NAVSUPPACT NAPLES INSTRUCTION 5216.4DD

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 Lists.

2. **Cancellation.** NAVSUPPACTNAPLESINST 5216.4CC

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/TSEURAFCENT/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/cneurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.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**

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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 be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

[Signature]

J. W. STEWART

Releasability and distribution:
NAVSUPPACTNAPELESINST 5216.4DD
Lists: I and II
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil_regions/enreurafcent/installations/nsa_naples/about/departments/admi
nistration_n1/administrative_services/instructions.html
# 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
14. N8 - Installation Comptroller
15. N91 - Fleet and Family Support
17. N93 - Housing
18. NSE - JFC
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. FLC NAPLES
2. NCTS Naples
3. NAVHOSP/Dental Clinic Naples
4. Navy Exchange Naples
5. Navy Exchange European District
6. RLSO EURAFSWA
7. CUS DEF Naples
8. Defense Service Office (DSO) North
9. Navy College Office, NETPDC, Naples
10. NCIS Europe & Africa Field Office
11. USO Naples
12. AMRED CROSS
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. NAVFACEURAFCENT
21. RSSO Field Office, Naples
22. Navy Marine Corps Spectrum Office Europe (NMCSO EUR)
23. Forward Deployed Regional Maintenance Center (FDRMC)
24. Forward Operating Base Europe
25. NMCRS
26. AFN Naples Super Station, Italy
27. NIWCLANT
28. PHICD - SE Naples Branch Vet Services
29. NOASW DET
30. DEF.DIST.MAPP.ACT.(DDMA-NGI)
31. Motorola Solutions
32. NAVEURBAND
33. Defense Logistics Agency (DLAs)
34. HSC-28 DET 1
35. Community Bank
36. Navy Federal Credit Union
37. Navy Public Affairs Support Element East Det Europe (NPASE)
38. Hopper Information Services Center (HISC), DET Naples

Enclosure (1)
LIST IV - ECHELON/NATO COMMANDS/MOBILE/FLEET UNITS (TENANTS/SUPPORTED)

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