



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 5060.3F
N04C
29 Aug 24

NAVSUPPACT NAPLES INSTRUCTION 5060.3F

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 (NAVSUPPACT), Naples, Italy, property and assistance for official ceremonies including change of command, retirement, inspections, etc.

2. Cancellation. NAVSUPPACTNAPLESINST 5060.3E

3. Information. Routine assistance requested from NAVSUPPACT 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. Base access requests will be made through the NAVSUPPACT Naples Security Department, & Identification (Pass & ID) division located at the main gate of NAVSUPPACT (NSA) Support Site (Bldg. 2060A), and the main gate of NSA Naples Capodichino (Bldg. 487). Pass & ID can be reached at DSN: 626-4955 (Capodichino) or 629-4264 (Support Site). Or, via email at nsanaplessecpassid@us.navy.mil.

b. The NAVSUPPACT Naples Fire Department will be notified for situational awareness and can be reached at DSN: 626-5222. 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, contact the NAVSUPPACT Naples Safety Office at DSN: 626-2414.

c. Ceremony area reservations:

(1) Carney Park at DSN: 629-4459

(2) Reel Times 2 Theater at DSN: 629-4070 or email: miracacinema@hotmail.com

(3) Capodichino Command Conference Center at DSN: 626-5111 or e-mail: nsanaplesfacilityscheduling@us.navy.mil

(4) Admin I Courtyard, CAPO Spine, and Plaza at DSN: 626-5111 or e-mail: nsanaplesfacilityscheduling@us.navy.mil

(5) Support Site Village Forum, Chapel Office at DSN: 629-4600

d. The office or organization responsible for the event will coordinate set-up and breakdown of ceremony area (lectern, speaker system, chairs, bunting, cleanup, etc). Submit work orders through NAVSUPPACT Naples Public Works Department which can be reached at DSN: 626-4981 (Capodichino).

e. Catering can be organized in MWR spaces only and can be reached at DSN: 626-4050.

- f. Bullets, Bell, and/or Red Carpet can be reserved through the NAVSUPPACT Naples Command Master Chief who can be reached at DSN: 626-5396.
 - g. Reserved Parking. NSA Security will place barriers around required available public spaces closest to the event, 24 hours prior to event start time. VIP guest parking and load in/out parking requests must be submitted to NAVSUPPACT Naples Protocol at DSN: 626-4313.
 - h. U.S. Naval Forces Europe Band (if required) via official request form available upon request at DSN: 626-6732.
 - i. To request quiet hours- no overflying zone during important outdoor events contact NAVSUPPACT Naples Operations Department at DSN: 626-6305.
 - j. To request group bookings at Navy Gateway Inns and Suites, e-mail: enza.cerbone.fn@nexweb.org
 - k. To request group bookings at the Navy Lodge, e-mail: navylodge.naples@nexweb.org.
4. For any questions about this directive, contact the NAVSUPPACT Naples Administrative Department at DSN: 626-5464.
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.

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Releasability and distribution:

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Lists: I through IV

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