



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 11101.10B CH-1
N04

30 MAR 2006

NAVSUPPACT NAPLES INSTRUCTION 11101.10B CHANGE TRANSMITTAL 1

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

Subj: GOVERNMENT HOUSING AREA COORDINATOR PROGRAM

1. Purpose. To promulgate Change 1 to U.S. Naval Support Activity, Naples, Instruction 11101.10B.
2. Action. Make pen and ink change to enclosure (3), paragraph 2a., sixth line, remove "11101.2 Series".

A handwritten signature in black ink, appearing to read "G. L. HEHE".

G. L. HEHE

Distribution:
NAVSUPPACT NAPLES INST 5216.4W
Lists: I through VI



DEPARTMENT OF THE NAVY

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PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 11101.10B
N05

6 MAR 2006

NAVSUPPACT NAPLES INSTRUCTION 11101.10B

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

Subj: GOVERNMENT HOUSING AREA COORDINATOR PROGRAM

Encl: (1) Sample Area Coordinator Designation Letter
(2) Sample Alternate Area Coordinator Designation Letter
(3) Duties of the Area Coordinator and Alternate

1. Purpose. To promulgate policy and implementation of the Area Coordinator Program for all buildings leased by U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy which contain enlisted family housing units.

2. Cancellation. NAVSUPPACT NAPLES INST 11101.10A.

3. Background. The Area Coordinator Program has been used successfully throughout the Department of Defense in government family housing areas with multiple housing units. The population density of the NAVSUPPACT Naples Housing inventory indicates this program will benefit all residents of government housing. The Area Coordinator Program is in no way intended to replace participation in community programs, but rather to provide a more formal structure for coordinating residents' efforts to maximize community living conditions.

4. Action

a. The Housing Department will provide to the Commanding Officer of NAVSUPPACT Naples, the names of the senior members in each designated area of government housing.

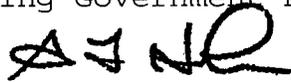
b. The Commanding Officer of NAVSUPPACT Naples, will appoint Area Coordinators and Alternates based on seniority by means of enclosure (1). The duties of the Area Coordinator and Alternate are outlined in enclosure (2). An Area Coordinator is normally the senior member in the designated government housing area. An Alternate is normally the next senior member in the designated government housing area who will assist the Area Coordinator and assume duties when he/she is not available.

6 MAR 2006

Both will serve for a minimum of one year after appointment. If after one year they remain the senior member, they will continue to serve until they transfer from the area or until a more senior member is assigned to the housing units.

c. The Area Coordinators will acknowledge their appointment in writing, using enclosure (1), and will report to the Housing Military Liaison Officer for guidance. The Area Coordinator will ensure his/her name and the name of the Alternate are prominently posted.

d. Residents are to cooperate with the Area Coordinator, the Alternate, the Housing Military Liaison Officer and the Zone Managers in all matters concerning Government Housing.



G. L. HEHE

Distribution:

NAVSUPPACT NAPLES INST 5216.4X

Lists: I through V

Occupants of Government Housing

6 MAR 2006

SAMPLE AREA COORDINATOR DESIGNATION LETTER

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy
To: Appointee
Via: Member's Command

Subj: APPOINTMENT AS GOVERNMENT HOUSING AREA COORDINATOR

Ref: (a) NAVSUPPACT NAPLES INST 11101.10B

Encl: (1) Duties of Area Coordinator

1. Housing Welcome Center records indicate you are the senior military member living in _____. Per reference (a), you are appointed the Area Coordinator for your designated government housing area and charged with the duties and responsibilities listed in enclosure (1) and this appointment letter.

2. The next highest ranking military member has been appointed as an Alternate, who will assume your duties in your absence and assist as needed.

3. It is your responsibility, unless otherwise directed by higher authority, to ensure compliance with all current directives and instructions concerning government family housing. You must report any known deficiencies to the Housing Military Liaison Officer or your Zone Manager.

4. You are expected to be a positive force in your assigned area for the implementation of suggestions benefiting your fellow residents. You are to remain Area Coordinator for a minimum of one year or until you terminate your assignment in Naples Government Family Housing.

5. You are required to acknowledge your appointment by signing the attached endorsement and returning it to the Housing Military Liaison Officer within seven days of receipt. The Housing Military Liaison Officer is located at the Housing Welcome Center at the NAVSUPPACT Naples support site at Gricignano.

