NAVSUPPACTNAPLESINST 5216.3MM
N1
1 8 SEP 2020

NAVSUPPACT NAPLES INSTRUCTION 5216.3MM

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 (CO), U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and for releasing messages.

2. Cancellation. NAVSUPPACTNAPLESINST 5216.3LL

3. Action

   a. The CO 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.

      (8) Exception to policy requests.

   b. Personnel listed below may sign official correspondence of a routine nature and release messages pertaining to their assigned duties "by direction" of the CO. (NOTE: In the absence of the CO, 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."

      (1) Executive Officer* (N01)
          Command Master Chief* (N00E)
          Command Chaplain (N00R)
          Public Affairs Officer (N01P)

Staff Judge Advocate* (N01J)

(2) Administration Department (N1)
Administrative Officer*
Assistant Administrative Officer*

(3) Security Department (N3AT)
Security Officer*
Assistant Security Officer

(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

(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 Detachment* (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.

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 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

J. W. STEWART

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through II
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html