



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
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NAVSUPPACT NAPLES INST 5214.1A  
N12

29 JUN 2009

### NAVSUPPACT NAPLES INSTRUCTION 5214.1A

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

Subj: REPORTS CONTROL PROGRAM

Ref: (a) SECNAV M-5214.1

Encl: (1) NAVSUPPACT Naples Form 5214/2 (New 6-09)

1. Purpose. To provide guidance for the reports control program at U.S. Naval Support Activity, Naples, Italy.
2. Cancellation. NAVSUPPACT NAPLES INST 5214.1.
3. Discussion. Per reference (a) reports control is an administrative system which provides for the review of proposed new reports or revision of existing reports for conformance to reporting standards, avoidance of duplication of required information, and assignment of identification symbols. It also provides for a central information inventory on reports required and prepared by this activity.
4. Information. Per reference (a) the authority requiring a report assigns a report control symbol (RCS) or exempts the report from requiring a symbol, which should be affixed for identification purposes as follow:
  - a. Letter reports - in parenthesis after the subject.
  - b. Form reports - in the upper right hand side of the page, if control symbol is not provided elsewhere on the form.
  - c. Message reports - at the end of the subject line.
5. Action
  - a. Support Service Division, Administration Department, will:

(1) Upon issue of a directive or message requiring a report, or upon change to an existing report, forward the directive/message to the department concerned on a controlled

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command route slip, with one copy of the NAVSUPPACT Naples Form 5214/2 (Enclosure 1).

(2) Establish appropriate records and files for maintaining reports data.

(3) On the 15<sup>th</sup> of each month, forward a listing of recurring reports due the following month to the departments who have responsibility for preparing the reports listed thereon.

(4) Maintain a listing of all required and prepared reports.

b. Department Heads will:

(1) Complete enclosure (1), when received from Support Service Division by filling in all blocks except blocks 4 and 6 (which will be filled in by Support Service Division) and return it to Support Service Division.

(2) Upon issuance of a directive/message changing or canceling a report, notify Support Service Division, by memo, so that the report and control cards may be either changed or removed from the active file.

(3) Upon receipt of the recurring reports listing for following month submit the required reports and, upon submission of the last report listed thereon, return the listing dated and signed to Support Service Division.

6. Forms. Recurring Reports Record (NAVSUPPACT NAPLES 5214/2) may be obtained from the NSA Admin web page at:  
<https://www.cnic.navy.mil/Naples/Programs/Departments/Administration/Forms/index.htm>.



R. B. RABUSE

Distribution:

Electronic only via NAVSUPPACT NAPLES web site:

<https://www.cnic.navy.mil/Naples/Programs/Departments/Administration/index.htm>

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# RECURRING REPORT RECORD

NAVSUPPACT NAPLES 5214/2 (New 6-09)

1. REPORT SYMBOL	2. TITLE	3. FORM NUMBER	4. TICKLER DATE
5. PERIOD COVERED		6. MAILING DATE	
7. OFFICE PREPARING REPORT			
8. PERSON TO CONTACT			9. TELEPHONE EXT.
10. DISTRIBUTION (Original, copies, via, etc.)			
11. Directives Required Report			
12. REMARKS			

Enclosure (1)