



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5726.2
N01P
7 FEB 2020

NAVSUPPACT NAPLES INSTRUCTION 5726.2

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

Subj: COMMUNITY RELATIONS COORDINATION

Ref: (a) SECNAVINST 5720.44C
(b) SECNAVINST 5210.1
(c) DoD Directive 5410.18 of 20 November 2001
(d) COMNAVREGEURAFSWAINST 5720.1

1. Purpose. To provide guidance on local Community Relations (COMREL) coordination policy at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. This guidance is applicable to all military and civilian personnel assigned to departments and tenant commands at NAVSUPPACT Naples, and visiting personnel who volunteer to participate in NAVSUPPACT Naples-sponsored COMREL events.

2. Background. The coordination and execution of COMREL events is under the cognizance of the installation Public Affairs Officer (PAO). For NAVSUPPACT Naples Public Affairs (PA), coordination with the local community in conjunction with arranging COMREL events is conducted by the PA COMREL specialist, an Italian subject matter expert who works on staff at NAVSUPPACT Naples. Per reference (a), COMREL is defined as, events sponsored by Department of the Navy (DON) commands for the purpose of educating the public, increasing awareness of the command, providing command personnel avenues to serve the community, and building and maintaining relationships with the community. These events generally comprise efforts supporting schools, neighborhoods, local organizations, veterans and other activities supporting the overall needs of a community. Public tours, embarkations, community exchanges, and visitations can also be considered military community outreach events.

3. Discussion. In the interest of establishing and maintaining positive relations with the local community, it is essential to carefully plan and coordinate any off-base COMREL events with the appropriate local officials. To this end, the COMREL specialist, and by association the installation PAO, shall coordinate all off-base COMREL events. The COMREL specialist shall conduct all coordination with the proper local authorities and obtain appropriate local community approval prior to COMREL events.

4. COMREL Activities. It is essential that no promises or agreements are made, concerning COMREL events, prior to coordination with the installation PAO. The following are types of activities that require prior coordination:

a. All community events, such as trash clean-ups, donations delivery or assisting local entities.

7 FEB 2020

- b. Philanthropic visits to local institutions.
- c. Base tours and school tours.
- d. Any planned contact with local or international media outlets.

5. COMREL Organization Procedure. A Special Request/Authorization form (NAVPERS 1336/3) to conduct NAVSUPPACT Naples-sponsored COMREL events must be routed to the installation PAO no later than 15 business days prior to the event. The request will include the date, time and location of the event, number of personnel attending, point of contact, and contact information. The installation PAO and the COMREL specialist will route the request through Anti-Terrorism Force Protection (ATFP) and Staff Judge Advocate (SJA) offices for approval. The request will then be routed to NAVSUPPACT Naples Executive Officer and final approval will be given by the Commanding Officer (CO).

a. ATFP Review. ATFP will review COMREL requests for security concerns or specific parameters to include, but not limited to: location, number of personnel, transportation, evacuation routes, possible muster locations and access control. The proposed COMREL request with contact information and photos of the venue will be provided to an ATFP representative directly after the COMREL specialist coordinates the event with the appropriate entity. Upon review, the ATFP representative will submit a recommendation for approval.

b. SJA Review. SJA reviews COMREL requests to ensure compliance with Department of Defense ethics regulations.

6. COMREL Guidelines

a. COMREL Venue. When departing COMREL venues, all litter, waste material and/or equipment used must either be placed in trash receptacles or removed.

b. Attire. Volunteers conducting NAVSUPPACT Naples-sponsored events will wear appropriate civilian attire and any safety gear as required. Offensive logos and U.S.-specific logos, to include Navy physical training gear, are not permitted. American flags should not be carried or displayed at any time off-base unless part of an official function as deemed appropriate by the installation PAO.

c. Conduct. Volunteers are unofficial ambassadors to Italy on behalf of NAVSUPPACT Naples and the United States of America. Common sense should be exercised at all times when interacting with the host nation community. Any problems or concerns must be immediately brought to the attention of the PA Local National on site or the installation PAO.

d. Base Tours. Requests for base tours should be send to the COMREL specialist 15 business days prior to the requested tour day. For school tours, children must be at least 10 years old. In order to provide the best possible tour, groups are recommended to be no larger than 30 people in size.

7 FEB 2020

e. Administrative. It is the volunteer's responsibility to obtain permission from their supervisor prior to participating in a COMREL event. As proof of participation, volunteers must sign in and out on a muster sheet. If volunteers fail to muster to the COMREL event after agreeing to participate, the NAVSUPPACT Naples CO will be notified and an email will be sent to the volunteer's command leadership.

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

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACTNaples 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.

9. Forms. The Special Request/Authorization form, NAVPERS 1336-3 (Rev. 10-2011), can be obtained at: https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERSDocuments/NAVPER_1336-3_Rev10-11.pdf


T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I and II

Electronic via NAVSUPPACT Naples website:

https://www.cniv.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html