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

NAVSUPPACT NAPLES INST 3060.1M
N1

9 JAN 2012

NAVSUPPACT NAPLES INSTRUCTION 3060.1M

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

Subj: EMERGENCY RECALL OF KEY PERSONNEL

Ref: (a) NAVSUPPACT NAPLES INST 3440.17 (Series)

Encl: (1) Emergency Recall of Key Personnel Bill

1. Purpose. To establish responsibilities for the emergency recall of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy key personnel. Reference (a) is utilized to provide policy, guidance, operational structure and assignment of responsibilities for developing a comprehensive emergency plan for NAVSUPPACT, Naples Italy.

2. Cancellation. NAVSUPPACT NAPLES INST 3060.1L.

3. Background. Under certain conditions, it may be necessary to recall all command personnel or various key individuals to their duty station after normal working hours. Conditions that necessitate a recall may include actual emergencies, increase-in-readiness exercises, or local natural disasters.

4. Responsibilities

a. The Command Duty Officer (CDO)/Assistant Command Duty Officer (ACDO) shall:

(1) Initiate recall using enclosure (1) when directed by the Commanding Officer and upon receipt of an alert message.

(2) Maintain a log of all events.

(3) Divulge no classified information during the recall.

(4) Make required voice and hard-copy reports.

b. Department Heads shall:

(1) Maintain a current departmental recall bill and provide copies to the Chief Master-At-Arms on a monthly basis.

(2) Proceed to the Commanding Officer's Conference Room or the Emergency Operations Center (if stood up), which will function as the Command Control Center for a briefing of the emergency situation.

c. The Senior Watch Officer shall:

(1) Ensure enclosure (1) is filled out and accurately maintained.

(2) Provide the Quarterdeck with a copy of enclosure (1) for CDO binder.

(3) Train watch personnel on procedures for safeguarding Privacy Act information.

(4) Train watch personnel to refer requests for information to the NAVSUPPACT Naples Public Affairs Officer at DSN: 314-626-5110, COMM: 081-568-5110, or cell: 033-794-6295.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

Copy to:
List: IV (2. only)

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NAVSUPPACT NAPLES DEPARTMENT HEAD RECALL BILL

POSITION	INCUMBENT	HOME PHONE AND CELL # (IF APPLICABLE)
Commanding Officer		/
Executive Officer		/
Command Master Chief		/
Administration Officer		/
AT/FP Officer		/
Chaplain		/
Emergency Management Officer		/
FFSC Director		/
Housing Director		/
MWR Director		/
Navy Exchange Manager		/
Operations Officer		/
Public Affairs Officer		/
Safety Officer		/
Public Works Officer		/
Staff Judge Advocate		/
Supply Officer		/
Security Officer		/
Training Director		/
OIC Navy Element JFC		/
OIC, PERSUPPDET Naples		/
OIC, Gaeta Detachment		/
Principal NHS		/

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Principal NES	_____	_____/_____
Air OPS	_____	_____/_____
Port OPS	_____	_____/_____
OIC Latina	_____	_____/_____
Installation Business Manager	_____	_____/_____
Information Systems Director	_____	_____/_____
Community Relations/Protocol	_____	_____/_____