



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 1000.1
N00
15 Oct 24

NAVSUPPACT NAPLES INSTRUCTION 1000.1

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

Subj: GUIDANCE FOR NOTICES

Ref: (a) OPNAV M 5215.1, Navy Directives Management Program Manual
(b) SEVNAV M 5210.2, Department Of The Navy Standard Subject Identification Code (SSIC) Manual
(c) SEVNAV M 5216.5 (CH-1), Department of the Navy Correspondence Manual
(d) SECNAVINST 5215.1F, Secretary Of The Navy Directives Policy

Encl: (1) Template for Frocking/Pinning Ceremony

1. Purpose. To establish guidance for U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy notices per references (a) through (d).

2. Background. Per reference (a), a notice is a directive that has a one-time or brief nature, contains a self-canceling provision, and has the same force and effect as an instruction. Utilize references (a) through (d) for guidance on proper protocol for the notices

3. Action

a. Required items for notices:

(1) Purpose paragraph

(2) Action Paragraph

(3) Sequence of Events

(4) Assignment of Duties and Responsibilities

(a) Public Affairs support should be included for advertising

(b) Command Master Chief is the point of contact for set-up and break-down of command-sponsored events.

b. Deadline. Notices will be routed at least 30 days before the day of the event to NAVSUPPACT Naples Admin Department.

4. 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).

5. 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:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

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

Canc: Mm YYYY

NAVSUPPACTNAPLESNOTE 5050
N00

NAVSUPPACT NAPLES NOTICE 5050

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

Subj: FY-XX E-X ADVANCEMENT/FROCKING/PINNING CEREMONY

Ref: BUPERSINST 1430.16G
NAVADMIN XXX/YY

Encl: (1) Sequence of Events
(2) List of participating guests (pinning & covers)

1. Purpose. To publish information and assign responsibilities for all members who have been selected for advancement per references (a) and (b).

2. Cancellation. This notice is cancelled upon the completion of this event.

3. Action.

a. Uniform: Navy Working Uniform type III for those being frocked.

b. Location

(1) Good weather: In front of Admin 1 on U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy Capodichino.

(2) Foul weather: In the Command Conference Center on NAVSUPPACT Naples, Capodichino.

c. Time and Date. XX:XX on DD Month YYYY

4. Responsibilities

a. Commanding Officer (CO). The CO will be speak at the ceremony and present Sailors with their frocking letters. In his absence, XO will present the frocking letters. The CO, unless delegated to the CMC, will start the ceremony with remarks.

b. Executive Officer (XO). The XO will act as the Master of Ceremonies and read the frocking/appointment letters or certificates while the CO and the Command Master Chief (CMC)

Enclosure (1)

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present them to the selectees. In XO's absence, the Administrative Officer will read the frocking letters.

c. Command Master Chief (CMC).

(1) Coordinate with the Staff Judge Advocate and Command Fitness Leader to verify eligibility of all Sailors selected for advancement prior to the ceremony.

(2) Be present at the ceremony to assist the CO to present the frocking letters and congratulate selectees.

d. The Administrative Department will be responsible for all completing all frocking letters and setup for the ceremony to include reserving the CCC, placing the podium and table for frocking letters, and putting selectees in formation from higher to lower rank.

e. The Public Affairs Department will take pictures of the ceremony and share as applicable on the NSA webpage and/or social media sites.

f. Additional personnel or groups responsible for providing resources required for the ceremony including any set-up or break-down actions.

g. Color Guard, Band, etc.

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