



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY  
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NAVSUPPACTNAPLESINST 5215.2

N1  
3 MAY 2019

NAVSUPPACT NAPLES INSTRUCTION 5215.2

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) OPNAVINST 5215.17A  
(b) OPNAV M-5215.1  
(c) SECNAV M-5510.36  
(d) SECNAV M-5216.5D  
(e) NAVADMIN 268/18  
(f) COMNAVREGEURAFSWAINST 5216.3C

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

2. Action. Per reference (a), all instructions and notices are required to be reviewed regularly to access their accuracy and continued relevance.

a. Administrative Department. The Administrative Department, Support Service Division (SSD) will conduct a periodic annual review per references (a) and (d) to ensure a directive's requirements and standards remain up-to-date and pertinent. SSD will:

(1) Coordinate directive reviews utilizing the "Review of Instruction" (OPNAV 5215/40) to be sent to NAVSUPPACT Naples departments and Program Coordinators (PC). SSD will send a notification on the anniversary of each NAVSUPPACT Naples directive via email. Responses will be collected from respondents no later than 30 days from when the OPNAV 5215/40 is issued.

(2) It will be the SSD responsibility to keep posted all directives updated on the G2 portal and on the CNIC NAVSUPPACT Naples website page.

(3) Update the NAVSUPPACT Naples Notice 5215 annually to reflect all current directives.

b. Department Heads (DH) and PCs. DHs and PCs are responsible for preparing and reviewing instructions under their cognizance, as follows:

(1) Annual Revision of NAVSUPPACT Naples Instructions. DHs and PCs will review current instructions on their anniversary and provide timely responses to calls for directives review by submitting the related OPNAV 5215/40 to the SSD. If an instruction requires an

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update, an anticipated completion date will be provided to the Administrative Office. If an instruction requires cancellation, they will provide clear justification and supporting documents to the chain of command.

(2) Review directive before final product is routed through the chain, making annotation and explanation for reasons behind changes and cancellation. Inform Commanding Officer (CO) and Executive Officer (XO) about any major impact the directive can have on NAVSUPPACT Naples command and tenant commands. Once the directive is ready to be submitted to the Administrative Office for revision, DH will sign off on NAVSUPPACT Naples Command Route Slip (NSA Form 5216/11).

3. Routing procedures for NAVSUPPACT Naples directives

a. Preparing Directives. Prepare directives as per reference (a). Drafts of new instructions and notices shall be forwarded to NAVSUPPACT Naples Administrative Office, via the Office of the Staff Judge Advocate (SJA) for review. Upon completion of the SJA review, the final draft will be routed back to the Administrative Office for the NAVSUPPACT Naples CO's and XO's review and signature. In preparing the directive, DHs and PCs are required to take into consideration that:

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

(2) Write in simple, active language. Assign a proper distribution list. The Administrative Department can assist with this action.

(3) A summary of changes will be included for all updated instructions before they are routed to the NAVSUPPACT Naples Administrative Office.

b. Format and routing. The Department that initiates the instruction is considered the originator. The department prepares the instruction in draft format in accordance with reference (b). Incorrectly prepared directives will be returned by the Administrative Department to the originating department for correction.

(1) Directives for CO's signature will be submitted to the Administrative Department, SSD in a blue, double-pocket file folder, including all pertinent references and supporting documents (the current version of the directive (if any), the summary of changes and the related OPNAV 5215/40), and electronic file will be e-mailed to NSA NAPLES ADMIN Office mailing address at [fct.na.nsa.admin\\_office@eu.navy.mil](mailto:fct.na.nsa.admin_office@eu.navy.mil) with the document's file name annotated.

(2) The Administrative Department will review the draft directive and forward it to the CO, via the XO, for review.

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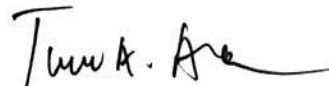
(3) The Administrative Department will make minor changes throughout the chops done in the chain. Material with extensive revisions or numerous errors will be returned to the originator for corrections and re-routed through the same chop chain with all pertinent drafts.

(4) The CO will sign the directive and send it back to the SSD, Administrative Department, for electronic distribution, posting on NAVSUPPACT Naples Admin webpage at: [https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html) and filing.

(5) Original copy of NAVSUPPACT Naples directives are kept by SSD for record purposes after distribution. Classified directives will be maintained in a secure location, in accordance with reference (a) and (c).

4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

5. 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 ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I and II

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)