



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5216.3KK  
N1

11 JUL 2016

### NAVSUPPACT NAPLES INSTRUCTION 5216.3KK

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

Subj: "BY DIRECTION" SIGNATURE AND MESSAGE RELEASING AUTHORITY

1. Purpose. To delegate authority for signing official correspondence "by direction" of the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and for releasing messages.

2. Cancellation. NAVSUPPACT NAPLES INST 5216.3JJ

3. Action

a. The Commanding Officer will sign all correspondence and release messages concerning the following:

(1) Matters addressed to a higher authority relating to the operation of the command.

(2) Matters of policy, morale, readiness, and commitments.

(3) Matters of a commendatory or condemnatory nature.

(4) Matters of a controversial nature.

(5) Matters of congressional interest.

(6) Replies to Flag correspondence.

(7) Correspondence to an Italian Base Commander.

b. Personnel listed below may sign official correspondence of a routine nature and release messages pertaining to their assigned duties "by direction" of the Commanding Officer.

(NOTE: In the absence of the Commanding Officer the Executive Officer will temporarily fill the position as "Acting".

Personnel with asterisk (\*) following their title are the only personnel authorized to release messages when a minimize message traffic has been directed). Personnel that are in an "Acting" capacity for the positions listed below are not authorized to sign "by direction."

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- (1) Executive Officer\* (N01)  
Command Master Chief\* (N00E)  
Command Chaplain (N00R)  
Foreign Tax Relief Program (N00FT)  
Public Affairs Officer (N01P)  
Staff Judge Advocate\* (N01J)
- (2) Administration Department (N1)  
Administrative Officer\* (NAVPERS 1306)  
Assistant Administrative Officer\*  
Command Career Counselor (electronic 1306s)
- (3) Security Department (N3AT)  
Security Officer\*  
Assistant Security Officer  
Force Protection Officer  
Director, Central Motor Vehicle Registration Office
- (4) Operations Department (N3)  
Operations Officer\*  
Air Operations Officer  
Assistant Operations Officer\* (Message releasing authority only.)
- (5) Occupational Safety and Health (N35)  
Safety Officer
- (6) Public Works Department (N4)  
Public Works Officer  
Assistant Public Works Officer
- (7) Installation Business Manager (N5)  
Director, Installation Business Manager
- (8) Information Systems Department (N6)  
Director, Information Systems
- (9) Installation Comptroller (N8)  
Director, Installation Comptroller
- (10) Fleet and Family Support Center (N91)  
Director, FFSC
- (11) Morale, Welfare, and Recreation Department (N92)  
Director, MWR

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- (12) Housing Office (N93)  
Director, Housing
- (13) Command Duty Officer (CDO)\* (SITREPS and messages  
relating to watch standing duties only)
- (14) Other UICs (DETS)  
National Element JFC\* (NELM)  
Gaeta\* (N01G)

c. Personnel will be designated by separate correspondence to sign "by direction" on command letterhead for a letter in Italian. Those personnel not authorized can only provide a unsigned translated letter.

d. All previous "by direction" letters issued before the date of this instruction are hereby cancelled.



D. W. CARPENTER

Distribution:

NAVSUPPACT NAPLES INST 5216.4BB

Lists: I through II

Electronic via NAVSUPPACT NAPLES web site:

[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)