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NAVSUPPACT NAPLES INSTRUCTION 5400.8J

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

Subj: COMMAND ORGANIZATION AND REGULATIONS MANUAL

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32C
(c) CINCUSNAVEURINST 5450.21E
(d) CINCUSNAVEURINST 5400.13H

Encl: (1) Subject manual

1. Purpose. To promulgate the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Command Organization and Regulations Manual.

2. Cancellation. NAVSUPPACT NAPLES INST 5400.8H.

3. Scope. This manual is the basic organizational and regulatory directive of NAVSUPPACT Naples. Nothing in this manual shall be construed as contravening or superseding references (a) through (d) or other directives of the Department of the Navy or any other competent authority. This is a complete revision and should be read in its entirety.

4. Objectives. Following are the principal objectives of this manual:

a. To set forth explicitly duties, responsibilities and organizational relationships of command personnel.

b. To provide under one cover, a comprehensive overview of NAVSUPPACT Naples designed to assist in gaining an understanding of the command's mission and policies, and of the command structure.

c. To set forth the principal regulations governing individual conduct in the command.

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5. Compliance. A thorough knowledge of this manual by all assigned officers and equivalent grade civilians is essential for proper understanding of their responsibilities and duties. Additionally, all other personnel are responsible for the contents of this manual, which pertain to their individual duties and/or conduct.

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RECORD OF CHANGES

Change No.	Date of Change	Date Entered	Name of Person Entering Change

Chapter 1

BASIC CONCEPTS

101. THE COMMAND. U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy is a major command under the supervision of an officer ordered by the Chief of Naval Personnel as Commanding Officer.

102. MISSION. To exercise command and/or area coordination over assigned activities; to coordinate the provision of and/or to provide logistic and/or administrative support to; (a) authorized U.S. personnel attached to Headquarters, North Atlantic Treaty Organization commands located in the Naples area; (b) U.S. Navy operating forces, U.S. naval activities and units in the Naples area and other U.S. agencies as directed, and to carry out responsibilities for other U.S. naval matters assigned by competent authority.

103. TASKS AND FUNCTIONS. Tasks and functions are detailed in CINCUSNAVEURINST 5450.21E.

104. CHAIN OF COMMAND

1. Command and Area Coordination

a. Chief of Naval Operations

b. Commander in Chief, U.S. Naval Forces, Europe

c. Commander, Navy Region Europe

d. Commanding Officer, U.S. Naval Support Activity, Naples, Italy

2. Primary Support

a. Chief of Naval Operations

b. Commander in Chief, U.S. Naval Forces, Europe

c. Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Chapter 2

COMMAND ORGANIZATION

201. COMMANDING OFFICER. The Commanding Officer, U.S. Naval Support Activity, Naples (CO, NAVSUPPACT Naples), is responsible for management, direction and overall operation of NAVSUPPACT Naples and NAVSUPPACT Naples Detachment, and U.S. Navy Element, HQ AFSOUTH.

1. Duties, Responsibilities and Authority. The duties, responsibility, and authority of the CO, NAVSUPPACT Naples are set forth in the U.S. Navy Regulations and other directives from higher authority. Specific missions, tasks and functions are contained in CINCUSNAVEURINST 5450.21E. In addition to duties specified in CINCUSNAVEURINST 5450.21E, the Commanding Officer will:

a. Be responsible for the quality and quantity of work produced and the efficient performance of the command in carrying out its mission.

b. Be responsible for leadership and morale.

c. Provide administrative and logistical support for COMSIXTHFLT operational units and various commands in the Naples area.

d. Exercise area coordination per CINCUSNAVEUR and COMFAIRMED directives.

e. Serve as Senior Officer Present Afloat, Administration (SOPA Admin), with authority to issue administrative instructions to ships in the Port of Naples as necessary, subject to existing policy directives issued by COMSIXTHFLT and COMFAIRMED.

f. Ensure effective execution of Department of the Navy Equal Opportunity policies throughout the command.

2. Organizational Relationship. The CO, NAVSUPPACT Naples reports to Commander, Navy Region Europe for administrative purposes, and to Commander in Chief, U.S. Naval Forces, Europe for all other purposes.

202. EXECUTIVE OFFICER. The Executive Officer is that officer ordered to such duty by the Chief of Naval Personnel. He/she is a line officer next in seniority to the Commanding Officer.

1. Duties, Responsibilities and Authority. The Executive Officer will:

a. Be responsible for organization and routine performance of the command.

b. Ensure plans, policies and intentions of the Commanding Officer are implemented through such means as are most efficient.

c. Keep the Commanding Officer informed of all matters requiring his personal attention.

