.

1730 – Cocktail hour commences.

1900 – Dinner commences.

1930 – First raffle announcements begin.

2015 – Last raffle announced by Captain Randazzo.

- Dance off
- Scavenger hunt
- 360 Photo Booth

2030 – Dance floor opens to attendees.

2230 – First bus will depart venue.

2345 – Second bus will depart venue.

0000 – End of event.

7. Transportation

a. Buses: Buses are for Command Holiday Party ticketed passengers only. Bus reservations will be pre-arranged when event tickets are purchased. Buses will utilize bus stop C for pick-up and drop-off.

(1) Bus 1 will depart Support Site for the venue at 1700, and will depart from the venue to Support Site at 2230.

(2) Bus 2 will depart Support Site for the venue at 1745, and will depart from the venue to Support Site at 2345.

b. Personally owned vehicles: Available onsite parking.

8. Duties and Responsibilities

a. AC1 Evans will act as Master of Ceremonies with Adam Hudson.

b. AC1 Evans will provide oversight of fundraising with the assistance of BM2 Valdez.

c. ET1 Franco will provide oversight of ticket sales with the assistance of AC1 Evans.

d. ABH1 Johnson will coordinate the trusted agents for the bus transportation with the assistance of MM2 Juarez.

- e. AC1 Evans will provide oversight of the music with HM1 Moody, Darius (DJ. Moody) being the DJ.
 - f. PS2 Delacruz will be the point of contact for Training Support Center (TSC), Naples, Italy, who will assist in the pre-staging of the event.
 - g. The NAVSUPPACT Naples Wardroom may provide a donation.
 - h. The NAVSUPPACT CPO Mess may provide a donation.
 - i. The TSC Morale, Welfare, and Recreation Committee may provide a donation towards and manpower when needed to support the Holiday Party.
 - j. The NAVSUPPACT Naples First Class Petty Officer Association may provide a donation.
9. Points of contact. AC1 (AW/SW) Clarence Evans, NRC President at DSN: 626-5223 or e-mail: clarence.d.evans8.mil@us.navy.mil and CSC (SW/AW) Joshua Hernandez, Senior Enlisted Advisor, at DSN 629-4696 or email: joshua.hernandez30.mil@us.navy.mil.

10. Records Management

- a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administrative, 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).

J. L. RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

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