



DEPARTMENT OF THE NAVY

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

Canc: May 2025

NAVSUPPACTNAPLESNOTE 5050
N00/N92
18 Mar 25

NAVSUPPACT NAPLES NOTICE 5050

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

Subj: 2025 U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY DETACHMENT GAETA
SPRING FLING EVENT

Encl: (1) Event Schedule
(2) Layout of Event

1. Purpose. To promulgate information regarding the 2025 Spring Fling event at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Department Gaeta on 12 April, 2025. Enclosure (1) is the event schedule, enclosure (2) is the layout of the event.

2. Uniform. Civilian attire.

3. Location. Gaeta MWR Olde Mill Inn Park, 1100-1300. Alternate location, N/A.

4. Foul Weather. Driving rain, lightning, or dangerous high winds may result in cancellation of event.

5. Media Support. Morale, Welfare and Recreation (MWR) social media via MWR marketing office. MWR staff will contribute in taking photographs throughout the event. The MWR Site manager will collect the photographs and submit them to the MWR marketing office.

6. On-Site Event Support

a. Security Department will provide two Security Personnel and identification cards of eligible patrons and authorized guests at the Olde Mill Inn control point.

(1) MWR Site Manager will meet with Chief Volne Stanley to submit a Seat Plan.

b. MWR organizes the activities for children and adults by creating a spring outdoor setting, at the outdoor main pavilion area and softball fields.

(1) MWR staff positions decorations, banners, inflatables and stand up props.

(2) MWR staff sets up various game stations such as: pin the tail on the bunny, toss games, sack race, spoon and egg race. Other sports equipment and games are made available for open play on the main softball field (i.e. jumbo balls, parachute game).

(3) MWR provides an arts and crafts table and face painting.

(4) MWR sets up a photo booth for photographs with the Bunny on the main field. Patrons are encouraged to bring their own cameras. MWR will assist in taking pictures.

(5) MWR organizes the Candy Hunt area for various age-groups in the upper field and school age playground. Age groups: 0- 2 years, 3-5 years, 6-8 years, 9 and up. This activity concludes the event.

7. Points of Contact

a. Ms. Vinario Clelia, MWR Gaeta Site Manager, at COMM: 081-568-8307, CELL: 333-460-8733 or e-mail: clelia.vinario.naf@us.navy.mil.

b. LCDR Buchanan Karen, Gaeta Officer in Charge, at COMM: 081-568-8301 or email: karen.buchanan2.mil@us.navy.mil.

c. Chief Molinaro Stefan, Gaeta Security, at COMM 081-568-8364 or email: stefan.w.molinaro.mil@us.navy.mil.

d. Chief Volne Stanley, Gaeta Security, at COMM 081-568-8364 or email: stanley.m.volne.mil@us.navy.mil.

8. 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 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).

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EVENT SCHEDULE

Spring Fling 2025

MWR Site Manager and MWR Staff on duty will perform the below tasks in preparation of the event.

January 8

MWR Gaeta submitted a purchase request to procure decorations, event supplies and fillable eggs.

January 10

MWR site manager submitted marketing request for the Spring Fling Event.

January 22

1030

Advisory board meeting is scheduled at the Fleet Recreation Center. Main topic is the "Spring Fling Event".

Date of event: Saturday, April 12, at the Olde Mill Inn Park.

Time: 1100-1300.

Planned activities include: Outdoor games, arts & crafts, egg hunt, pictures with the Bunny.

NSAND Gaeta representative, USS MT WHITNEY MWR RAB, Ombudsman, FRG, are invited to take part in the meeting. Promote to recruit volunteers.

February 5

MWR Gaeta coordinates with Security Department to submit Seat Plan.

February 12

Post Spring Fling posters received by the marketing office.

February 21

MWR submits 7020 to order candy at the Commissary Store via MWR Warehouse in Naples.

February 26

1030

Second organization meeting at the Fleet Recreation Center

NSAND Gaeta representative, USS MT WHITNEY MWR RAB,

Ombudsman, FRG, volunteers are invited to take part in the meeting.

