



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 3060.1P  
N1

23 MAY 2018

NAVSUPPACT NAPLES INSTRUCTION 3060.1P

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

Subj: EMERGENCY RECALL OF KEY PERSONNEL

Ref: (a) NAVSUPPACTNAPLESINST 3440.17A

Encl: (1) Emergency Recall of Key Personnel Bill

1. Purpose. To establish responsibilities for the emergency recall of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy key personnel. Reference (a) is utilized to provide policy, guidance, operational structure and assignment of responsibilities for developing a comprehensive emergency plan for NAVSUPPACT, Naples Italy.

2. Cancellation. NAVSUPPACTNAPLESINST 3060.1N.

3. Background. Under certain conditions, it may be necessary to recall all command personnel or various key individuals to their duty station after normal working hours. Conditions that necessitate a recall may include actual emergencies, increase-in-readiness exercises, or local natural disasters.

4. Responsibilities

a. The Command Duty Officer (CDO)/Assistant Command Duty Officer (ACDO) shall:

(1) Initiate recall using enclosure (1) when directed by the Commanding Officer and upon receipt of an alert message.

(2) Maintain a log of all events.

(3) Divulge no classified information during the recall.

(4) Make required voice and hard-copy reports.

b. Department Heads shall:

(1) Maintain a current departmental recall bill and provide copies to the Chief Master-At-Arms on a monthly basis.

(2) Proceed to the Commanding Officer's Conference Room or the Emergency Operations Center (if stood up), which will function as the Command Control Center for a briefing of the emergency situation.

c. The Senior Watch Officer shall:

(1) Ensure enclosure (1) is filled out and accurately maintained.

- (2) Provide the Quarterdeck with a copy of enclosure (1) for CDO binder.
- (3) Train watch personnel on procedures for safeguarding Privacy Act information.
- (4) Train watch personnel to refer requests for information to the NAVSUPPACT Naples Public Affairs Officer at DSN: 314-626-5912, COMM: 081-568-5912.
5. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
6. 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 automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.

  
T. A. ABRAHAMSON

Releasibility and Distribution:

NAVSUPPACTNAPLESINST 5216.4BB

Lists: I and II; IV (3. only)

Electronic via NAVSUPPACT Naples web site:

[https://www.cnmc.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administratio\\_n\\_n1/administrative\\_services/instructions.html](https://www.cnmc.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administratio_n_n1/administrative_services/instructions.html)

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**NAVSUPPACT Naples Department Head Recall Bill**

<u>POSITION</u>	<u>INCUMBENT</u>	<u>HOME PHONE AND CELL #</u> <u>(IF APPLICABLE)</u>
Commanding Officer	_____	_____/_____
Executive Officer	_____	_____/_____
Command Master Chief	_____	_____/_____
Administration Officer	_____	_____/_____
AT/FP Officer	_____	_____/_____
Chaplain	_____	_____/_____
Emergency Management Officer	_____	_____/_____
FFSC Director	_____	_____/_____
Housing Director	_____	_____/_____
MWR Director	_____	_____/_____
Navy Exchange Manager	_____	_____/_____
Operations Officer	_____	_____/_____
Public Affairs Officer	_____	_____/_____
Safety Officer	_____	_____/_____
Public Works Officer	_____	_____/_____
Staff Judge Advocate	_____	_____/_____
Supply Officer	_____	_____/_____
Security Officer	_____	_____/_____
Training Director	_____	_____/_____
OIC Navy Element JFC	_____	_____/_____
OIC PERSUPPDET Naples	_____	_____/_____

**23 MAY 2018**

HOME PHONE AND CELL #  
(IF APPLICABLE)

<u>POSITION</u>	<u>INCUMBENT</u>	
OIC, Gaeta Detachment	_____	_____/_____
Principal NHS	_____	_____/_____
Principal NES	_____	_____/_____
Port OPS	_____	_____/_____
OIC Latina	_____	_____/_____
Installation Business Manager	_____	_____/_____
Information Systems Director	_____	_____/_____
Community Relations/Protocol	_____	_____/_____