



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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NAVSUPPACTNAPLESINST 11103.6E
N93

3 FEB 2022

NAVSUPPACT NAPLES INSTRUCTION 11103.6E

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

Subj: SENIOR OFFICER AND SENIOR ENLISTED (O6/E9) QUARTERS ASSIGNMENT

Ref: (a) CNIC MANUAL 11103.3, Navy Owned and Leased Family Housing Eligibility Assignment and Termination Criteria of 23 Jan 2019
(b) CNIC MANUAL 11103.2, Unaccompanied Housing Operations Management
(c) DoD 7000.14-R, Financial Management Regulation Volume 14, June 2020

Encl: (1) Installation Commanding Officer's Priority for Senior Officer (O6) and Senior Enlisted (E9) Quarters Assignment

1. Purpose. To establish policy and priorities for the assignment of Senior Officer Quarters (SOQ) and Senior Enlisted Quarters (SEQ) onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.
2. Cancellation. NAVSUPPACTNAPLESINST 11103.6D
3. Background. Reference (a) provides guidance for establishment and management of quarters.
4. Responsibility. The NAVSUPPACT Naples Commanding Officer (CO), in their role as the Housing Authority (HA), is solely responsible for establishing policy for assignment to the limited SOQs (which include townhouses) onboard NAVSUPPACT Naples, Italy.
5. Policy. The limited number of available SOQs and SEQs onboard NAVSUPPACT Naples will be assigned at the discretion of the NAVSUPPACT Naples CO. The NAVSUPPACT Naples CO will give priority to those in major command, command positions, and those other positions identified in enclosure (1). If an individual listed in enclosure (1) declines an offer for an SOQ/SEQ, the unit may be offered to other eligible personnel on the housing wait list and that unit will not be available for reassignment until vacated.
 - a. Assignment of single (bona fide bachelors) servicemembers listed in enclosure (1) will not be made to SOQs and SEQs. Should an unaccompanied member/geo-bachelor desire to live on the NAVSUPPACT Naples Support Site, assignment to an apartment may be considered based on the position of the individual and approval for temporary diversion of quarters to Unaccompanied Housing. Per reference (c), servicemembers with dependents serving an unaccompanied tour, who are in major command, command, or listed in enclosure (1) will be advised that acceptance of government housing that exceeds minimum standards will result in forfeiture of basic allowance for housing. Per reference (b), minimum standards for Officers in the paygrade of O-6 and Senior Enlisted E-9 is 400 square feet net living area. This includes living room, bedroom, and bath. Assignment of single and/or unaccompanied personnel listed in enclosure (1) will be to a military family housing unit.
 - b. Senior Officers and Senior Enlisted who desire on-base housing will be offered the most appropriate quarters available as determined by the NAVSUPPACT Naples CO. No family will be displaced to accommodate another.
 - c. Villa Ischia is designated as housing for the NAVSUPPACT Naples CO.

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d. Buildings 2158, 2161, 2162 are designated Senior Officer Housing for Officers of the paygrade of O-6. The waitlist for these buildings will be maintained per reference (a). Exceptions to this will be at the discretion of the NAVSUPPACT Naples CO. The NAVSUPPACT Naples CO will give priority to those in major command, command, and those positions identified in enclosure (1). If there is no desire for assignment for the set individuals mentioned above, the quarters can be assigned to other Officers of the paygrade of O-6.

e. Senior Enlisted (E-9) who desire on-base housing will be offered the most appropriate quarters available as recommended by the NAVSUPPACT Naples Command Master Chief (CMC) and approved by the NAVSUPPACT Naples CO.

f. Buildings 2106 and 2154 are designated for use as Senior Enlisted Leader (E-9) housing units at the discretion of the NAVSUPPACT Naples CMC and approval of NAVSUPPACT Naples CO.

g. Personnel occupying housing must notify the Housing Service Center within one day after no longer occupying the position that gave them preferential status. Extensions and continued occupancy of SOQs and SEQs are by exception and at the sole discretion of the NAVSUPPACT Naples CO.

6. 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).

7. 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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Releasability and distribution:

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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administratio_n_n1/administrative_services/instructions.html

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INSTALLATION COMMANDING OFFICER'S PRIORITY FOR SENIOR OFFICER (O6) AND SENIOR ENLISTED (E9) QUARTERS ASSIGNMENT

1. The following billets are defined as Major Command billets and the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Commanding Officer's (CO) priority for assignment of available Senior Officer Quarters (SOQs), to include townhouses, onboard NAVSUPPACT Naples. List not in priority order.

- a. Commanding Officer, U.S. Naval Support Activity, Naples, Italy.
- b. Commanding Officer, U.S. Naval Hospital, Naples, Italy.
- c. Commanding Officer, Naval Communications and Telecommunications Station, Naples, Italy.
- d. Commander, Naval Facilities Engineering Command, Europe, Africa, Central.
- e. Commanding Officer, Region Legal Services Office Europe, Africa, Central.
- f. Commander, Task Force 63.
- g. Commander, Task Force 64.
- h. Commander, Task Force 69.
- i. Commanding Officer, USS MOUNT WHITNEY (LCC 20).
- j. Commanding Officer, Fleet Deployed Regional Maintenance Center.
- k. Fleet Master Chief, Commander, U.S. Naval Forces Europe/Commander, U.S. Naval Forces Africa.

2. The following billets have subsequent priority for assignment of SOQs onboard NAVSUPPACT Naples, Italy. The assignment of townhouses to those in paragraphs 2a through 2e billets will be based on the lack of demand for the quarters from those listed in paragraphs 1a through 1k and will be at the sole discretion of the NAVSUPPACT Naples CO. List not in priority order.

- a. Deputy Chief of Staff, Commander, U.S. Naval Forces Europe/Commander, U.S. Naval Forces Africa.
- b. Director of Maritime Operations Center, Commander, U.S. Naval Forces Europe/Commander, U.S. Naval Forces Africa.
- c. U.S. Naval Forces Europe/ U.S. Naval Forces Africa (N3A), Chief of Staff for SIXTH Fleet (Deputy N3)
- d. Chief of Staff, U.S. Navy Region Europe, Africa, Central

Enclosure (1)

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e. Executive Assistant, Commander, Allied Joint Force Command Naples /Commander, U.S. Naval Forces Europe/U.S. Naval Forces Africa

3. Building #2154 (apartments 1- 6) and building #2106 (apartments 1- 6) are designated for use as Senior Enlisted Leader (E-9) housing units at the discretion of the NAVSUPPACT Naples Command Master Chief and approval of NAVSUPPACT Naples CO.