



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

PSC 817 BOX 1

FPO AE 09622-0001

Canc: Mar 26

NAVSUPPACTNAPLESNOTE 1610

N1

16 Dec 2025

NAVSUPPACT NAPLES NOTICE 1610

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

Subj: PLAN OF ACTION AND MILESTONES FOR SUBMISSION OF JANUARY 2026 O3
AND FEBRUARY 02 FITNESS REPORTS

Ref: (a) BUPERSINST 1610.10H

1. Purpose. Per reference (a), the following Plan of Action and Milestones (POA&M) is published in order to meet mandatory 2026 O3 and O2 fitness report (FITREP) deadlines. Dates may shift slightly to the left or right depending on commitments, however the goal is to ensure these reports are submitted in a timely manner.

2. Submission Timelines

- a. 10 December 2025 - O3 FITREPs submitted to Admin.
- b. 23 January 2026 – O2 FITREPs submitted to Admin.
- c. 31 January 2026 – O3 FITREPs signed.
- d. 28 February 2026 - O2 FITREPs signed.
- e. 6 March 2026 - FITREPs returned to Admin for mailing.

3. FITREP Software. All FITREPs must be submitted using NAVFIT 98A v33. Route all FITREPs to Admin. Submit the FITREPs with the last FITREPs from this command or transfer FITREPs, PRIMS data sheet, member data summary sheet, a copy of awards/school qualifications received/completed for this time period, and FITREP summary sheet, also known as a brag sheet.

4. Blocks 22-27

22	RANDAZZO, J L	23	CAPT	24	1310	25	CO	26	62588	27	000-00-0000
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5. Block 29 (Primary/Collateral/Watchstanding Duties). Example:

Dep't Head-12. Led 18 Departmental personnel in all facets of Supply. COLL: SWO-12. WATCH: CDO-12. LV/TT/TEMDUINS: 25SEP18-25OCT27. PFA: CY25.

6. Block 28 (Command Employment). CNIC installation supporting NATO, C6F, forward deployed ships, aircraft, joint and coalition forces, 55 tenant commands, and 10,000 assigned personnel.

7. Block 41 (Comments on Performance). Opening and closing lines should be 2-3 sentences long and in present tense, centered and in all caps. Write the comments block with quality traits about the member. Limited white space for emphasis is acceptable. Focus the body of the comments on the most significant performance bullets. Use short sentences to prevent run-ons and to add impact. Conclude with comments about the member's leadership potential in the Navy. Differentiate top performers from average or below average performers.

a. First line quality traits and soft breakouts (ALL CAPS): Example:

PERFORMING AT THE LEVEL OF A SEASONED LCDR!

b. Second line: white space

c. Bullets: Comments should be in bullet format. Concentrate on "performance" and "results/impact". Quantify wherever possible to add credibility. Start the bullet with hard-hitting accomplishment using adverb-verb (or just verb) in PAST TENSE. Do not waste space by restating the billet or role they were in. Example:

- APEX LEADER. Oversaw the largest Navy Element across Europe, expertly managed the administrative support for over 250 Sailors and Marines assigned to NATO Staffs ensuring mission success including the completion of several NATO, Joint, and Navy exercises, trainings, and NATO's response to Russia's invasion of Ukraine.

- FORCE MULTIPLIER. Spearheaded several efforts in process improvement of Navy administrative functions to remote ashore and afloat commands. Increased Navy support throughout the NATO community by upholding standards and enforcing instructions and regulations. His leadership increased productivity and corrected administrative errors.

- NAVY AMBASSADOR. Harmonized directorates across several different staffs to ensure mission success for naval members assigned to NATO. His resourceful attitude, coupled with his charismatic leadership, enabled him to execute well above his paygrade.

d. Second from last line: white space

e. Last line: Promotion Recommendation (Centered, ALL CAPS): Example:

***DEEP SELECT FOR O-4 – KEEP MARK ON THE FAST TRACK! ***

8. Block 44 (Reporting Senior Address).

COMMANDING OFFICER
PSC 817 BOX 1
FPO AE 09622-0001
Phone: 081-568-6289
DSN: 626-6289

9. If you have any questions or concerns, my point of contact for this matter is YNC Tim Mitchell Jr. at DSN: 314-626-5544 or e-mail at timothy.e.mitchell22.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).

RANDAZZO.J
OHN.LUCIAN
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Digitally signed by
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Date: 2025.12.16
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J. L. RANDAZZO

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/InstallationGuide/Department-Directory/N1-Administration-Department/Notices/>