DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 5060.3D
N00E

7 AUG 2006

NAVSUPPACT NAPLES INSTRUCTION 5060.3D

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

Subj: OFFICIAL CEREMONIES

1. Purpose. To promulgate procedures for requesting U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples) property and assistance for official ceremonies (change of command/ retirement/inspection).

2. Cancellation. NAVSUPPACT NAPLES INST 5060.3C.

3. Information. Normal 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. Security and Traffic Control - Security Operations Chief, DSN 626-5378.

b. Ceremony Area Reservations - Carney Park, 081-526-1579; Reel Times 2 Theater, DSN 626-3934; Admin I Courtyard, DSN 626-5111.

c. 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.

d. Bullets/Bell - Chief Master-at-Arms, DSN 626-5111.

4. For any questions, contact the NAVSUPPACT Naples Command Master Chief, DSN 626-5396.

G. L. HEHE

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