2. Organizational Relationship. The Executive Officer reports to the Commanding Officer.

203. SUCCESSION TO COMMAND. In the event of incapacity, death or absence of the Commanding Officer from the command the Executive Officer will succeed to command if so detailed by the Commander, Navy Personnel Command. The next most senior unrestricted line officer succeeds to the Executive Officer.

204. EXECTIVE ASSISTANT TO THE COMMANDING OFFICER

1. Duties, Responsibilities and Authority. The position provides assistance to the Commanding Officer and the Executive Officer and may provide assistance to other individuals, but is the principal clerk of the office and operates independently of any other such position. The Executive Assistant (EA) to the Commanding Officer will:

a. Maintain files and records that relate to the work of the unit. Set up and maintain logs showing status of actions and correspondence. Ensure files include required documents and that all documents are properly signed.

b. Schedule appointments on request with supervisor and staff. Check on their availability and confirm appointments. Reschedule appointments upon request of supervisor or staff members.

c. Respond to routine and non-technical requests for information such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from files.

d. Receive incoming correspondence, screen material prior to distribution for suspense dates, establish controls and follow up for supervisor. Check for spelling, typographical errors, conformance to formats and procedural requirements.

e. Schedule appointments and make arrangements for time, participants and locations of meetings in accordance with instructions from the supervisor. Make necessary arrangements for travel, arrange schedules of visits, make reservations, notify organizations and officials to be visited and submit travel vouchers and reports.

f. Smooth civilian appraisals as required.

g. Update and publish command social roster as required.

h. Submit civilian time cards to supervisor for signature.

2. Organizational Relationship. The EA reports to the Executive Officer.

205. COMMAND MASTER CHIEF

1. Duties, Responsibilities and Authority. The Command Master Chief will:

a. Advise the command in all matters pertinent to the welfare and morale of enlisted members and their dependents.

b. Inspire and develop more responsible and effective leadership at all enlisted levels and ensure enlisted members maintain the highest standards of conduct and appearance.

c. Act at all times to maintain and promote effectiveness and efficiency of the chain of command.

d. Advise the CO, NAVSUPPACT Naples regarding the formulation of or change to policy pertaining to enlisted members; ensure command policies are adequately explained, understood and carried out.

e. Assist in the preparation for, and participate in awards and retirement ceremonies concerning enlisted members.

f. When directed, accompany the CO, NAVSUPPACT Naples to official functions, inspections and conferences.

g. Participate in the reception and hosting of official enlisted visitors to the command.

h. Upon invitation, represent the command in community and civic functions.

i. Frequently meet informally with enlisted personnel at their work sites to exchange ideas and disseminate information, which affects enlisted personnel of the command.

j. Serve as LCPO of the Chiefs' Mess.

2. Organizational Relationship. The Command Master Chief reports to the Commanding Officer.

206. DEPARTMENTS. There are 12 departments, one detachment and one activity. Department codes follow the titles.

1. Administrative (N1)

2. Security (N2)

3. Operations (N3)

4. Supply (N4)

5. Information Systems (N6)

6. Public Works (N7)

7. Comptroller (N8)

8. Human Resources (N02)

9. Religious Ministries (N04)

10. Housing (N05)

11. Morale, Welfare, Recreation (N08)

12. Fleet and Family Services (N09)

13. U.S. Navy Exchange (NEX)

14. Navy Element Detachment (NE)

207. SPECIAL ASSISTANTS

1. There is one Special Assistant to the CO, NAVSUPPACT Naples; administrative code follows the title Command Master Chief (NOOE).

2. There are eight Special Assistants to the Executive Officer; administrative codes follow the titles.

a. Schools Officer (N01H)

b. Community Relations/Protocol Officer (N01A)

b. Command Career Counselor (NO1C)

c. Command DAPA (N01D)

d. Evaluation and Review (N01E)

e. Chief Master-At-Arms (N01F)

f. Staff Judge Advocate (N01J)

g. Public Affairs Officer (N01P)

h. OSH/Safety (N01S)

Chapter 3

SPECIAL ASSISTANTS

301. SCHOOLS OFFICER. The Schools Liaison Officer takes required action and ensures coordination on issues that impact Department of Defense Dependent Schools (DoDDS) in Naples/Gaeta area.

