



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
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FPO AE 09622-0001

Canc: Dec 25

NAVSUPPACTNAPLESNOTE 5215

N00

5 May 25

NAVSUPPACT NAPLES NOTICE 5215

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

Subj: NUMERICAL INDEX OF CURRENT U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, DIRECTIVES

Ref: (a) OPNAVINST 5215.17A, Navy Directives Management Program  
(b) NAVADMIN 268/18

Encl: (1) NAVSUPPACT Naples Instructions  
(2) NAVSUPPACT Naples Policies  
(3) NAVSUPPACT Naples Notices  
(4) NAVSUPPACT Naples Instructions cancelled

1. Purpose. To issue a numerical index of current U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, directives as required by references (a) and (b).

2. Information. Enclosure (1) is a list of NAVSUPPACT Naples instructions in effect. Enclosure (2) is a list of NAVSUPPACT Naples policies, enclosure (3) is a list of NAVSUPPACT Naples notices, and enclosure (4) is a list of NAVSUPPACT Naples cancelled instructions. Directives contained in enclosures (1) through (3) can be viewed at the NAVSUPPACT Naples website: <https://cnreurafcen.cnmc.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/>.

3. Instruction Age Requirement, Cancellations, and Revisions

a. Per references (a) and (b), 10 years from the date of issuance, an instruction that has not been revised (as contrasted with changed, such as a change transmittal as per subparagraph 3d) requires revision and reissuance, if it is still required, or cancellation, unless it meets one of the exceptions in paragraph 9 in reference (a).

b. If an instruction is considered to be valid and current and a revision is not required by the age requirement anniversary date, at a minimum, the instruction must be reissued under the next alphabetical suffix with a new date and signature. At any time an instruction is determined to require a revision or cancellation, the instruction must be processed for revision or cancellation as soon as the need for revision or cancellation is known.

c. If an instruction is not revised, reissued, or cancelled by its age requirement anniversary date, and it does not meet one of the exceptions in paragraph 9 of reference (a), it will be processed for cancellation by the command or activity Directives Control Point (DCP). The cancellation process must include review and concurrence by all major stakeholder commands/activities, and must include an appropriate legal review.

d. Change transmittals do not suffice as a revision and reissuance of a Navy instruction. Hence, the date of a change transmittal is not considered the issuance date or revision date of an instruction. The date of the initial basic version of an instruction is the actual issuance date.

e. All Navy notices are self-cancelling and cannot be in effect for more than one year. If a contingency has not been met within the contingency period (no more than one year), a new notice with a new date and signature must be reissued, or consider issuing an instruction instead.

#### 4. Extension Requests for Instructions and Notices

a. With an allowable 10-year age requirement for instructions, extensions will no longer be allowed.

b. Exceptions may be made to the cancellation process where legal requirements or other special situations dictate continuance. The justification for these legal requirements and special situations must be documented and undergo an appropriate legal review.

(1) No more than two extensions will be allowed, and each extension should not be for more than 12 months. Approval by NAVSUPPACT Naples Commanding Officer is required for each extension.

(2) Extension requests must be submitted via an action memorandum at least 90 days prior to the 10-year anniversary date for the first extension and at least 90 days prior to the 11-year anniversary date for the second extension. All extension requests must include a valid justification for the extension.

#### 5. 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).

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

NAVSUPPACT NAPLES INSTRUCTIONS

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NAVSUPPACT NAPLES INSTRUCTIONS

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NAVSUPPACT NAPLES INSTRUCTIONS

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NAVSUPPACT NAPLES POLICIES

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<u>17 JUL 23</u>	PERSONALLY IDENTIFIABLE INFORMATION (PII) AND PRIVACY ACT DATA
<u>17 JUL 23</u>	COMMAND ON-CALL, OVERTIME, CALL-BACK OVERTIME AND LWOP POLICY
<u>22 JAN 25</u>	NAVSUPPACT NAPLES SAFETY AND OCCUPATIONAL HEALTH GOALS AND OBJECTIVES FOR FY 25

NAVSUPPACT NAPLES NOTICES

<u>Number</u>	<u>Date</u>	<u>Subject</u>
<u>1050</u>	<u>21 AUG 24</u>	LEAVE AND LIBERTY POLICY
<u>1301</u>	<u>27 AUG 24</u>	COLLATERAL DUTY AND AUDIT BOARD ASSIGNMENTS
<u>1420</u>	<u>02 JUL 24</u>	FY-25 LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER APPLICATION PROCESS
<u>1610</u>	<u>1 APR 25</u>	PLAN OF ACTION AND MILESTONES (POAM) FOR SUBMISSION OF FISCAL YEAR 2025 FITNESS AND EVALUATION REPORTS
<u>5040</u>	<u>13 DEC 24</u>	INTERNAL OVERSIGHT PLAN FOR FISCAL YEAR 2024
<u>6110</u>	<u>18 JUL 24</u>	PHYSICAL FITNESS ASSESSMENT FOR CALENDAR YEAR 2024

NAVSUPPACT NAPLES INSTRUCTIONS CANCELLED

<u>Number</u>	<u>Date</u>	<u>Subject</u>	<u>Orig.</u>	<u>Cancelled Date</u>
<u>5090.8C</u>	27 JUN 18	ENVIRONMENTAL QUALITY BOARD AND ENVIRONMENTAL COMMITTEE	N4	2 DEC 24
<u>11011.1F</u>	23 NOV 09	USE, OCCUPANCY, AND RELINQUISHMENT BY THE U.S. NAVY PROPERTIES IN WHICH THE UNITED STATES GOVERNMENT HOLDS TEMPORARY INTEREST	N4	18 MAR 25