



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 3100.3
N4
14 NOV 2019

NAVSUPPACT NAPLES INSTRUCTION 3100.3

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

Subj: INSTALLATION INTEGRATION GROUP AND INSTALLATION
INTEGRATION WORKING GROUP

Ref: (a) COMNAVREGEURAFSWAINST3100.1
(b) CNICINST 11014.1
(c) COMNAVREGEURAFSWAINST 11010.45B

1. Purpose. To establish the Installation Integration Group (IIG) and the Installation Integration Working Group (IIWG) at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. The IIG will provide over-arching guidance and vision to shape planning across the NAVSUPPACT Naples area of responsibility (AOR) and will approve all Installation master planning efforts, investment plans, documents or efforts that impact the mission or functionality of NAVSUPPACT Naples and other elements it deems necessary. The IIWG will provide guidance and reviews of planning documents to include Real Estate Leasing Actions, Site Approvals, Mixed Commission Projects, and Space Assignments.

2. Objective. Reference (a) directs Navy Region Europe, Africa, Central (CNREURAFCENT) installations to form an IIG to support the Regional Integration Group (RIG) and Regional Integration Working Group (RIWG).

3. Policy

a. Per reference (a), the RIG has governance for land-use and facility investment decisions within the Navy Region Europe, Africa, Central AOR. The RIG will provide over-arching guidance and vision to shape planning across the AOR and will be briefed and approve all regional planning documents, investment plans, facility project Program Objective Memorandum (POM) submissions, and such special studies or investigations as it deems necessary.

b. Per reference (b), Commander, Navy Installations Command (CNIC) retains host responsibilities as the Maintenance Reporting Claimant or "owner" of all properties at CNIC installations, including those for which another entity is preponderant user and/or has been designated as Maintenance Unit Identification Code holder. The Installation Commanding Officer (ICO) is the responsible authority for oversight and management of all real property, to include land, buildings, structures, utilities, and portions of communications infrastructure.

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4. Action

a. Membership

(1) Required attendees at IIG meetings include:

- (a) Commanding Officer (Chairman)
- (b) Public Works Officer (Co-Chairman, N4)
- (c) Installation Department Heads: N3, N5, N6, N8, N92, N93
- (d) Major Contributors: FLCSI, NEXCOM, CNE-CNA-C6F, DODEA

(2) Required attendees at IIWG meetings include:

- (a) Asset Management Branch Head (Chairman)
- (b) Installation Community Planner (Co-Chairman)
- (c) Facility Management Director
- (d) Requirements Branch Head
- (e) Facilities, Engineering, and Acquisition Division Director
- (f) Assistant Public Works Officers
- (g) Installation Safety Officer
- (h) Air Operations Officer
- (i) Security Officer
- (j) Fire and Emergency Response
- (k) Naval Computer and Telecommunications Station (NCTS) Naples
- (l) Environmental Director
- (m) N6 Director
- (n) Others as needed

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b. IIG Tasks

(1) Prior to final approval by the base ICO to assist in the development of, and review, the following investment plans: Maintenance Execution Plan, Maintenance Action Plan and Long Range Maintenance Planning programs, Facility Planning and Real Estate.

(2) Prior to final approval by the base ICO to assist in developing and reviewing the Installation Program Objective Memorandum submissions: Military Construction, Special Projects, Energy Projects, and Unspecified Military Construction.

(3) Review and provide inputs to Non-Federal Entity requests.

(4) Support the development of master planning efforts, such as the Installation Development Plan and Regional Integration Plan.

c. IIWG Tasks

(1) Review Installation space requests and recommend approval.

(2) Review Installation site approvals and recommend approval.

(3) Review Installation Request for Leasing Actions (RLA) and recommend approval.

d. Battle Rhythm. The IIG will meet on a quarterly basis on the second Tuesday of the month, or as driven by external requirements such as POM submission cycles or CNREURAFCENT taskers. The IIWG will meet on a monthly basis on the first Tuesday of the month, or as driven by urgent tenant requirements.

e. Facilitation. The Public Works Officer (PWO) or representative will lead and facilitate the IIG sessions, coordinate presentation of materials, and ensure development of meeting minutes. The Asset Management Branch Head or representative will lead and facilitate the IIWG sessions, coordinate presentation of materials, and ensure development of meeting minutes. All meeting minutes will be provided to the ICO for review and comment.

f. Documentation. Utilizing electronic routing and digital signatures is the primary method of routing documents for approval. Furthermore delegation of authority has been given to the PWO to sign all documents that are considered routine in nature. The IIWG will determine which projects fall into this category following the below guidelines:

(1) All RLAs and succeeding leases that fall under \$250,000

(2) All site approvals that do not add permanent new footprint

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- (3) All space assignments under 5K General Services Funds
5. Points of Contact (POC). NAVSUPPACT Naples PWO (N4) and NAVSUPPACT Naples Asset Management Branch Head are the POCs for this instruction.
6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.
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 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 and II

Electronic via NAVSUPPACT Naples website:

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