1. Duties, Responsibilities and Authority. The Schools Officer will:

a. Act as direct liaison between the command and each of the principals of the DoDDS schools, Mediterranean Region (DoDDS-M).

b. Coordinate logistic support for the schools.

c. Serve as the Commanding Officer's representative on the Installation Advisory Committee (IAC) as well as other Schools Advisory Committee (SAC) meetings.

d. Coordinate the United States Department of Agriculture (USDA) School Lunch Program.

2. Organizational Relationship. The Schools Officer reports to the Executive Officer.

302. COMMAND CAREER COUNSELOR. The Command Career Counselor (CCC) is the Retention Program Manager and the principal advisor to the Commanding Officer (CO) for all retention-related matters.

1. Duties, Responsibilities and Authority. The CCC will:

a. Organize and manage the Command Retention Program using the Career Information Program Management methodology.

b. Train, support and update the chain of command and Command Retention Team.

c. Conduct retention team meetings on a monthly basis.

d. Report retention-related activities in writing to the CO at least on a monthly basis.

e. Keep chain of command informed of situations having a positive or negative impact on retention and make appropriate recommendations.

f. Maintain command retention statistics.

g. Maintain publications, records and materials necessary to sustain an effective program.

h. Maintain a tickler system to allow efficient scheduling of required interviews.

i. Coordinate, schedule and conduct group presentations for personnel requiring interviews.

j. Ensure retention interview sheets are used and maintained.

2. Organizational Relationships

a. The CCC reports to the Executive Officer in the performance of career counseling duties.

b. The CCC is assigned to the Administration Department for administrative purposes.

303. DISCIPLINE OFFICER

1. Duties, Responsibilities and Authority. The Command Discipline Officer will:

a. Plan, direct and administer the operation of the work center; apply policies and directives prescribed by higher authority; advise, assist, review, verify and approve required reports; review and endorse incoming and outgoing correspondence; signing by direction of the Commanding Officer (CO) routine correspondence; prepare budget requirements; and maintain liaison with local tenant commands, BUPERS and other CONUS located commands, providing support and assistance to NAVSUPPACT Naples.

b. Review reports of misconduct and investigations, direct additional investigations as necessary and prepare report chits as appropriate, prepare for Executive Officer's Inquiry, prepare for Commanding Officer's Nonjudicial Punishment proceedings, assist with appeals, maintain unit punishment book and prepare documentation to effect results of nonjudicial punishment proceedings.

c. Provide preliminary analysis of administrative separation cases for NAVSUPPACT Naples; and Navy Element, Headquarters, Allied Forces Southern Europe; provide advice to the CO regarding disposition of cases; serve as recorder for administrative discharge boards; maintain liaison with BUPERS; draft correspondence, messages and convening orders; provide oversight and review of board logistic requirements; and draft correspondence and related documents to effect administrative separations through notification procedures, with the CO being the separation authority.

d. Review and analyze reports of misconduct; provide advice to the CO on proper forum for disposition of allegations; draft charges and convening orders; prepare cases for summary, special, or general courts-martial, as appropriate; provide oversight and review of logistical requirements for courts-martial (including members, bailiff, witnesses, travel requirements, funding, prisoner escort and confinement); provide administrative guidance and support to Summary Courts-Martial Officers.

e. Provide for personnel to conduct JAG Manual investigations; draft requests for criminal investigations by internal criminal investigators and Naval Criminal Investigative Service; draft convening orders for command investigations; review and analyze reports of investigations; provide advice to the Staff Judge Advocate for appropriate disposition, action on investigations conducted including line-of-duty, and misconduct determinations; provide administrative support for final reports of JAG Manual investigations; and maintain liaison with Headquarters, Office of the Judge Advocate General.

f. Conduct preliminary post-trial review of records of trial by summary, BCD, non-BCD, special and general courts-martial, clemency requests and deferment requests; prepare staff judge advocate reviews and advice to CO concerning convening authority action; prepare convening authority actions and promulgating orders; submit reviews to defense counsel for comment; and forward records to appropriate appellate review authority.

g. Provide advice and assistance to elements of the command and as necessary, to tenant commands not having judge advocate services on issues involving investigations, military justice, command sponsorship, SOFA issues, standards of conduct, government ethics, foreign criminal jurisdiction, claims procedures and other topics under the heading of administrative law and procedures.

h. Review and analyze legal assistance requirements for personnel of the command; make arrangements for lawyer assistance at Naval Legal Service Office (NLSO); maintain liaison with legal assistance attorneys; provide guidance and assistance on personal financial matters, including indebtedness, child and family support and family advocacy.

i. Provide training on military justice and administrative law for GMT on a periodic basis; provide professional training to Security Department to include jurisdiction requirements and procedures under Status of Forces Agreement, search and seizure, and Uniform Code of Military Justice; provide professional training to Personnel Support Activity Detachment personnel on record documentation of judicial, nonjudicial punishment and provide administrative law training to tenant commands as required.

j. Provide work center supervision and administration; maintain supply account and obtain expendable/non-expendable supplies; perform/arrange for equipment maintenance; attend and conduct meetings; perform local and TAD travel; conduct and perform cleanup; maintain appropriate systems of files and records relative to office business; maintain electronic communications with Judge Advocate General bulletin board and electronic communications network between JAG and NLSO Detachments, and Staff Judge Advocates.

