



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

NAVSUPPACTNAPLESINST 11000.1F  
N4  
17 Feb 23

NAVSUPPACTNAPLESINSTRUCTION 11000.1F

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

Subj: BUILDING MANAGER PROGRAM

Ref: (a) OPNAVINST 3120.32D  
(b) CNICINST 11000.3A  
(c) NSA Naples Building Manager Handbook

Encl: (1) Building Manager Designation Letter  
(2) Building Manager Placard Template

1. Purpose. To issue guidance for maintaining all facilities and structures in a safe and functional condition per reference (a), and establish an installation-wide Building Manager Program per reference (b). The details for the program are outlined in reference (c). Reference (c) can be obtained from the Public Work Department Facilities Operations Specialist assigned to a facility.

2. Cancellation. NAVSUPPACTNAPLESINST 11000.1E.

3. Background. Shore facilities and structures represent important and critical investment and readiness components that must be managed with the same degree of commitment, scrutiny, and support as ships, aircraft, and weapons systems. Establishing an effective program is essential to ensuring the shore is capable of supporting the Warfighter in the execution of their mission. The success of this program requires the involvement of all host and tenant commands, regardless of military service or resource sponsor, to ensure facility condition discrepancies are found, documented, prioritized, and corrected in a timely manner. Inherent as part of any host-tenant agreement are the basic tenant responsibilities to include building oversight, cleanliness, and the assignment of a Building Manager (BM), Facility Coordinator (FC), and Building Energy Monitor (BEM). The BM and/or FC is responsible for conducting zone inspections, initiating and tracking service calls, and coordinating project requests with the assigned Facilities Operations Specialist (FOS) within the Public Works Department (PWD) Requirements Branch. The U.S. Naval Support Activity (NAVSUPPACT), Naples Building Manager Program is designed to create a defined conduit from the building occupants through their assigned BM to the PWD. Each PWD FOS supports BMs for all facility related issues and requires BM participation to ensure proper facility safety, maintenance, and function.

4. Responsibilities

a. All tenant commands must institute a Building Manager Program consistent with this instruction by assigning BMs and FCs with clearly defined areas of responsibility for each facility used in support of their respective mission.



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(2) Retain BM/FC appointment letters for two years. Provide a confirmation memorandum to the BM/FC confirming receipt of their appointment letter and provide the identification of the PWD FOS they are to work with.

(3) Maintain a current BM/FC list with contact information. Provide initial and recurring training for BMs/FCs. Document attendance and retain records covering BM/FC training.

### 3. 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).

4. 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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Lists: I through IV

Electronic via NAVSUPPACT NAPLES Web site:

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

17 Feb 23

BUILDING MANAGER DESIGNATION LETTER

11000  
Dd Mmm YY

From: Commander, Tenant Command Name  
To: PWD Building Manager Coordinator

Subj: DESIGNATION AS BUILDING MANAGER

Ref: (a) PWD Building Manager Handbook

1. This Designation Letter appoints [Nominee Name] as the [Building Manager/Building Manager Alternate] for [tenant activity name/building number(s)], effective [date]. [Nominee Name] is this command's point of contact for all facility and infrastructure issues and should be placed on the Authorized Caller List.
2. Please remove [Former Building Manager] as the [Building Manager/Building Manager Alternate] for [tenant activity name/building number(s)], effective [date], and remove him/her from the Authorized Caller List.
3. My point of contact in this matter is CDR First Last who can be reached via e-mail: first.last.mil@us.navy.mil.

I. M. COMMANDER

Copy to:  
PWD Building Manager Coordinator

Enclosure (1)

# BUILDING MANAGER

## FOR BUILDING ### ISSUES, CALL:

BUILDING  
MANAGER'S  
NAME

ALTERNATE'S  
NAME



**Tel: 555 555 5555**

ANYONE CAN SUBMIT AN EMERGENCY SERVICE CALL.