



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

NAVSUPPACTNAPLESINST 1740.3B
N00E
16 NOV 2020

NAVSUPPACT NAPLES INSTRUCTION 1740.3B

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

Subj: COMMAND INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 1740.3D
(b) SECNAVINST 1754.6A

Encl: (1) Command Indoctrination Sample Schedule
(2) NSA Naples Command Indoctrination Class Critique

1. Purpose. To delineate policy for the proper management and execution of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Command Indoctrination (INDOC) Program.

2. Cancellation. NAVSUPPACTNAPLESINST 1740.3A

3. Background. References (a) and (b) require every U.S. Navy command to maintain an effective indoctrination program. A sound indoctrination will produce a smooth transition into any new organization, setting the stage for a positive tour. A service member who has been properly informed, warmly welcomed, and assisted before and after arrival will acclimate more quickly and become a more productive member of the command.

4. Policy. NAVSUPPACT Naples INDOC Course is mandatory for all newly assigned military personnel. All service members will attend INDOC within 30 days of reporting.

5. Responsibilities

a. Commanding Officer (CO). Designate a First Class Petty Officer or above to perform as Command INDOC Program Manager.

b. Command Master Chief (CMC). Retain overall responsibility for the INDOC Program. The CMC will interview all candidates for the Command INDOC Coordinator position and make recommendations to the CO.

c. Command INDOC Manager

(1) Support the needs of the INDOC Course and conduct quality assurance checks utilizing enclosure (2).

- (2) Request adequate funding for the effective and efficient operation of INDOC.
- (3) Schedule and coordinate the INDOC Course.
- (4) Liaise with all INDOC facilitators and provide notification of all scheduled classes and changes to schedule.
- (5) Liaise with following program managers to schedule:
 - (a) Command Career Counselor for first-term workshop.
 - (b) Command Fitness Leader
 - (c) Navy Rights & Responsibilities.
 - (d) Others as needed.
- (6) Ensure INDOC Course Critique, as per enclosure (2), is completed by all newly reporting personnel after completion of INDOC. Route completed surveys to the CO via Sponsor/INDOC Manager, CMC, and Executive Officer immediately upon completion of each indoctrination class.
- (7) Ensure signed muster sheet entries documenting completion of INDOC are submitted to Professional Development Division (in the Share drive) for service record entry.
- (8) Maintain e-mail distribution list with current contact information of qualified personnel conducting INDOC course briefs, per enclosure (1).
- (9) Appoint the junior service member present as Class Leader.

d. Command Sponsor Coordinator

- (1) Conduct continuous training for facilitators, outlining duties and responsibilities. Training will include current information on command policy, local community events and conditions and other situations that affect newly reporting personnel.
- (2) Schedule all newly reporting personnel for INDOC course within their first 30 days of arrival.
- (3) Responsible for inspecting of all new arrivals until they have completed INDOC course and are released back to their gaining department. Submit muster reports to the Command Sponsor and INDOC Manager and account for all gains and losses.

e. Class Leader


- (1) Ensure all personnel are present throughout the day.
- (2) Contact the Command Sponsor/INDOC Manager if facilitator is late or does not show.
- (3) Ensure all personnel maintain proper military bearing and conduct themselves in a professional manner.
- (4) Assist Command INDOC Manager in any tasking necessary to conduct the class.

6. 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).

7. 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.


J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

https://www.cniv.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

16 NOV 2020

DATE



U.S. Naval Support Activity, Naples, Italy
COMMAND INDOCTRINATION SAMPLE SCHEDULE

DAY1; Date	DAY2; Date
0800-0815 Welcome Introduction (Name)	0800-0900 CFL/BCA/EFMP (Name)
0815-0830 Admin Brief (Name)	0900-0930 Personal Financial Mgmt./BRS (Name)
0830-0915 Urinalysis Program	0930-0945 Volunteer Organizations (MCHC, COMRELS, CSAAD, NRC, SCPOA, FCPOA)
0915-0945 Security Brief (Name)	0945-1000 Navy College
0945-1000 Watch Bill Coordinator (Name)	1000-1015 Defense Travel System (Name)
1000-1030 CMC Welcome	1015-1045 Equal Opportunity/CMEO (Name)
1030-1100 AWARE/DAPA (Name)	1045-1200 Lunch
1100-1200 Lunch	1200-1220 Violent Crime and Suicide Awareness (Name)
1200-1230 XO Welcome	1220-1250 CO Welcome
1230-1300 Ethics (Name)	1250-1350 Career Development Training (Name)
1300-1315 NSA Command Ombudsman (Name)	

Command Indoctrination Manager: NAME
 Email: @eu.navy.mil
 DSN: XXX-XXX-XXXX; COM: XXX-XXX-XXXX
 Location: ADMIN I, Classroom 030, PD classroom

NSA NAPLES COMMAND INDOCTRINATION CRITIQUE

WELCOME INTRODUCTION	1	2	3	4	N/A	VOLUNTEER ORGANIZATIONS	1	2	3	4	N/A
ADMIN/FAMILY READINESS	1	2	3	4	N/A	CAREER DEVELOPMENT TRAINING	1	2	3	4	N/A
TRAVEL OFFICE/ DTS	1	2	3	4	N/A	XO's WELCOME	1	2	3	4	N/A
URINALYSIS	1	2	3	4	N/A	INTRODUCTION AND NAVY CORE VALUES	1	2	3	4	N/A
CMC's WELCOME	1	2	3	4	N/A	DECISION MAKING	1	2	3	4	N/A
EFMP	1	2	3	4	N/A	COMMUNICATION AND CONFLICT MANAGEMENT	1	2	3	4	N/A
OMBUDSMAN	1	2	3	4	N/A	MENTORING	1	2	3	4	N/A
SECURITY MANAGER	1	2	3	4	N/A	DIVERSITY	1	2	3	4	N/A
ETHICS BRIEF	1	2	3	4	N/A	PFM	1	2	3	4	N/A
CO's WELCOME	1	2	3	4	N/A	VIOLENT CRIME AND SUICIDE AWARENESS	1	2	3	4	N/A
CFL/BCA	1	2	3	4	N/A	MILITARY ETIQUETTE AND COURTESY	1	2	3	4	N/A
DAPA	1	2	3	4	N/A	UNIFORM WEAR	1	2	3	4	N/A
CMEO/ EO	1	2	3	4	N/A	INDOC DEBRIEF	1	2	3	4	N/A

Grading Values

1-Poor

3-Good

2-Satisfactory

4-Excellent

1. Do you feel that command Indoc was helpful in your transitional process? If so, how?

2. Do you think the overall information provided would prove useful to you or other Sailors throughout their tour?

3. Do you feel as though the instructors were subject matter experts and provided clear guidance?

4. Was there a specific topic or instructor that made an impact or could use a recommendation?

5. Do you have any thoughts or recommendations on the program that could help impact future sailors?

(OPTIONAL) NAME: _____ DATE: _____

Enclosure (2)