



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

NAVSUPACTNAPLESINST 5060.3E
N00E

6 SEP 2019

NAVSUPACT NAPLES INSTRUCTION 5060.3E

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

Subj: OFFICIAL CEREMONIES

1. Purpose. To promulgate procedures to request U.S. Naval Support Activity (NAVSUPACT), Naples, Italy, property and assistance for official ceremonies including change of command, retirement, inspections, etc.
2. Cancellation. NAVSUPACTNAPLESINST 5060.3D
3. Information. Routine assistance requested from NAVSUPACT Naples includes area and equipment for official ceremonies. Podium and public address system and chair set up and break down, are provided on a reimbursable basis and require a funding citation prior to work. Contact should be made with the action office noted below at least 30 days prior to contractors performing the requested work:
 - a. Security and Traffic Control – Security Operations Chief at DSN: 626-5596/2207.
 - b. Fire Department at DSN: 626-5222, and the U.S. Naval Hospital at DSN: 629-6000 to be notified for situational awareness. To request safety overview for large set-up in the piazza for Change of Command ceremonies (especially when contractors are used to perform the job) - Safety Office at DSN: 626-5776.
 - c. Ceremony Area Reservations – Carney Park at DSN: 629-4459; Reel Times 2 Theater at DSN: 629-4371; Capo Base Theater at DSN: 626-5111, Admin I Courtyard, Spine, and Plaza at DSN: 626-5111.
 - d. Set-up and Breakdown of Ceremony Area – Podium, speaker system, red carpet, chairs, bunting, cleanup. Submit work order through Public Works at DSN: 626-4981.
 - e. Catering – MWR at DSN: 626-4050.
 - f. Bullets/Bell – Professional Development at DSN: 626-5111.
 - g. Reserved Parking – VIP Guest Parking and load in/out parking requests shall be submitted to NSA Protocol at DSN: 626-4313.
 - h. U.S. Naval Forces Europe Band (if required) at DSN: 626-6732.
 - i. To request quiet hours- no overflying zone during important outdoor events - Operations Department at DSN: 626-6305.

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4. For any questions, contact the NAVSUPPACT Naples Command Master Chief at DSN: 626-5111.
5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.
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 statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurfswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html