March 5

0900

MWR Staff picks up decorations from the MWR Gaeta OMI warehouse and transports boxes to upper Olde Mill Inn storage room.

Items will be staged and organized, according to the required set up.
Pick up Bunny suit (clean/wash).

March 21

Pick-up candy for the egg hunt at the Commissary in Naples.

March 24

MWR staff begins filling plastic eggs with candy and store them in boxes according to age-groups for the egg hunt.

March 28

1030

Final planning meeting. Meet with staff and volunteers to finalize the event.

April 10, 11

MWR will perform the below tasks in preparation of the event:
Pick up tables, pop-up tents from the MWR Warehouse, inflatable bunny and props. Stage them at the enclosed lower maintenance area, near field. Check microphone and transport from Fleet Recreation Center to Olde Mill Inn Park.

Create various stations: Arts & crafts face painting, prepare backdrop for photo booth, games, etc.

Tentative Date of Event: Saturday, April 12

0800

Final set up of the event.
Position decorations (banners, balloons, and props).
Place supplies and arrange the various stations, including park games.
Photo booth.
Position microphone and sound check.

1100

Ms. Clelia Vinario, MWR Site Manager and staff welcomes the community to the Spring Fling Event 2025.
Activities begin: Bunny sack race, egg toss, giant ball roll, etc.

1200

Special guests, "Bunny".
Guests line up to take pictures.

1230

Egg Hunt.
Age groups includes: 0- 2 years, 3-5 years, 6-8 years, 9 and up.

1300

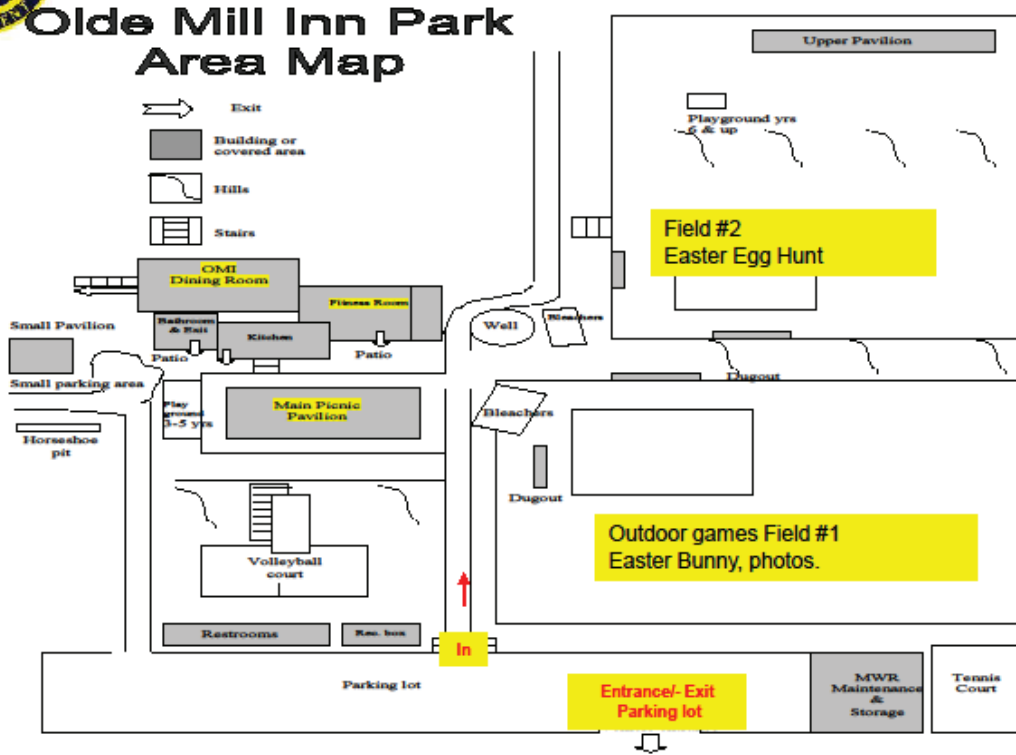
Event ends.

1330-1630

Clean-up of area by MWR staff.



Event Layout



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Navy Region Europe, Africa, Central