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

NAVSUPPACT NAPLES INST 5215.1F
N1
- 9 SEP 2011

NAVSUPPACT NAPLES INSTRUCTIONS 5215.1F

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

Subj: PREPARATION AND ISSUANCE OF U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, DIRECTIVES

Ref: (a) SECNAVINST 5215.1 (Series)

1. Purpose. This instruction provides policy and guidance on the preparation of U.S. Naval Support Activity Naples Italy (NAVSUPPACT) Naples directives.

2. Cancellation. NAVSUPPACT NAPLES INST 5215.1E

3. Action

a. Department Heads are responsible for preparing and reviewing instructions under their cognizance, as follows:

(1) Prepare instructions as per reference (a). A rough draft will be routed to the proper chain of command.

(2) Review current instructions on their anniversary. The Administrative department will conduct a periodic review annually to ensure a directive's requirements and standards remain up-to-date and pertinent;

(3) Directives that implement or amplify directives from higher authority will not be issued unless absolutely essential;

(4) Write in simple, active language. Try to have a smooth product, and, if possible, no longer than one page, front and back.

(5) Assign a proper distribution list. The Administrative Department can assist with this action.

b. The Department that initiates the instruction is considered the originator. The department prepares the instruction in draft format in accordance with reference (a).

c. Admin office will review the rough and forward it to the Executive Officer;

d. Executive Officer will review the rough and forward it to the Commanding Officer;

e. Commanding Officer will review and approve the rough and forward it to the Administration Office for smooth;

f. Administration office will forward the smooth to the Commanding Officer for signature;

g. The Commanding Officer will sign the smooth, then send it back to the Support Service Division, Administration Department, for electronic distribution, posting on NSA Admin web page at: http://www.nsa.naples.navy.mil/Admin/instructions2.htm and filing.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I; II
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index/htm