2. Organizational Relationship. The Discipline Officer reports to the Staff Judge Advocate.

304. STAFF JUDGE ADVOCATE. The Staff Judge Advocate (SJA) is the Command Legal Advisor.

1. Duties, Responsibilities and Authority. The SJA will:

a. Plan, direct and administer the operation of the work center; apply policies and directives prescribed by higher authority; provide advice and assistance; review, verify and approve required reports; review and endorse incoming and outgoing correspondence; and prepare the budget.

b. Provide counsel to CO, staff, tenant commands, non-appropriated fund instrumentality's and private organizations concerning legal issues raised in carrying out command missions and other matters of concern to them; act as Standards of Conduct advisor; administer Freedom of Information Act and Privacy Act Programs; administer Driving Privilege Program; administer Command Sponsorship of Dependents Program; administer Marriage Approval Program; serve as command liaison on legal matters.

c. Interpret SOFA provisions; maintain liaison with U.S. Sending State Office (USSO) at U.S. Embassy, Rome, Italy regarding SOFA provisions (includes oversight of tax issues, labor and environmental law matters, security considerations and burden-sharing issues); administer Duty-Free Privilege Program; administer Base Access Program; administer Exchange and Commissary Privilege Program; make determinations regarding residency status of prospective base employees.

d. Provide preliminary analysis; assist with disciplinary investigations; draft charges; provide advice regarding ultimate disposition (includes referral to courts-martial, nonjudicial punishment and administrative processing); assist with courts-martial logistics; monitor proceedings.

e. Act as substitute convening authority for fleet units deployed to the Mediterranean region, provide analysis and review, draft correspondence; consider appeals and requests for clemency, and assist with administrative logistics.

f. Provide preliminary analysis; provide counsel regarding pending legal determinations; conduct oversight and review of work product (includes JAGMAN investigations); and chair committee reviewing missing, lost, and stolen property.

g. Assist CO and tenant commands with gathering data; act as advisor; draft correspondence; and assist with implementation of corrective measures.

h. Review investigations; provide preliminary analysis; organize logistics for formal board proceedings; prepare board logistics; serve as recorder; and implement board recommendations.

i. Provide advice and assistance regarding foreign criminal jurisdiction matters and law of sea issues; and interpret other foreign treaties and regulations.

j. Provide training on military justice issues and administrative law issues to local military community.

k. Provide work center supervision and administration, maintain supply account and obtain expendable/non-expendable supplies, and perform/arrange for equipment maintenance.

2. Organizational Relationship. The SJA reports to the XO

305. LEGALMEN. The Legalmen provide administrative support to the Staff Judge Advocate (SJA).

1. Duties, Responsibilities and Authority. The Legalmen will:

a. Receive and maintain records of trial from special and general courts-martial in a system that ensures timely and complete post-trial correspondence; prepare post-trial documents, including SJA recommendation, records of service, convening authorities' actions, promulgating orders and supplemental promulgating orders.

b. Provide administrative support for the Civilian Misconduct Program to include maintenance of files, computer shell documents, coordination of monthly board meetings, preparation of meeting minutes and preparation of post-meeting correspondence.

c. Maintain office library, correspondence files and office supply stocks; and prepare general correspondence for signature of SJA, Executive Officer, and Commanding Officer.

d. Provide administrative support for JAG Manual investigations and Hotline complaint investigations; prepare investigating officer appointment letters; and assist with report preparation and assembly of final work product for submission to reviewing authority.

e. Prepare required periodic and event-triggered reports for submission up the chain-of-command and to others such as the Judge Advocate General and Navy Safety Center.

f. Conduct general typing, filing, phone answering and other related duties as assigned; prepare typed correspondence for the SJA; maintain office files; and screen incoming phone calls.

2. Organizational Relationship. The Legalmen report to the SJA.

306. COMMAND DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA). The Command DAPA is responsible for matters related to drug and alcohol abuse within the command as delineated in OPNAVINST 5350.4B.