G. L. HEHE

Enclosure (1)

SAMPLE AREA COORDINATOR DESIGNATION LETTER

Ser
Date

FIRST ENDORSEMENT on NAVSUPPACT Naples ltr 11101 of

From: Member's Command
To: Senior Member

1. Noted. Forwarded for appropriate action.

SIGNATURE BLOCK

Date

SECOND ENDORSEMENT on NAVSUPPACT Naples ltr 11101 of

From: Senior Member
To: Housing Military Liaison Officer

1. I acknowledge receipt of this letter and certify that I understand my duties as Area Coordinator.

SIGNATURE BLOCK

6 MAR 2006

SAMPLE ALTERNATE AREA COORDINATOR DESIGNATION LETTER

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

To: Appointee

Via: Member's Command

Subj: APPOINTMENT AS ALTERNATE GOVERNMENT HOUSING AREA COORDINATOR

Ref: (a) NAVSUPPACT NAPLES INST 11101.10B

Encl: (1) Duties of Alternate Area Coordinator

1. Housing Welcome Center records indicate you are the second most senior military member living in _____. Per reference (a), you are appointed the Alternate Area Coordinator for your designated government housing area and charged with the duties and responsibilities listed in enclosure (1) and this appointment letter.

2. You will assume your duties in the absence of the designated Area Coordinator and assist as needed. It is your responsibility, unless otherwise directed by higher authority, to ensure compliance with all current directives and instructions concerning government family housing

3. You are expected to be a positive force in your assigned area for the implementation of suggestions benefiting your fellow residents. You are to remain the Alternate Area Coordinator for a minimum of one year or until you terminate your assignment in Naples Government Family Housing.

4. You are required to acknowledge your appointment by signing the attached endorsement and returning it to the Housing Military Liaison Officer within seven days of receipt. The Housing Military Liaison Officer is located at the Housing Welcome Center at the NAVSUPPACT Naples support site at Gricignano.

G. L. HEHE

Enclosure (2)

6 MAR 2006

SAMPLE ALTERNATE AREA COORDINATOR DESIGNATION LETTER

Ser
Date

FIRST ENDORSEMENT on NAVSUPPACT Naples ltr 11101 of

From: Member's Command
To: Senior Member

1. Noted. Forwarded for appropriate action.

SIGNATURE BLOCK

Date

SECOND ENDORSEMENT on NAVSUPPACT Naples ltr 11101 of

From: Senior Member
To: Housing Military Liaison Officer

1. I acknowledge receipt of this letter and certify that I understand my duties as Alternate Area Coordinator.

SIGNATURE BLOCK

6 MAR 2006

DUTIES OF AREA COORDINATOR/ALTERNATE

1. The Commanding Officer will appoint the senior military members residing in a defined government housing area as the Area Coordinator and the second most senior as an Alternate. The appointment letters will be forwarded to the military members' Commanding Officer.

2. The Area Coordinator/Alternate will

a. Ensure that the residents of your area (normally to include 12 apartments, but may include more or less depending on the location) are familiar with the following regulations and policies governing Government Housing (listed on the NAVSUPPACT Naples website at www.nsa.naples.navy.mil/admin/instructions2.htm) ~~11101.2 series~~, 11101.8 series, 11101.9 series, 11101.10 series, 11101.11 series and 10570.2 series.

b. Follow the specific guidelines on your written appointment letter concerning the delegation of authority, duties such as reporting any known deficiencies, fostering positive relations between residents, resolving disputes among residents, reporting and addressing vandalism, and enforcing policies. A notice identifying the Area Coordinator and Alternate will be posted in each assigned section.

c. Assist in resolving of matters concerning the common welfare of the residents in your area. Discrepancies should be reported to the Housing Military Liaison Officer and/or Zone Manager, with documentation, for resolution.

d. Be a positive force within your assigned section for the implementation of suggestions that will benefit your fellow residents.

e. Attend and encourage residents to attend and participate in Community Town Hall Meetings and the Naples Area Military Housing Association meetings.

f. Conduct meetings with the residents to initiate and establish programs for the maintenance and enhancement of living conditions and community relations. The Housing Department has various contractual arrangements in place for maintenance and

6 MAR 2006

cleaning. You are expected to note any discrepancies in the conditions of common areas and to ensure they are properly reported to your Zone Manager for correction. Examples include, but are not limited to, trash collection, elevator operation, lighting, and vandalism.

g. Newly appointed Area Coordinator or Alternate must hold a meeting with all residents within two weeks of their appointment.

h. Deal directly with the military sponsor. When the sponsor is not available within a reasonable period of time, you may deal with the family member. Family members of the Area Coordinator or Alternate may not act on your behalf, or issue instruction in your name.

i. Alternates will assume responsibility for all duties listed above, in the absence of the Area Coordinator.