NAVSUPPACT NAPLES INSTRUCTION 5216.4CC

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY DISTRIBUTION Lists

Encl: (1) NAVSUPPACT Naples Distribution Lists

1. Purpose. To issue U.S. Naval Support Activity, Naples (NAVSUPPACT), Naples, Italy Distribution List.

2. Cancellation. NAVSUPPACTNAPLESINST 5216.4BB

3. Distribution. Copies of documents of general applicability will be electronically distributed per enclosure (1).

4. Methods of Distribution. As instructions are implemented or changed, they will be first placed on the G2 Portal at:

https://g2.cnic.navy.mil/tsencreurafswa/NSANAPLESIT/N1

Following posting to the G2 portal, a link will be sent out via e-mail as per distribution lists. Then instructions will be placed under CNIC Naples Admin page:

https://www.cnic.navy.mil/regions/encreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services.html

5. Department Heads, Special Assistants, and Tenant Commands will ensure that their respective codes/offices are provided with a system for internally distributing and routing directives, special interest correspondence, and other official correspondence.

6. Use of Distribution List. All addressees for whom correspondence is action in nature shall be listed under the "Distribution" line. Those for information only shall be listed under the "Copy to" line.

7. Point of contact is the NAVSUPPACT Naples Administration Office, Support Service Division, at e-mail: nsanaplesadminoffice@eu.navy.mil.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.
9. **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 five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

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

LIST I - NAVSUPPACT NAPLES DEPARTMENTS

1. N00 - Commanding Officer
2. N01 - Executive Officer
3. N00E - Command Master Chief
4. N01G - NSAND Gaeta
5. N00R - Religious Ministries
6. N1 - Administration
7. N3AT - Security
8. N3 - Operations
9. N35 - Occupational Safety & Health
10. N4 - Public Works

11. N5 - Installation Business Management
12. N6 - Information Technology
13. N7 - Training
15. N92 - Morale, Welfare & Recreation
16. N93 - Housing
17. NSE - JFC
18. NSE - Latina
19. NSE SHAPE - Belgium

LIST II - NAVSUPPACT NAPLES SPECIAL ASSISTANTS

1. N00A - Executive Assistant
2. N00L - General Counsel
3. N01A - Protocol
4. N01E - Command Eval and Review

5. N01J - Staff Judge Advocate
6. N01P - Public Affairs Officer
7. N16 - Command Career Counselor
8. HRO - Human Resources Office

LIST III - MAJOR TENANTS/SUPPORTED COMMANDS

1. NAVSUP FLC NAPLES
2. NCTS Naples
3. NAVHOSP/Dental Clinic Naples
4. Navy Exchange Naples
5. Navy Exchange European District
6. RL5O EURAFSWA
7. CUS DET Naples
8. Defense Service Office (DSO) North
9. Navy College Office Program, Naples
10. NCIS Europe & Africa Field Office
11. USO Naples
12. AMREDCROSS
13. DODEA Naples Middle/High School
14. DODEA Naples Elementary School
15. Defense Commissary Agency (DECA)
16. MSCEURAF
17. MSC SHIP SUPPORT UNIT (SSU) Naples
18. Fleet Logistics Center Sig Contr.
19. PERSUPPDET/NAVPTO
20. NAVFACEURAFSWA
21. ONI RSSO Naples
22. Navy Marine Corps Spectrum Office
   Europe (NMCSO EUR)

23. Forward Deployed Regional
   Maintenance (FDRMC)
24. FOB EUCOM DET
25. NMCRS
26. AFN Naples Super Station, Italy
27. SPAWARSYSCEN Atlantic Naples
28. PHCD - SE Naples Branch Vet Services
29. NOASW DET Naples
30. DEF.DIST.MAPP.ACT.(DDMA-NGI)
31. Motorola Solutions
32. NAVEURBAND
33. Defense Logistics Agency (DLA)
   Europe and Africa
34. Defense Logistics Agency (DLA),
   Troop Support EURAF
35. HSC-28 DET 1
36. Community Bank
37. Navy Federal Credit Union
38. Navy Public Affairs Support Element
   East Det Europe (NPASE)
LIST IV - ECHELON/NATO COMMANDS/MOBILE/FLEET UNITS (TENANTS/SUPPORTED)

1. CNE-CNA-C6F (CTF63, CTF64, CTF65, CTF69, COMDESRON60)
2. COMSUBGRU8
3. CNREURAFSWA
4. U.S. ARMY, JFC
5. U.S. AIR FORCE, JFC
6. USS MOUNT WHITNEY (LCC 20)