1. Duties, Responsibilities and Authority. The Command DAPA will:

a. Advise the Commanding Officer (CO) on the administration of the Command Drug and Alcohol Abuse Program.

b. Conduct administrative screening of identified drug and alcohol abusers before referral to Levels I, II, III or IV and/or physicians or clinical psychologist screening as directed by the CO.

c. Establish and monitor the command's Level I Intervention Program.

d. Monitor, when required, aftercare recommendations of counseling or rehabilitation facilities for members who return to the command after completion of Levels II, III or IV Programs.

e. Serve as the command's "self-referral procedure" agent.

f. Draft the Drug and Alcohol Report (DAAR) for the CO's signature.

g. Draft the ADMITS Program information form when required.

h. Provide quarterly GMT to all personnel.

i. Provide an introductory brief at Area Orientation each week.

j. Provide a drug and alcohol abuse awareness presentation at check-in.

k. Supervise department DAPAs.

2. Organizational Relationship. The Command DAPA reports to the Executive Officer.

307. COMMAND EVALUATION AND REVIEW OFFICE. The Program Manager for the Command Analysis and Review Office is responsible for effective and efficient execution of the Command Evaluation and Review Program; the command-wide Management Control Program; and the Fraud, Waste and Abuse Hotline Program.

1. Duties, Responsibilities and Authority. The Program Manager will:

a. Plan, direct, coordinate, and supervise the activities of employees engaged in accomplishing assigned functions in support of the programs.

b. Set priorities and assign work to subordinates based on those priorities. Ensure workload is appropriately scheduled and sufficiently balanced to meet reasonable deadlines.

c. Interpret policy directives received from higher echelons and disseminate such interpretation to personnel concerned, resolving inconsistencies, duplication, or omissions by research and follow-up.

d. Manage and coordinate the Command Fraud, Waste and Abuse Hotline Program.

e. Manage and coordinate the Command Management Control Program by assembling pertinent information and preparing reports for submission to higher authorities.

f. Provide the Executive Officer and Commanding Officer with information and reports to be used in the decision making processes for determining and justifying requirements for financial, property and personnel resources, and for carrying out operations effectively, efficiently and economically.

2. Organizational Relationship. The Program Manager reports to the Executive Officer.

308. MANAGEMENT ANALYST. The Management Analyst is responsible for assisting the Program Manager in the administration and coordination of the command-wide Management Control Program and

the Fraud, Waste and Abuse Hotline Program. This position also provides assistance to the Command Evaluation and Review Program.

1. Duties, Responsibilities and Authority. The Management Analyst will:

a. Assist the Program Manager in the administration and coordination of the command Fraud, Waste and Abuse Hotline Program.

b. Assist the Program Manager in the administration and coordination of the command Management Control Program by assembling information and ensuring that all reporting requirements are met.

c. Review vulnerability assessments submitted by command departments to ensure that risks are evaluated, analyzed and determined accurate.

d. Perform evaluations or reviews of command-wide functional areas in accordance with the command approved review plan.

e. Review document pertaining to organization, financial support and management responsibility of functional areas for planning purposes.

f. Study a variety of background material, including manuals, instructions, audit programs and prior audit or internal review reports as a basis for determining purpose, scope, an objective of each evaluation or review.

g. Prepare determined review work papers from source documents, records and files in the prescribed format; setting forth information relative to the extent of the review.

2. Organizational Relationship. The Management Analyst will report to the Program Manager.

309. PROTOCOL OFFICER

1. Duties, Responsibilities and Authority. The Protocol Officer will:

a. Keep the CO, NAVSUPPACT Naples informed of the local public opinion toward the American community, and make recommendations to adapt policy and programs to enhance the image of the U.S. Navy in Naples.

b. Arrange and coordinate meetings and social events involving local Italian civic and governmental officials.

c. Accompany the CO, NAVSUPPACT Naples and visiting dignitaries on official calls with Italian authorities and to official and private Italian social functions.

d. Act as an interpreter/translator for escorted personnel.

e. Advise management on appropriate solutions and approaches to problems, requiring knowledge of Italian and other European countries' histories, cultures, languages or customs, as well as the local political situation.

f. Coordinate social functions. Prepare guest lists, seating charts and invitations following proper protocol procedures.

2. Organizational Relationship. The Protocol Officer reports to the Commanding Officer.

310. CHIEF MASTER-AT-ARMS. The Chief Master-At-Arms is charged with the enforcement of regulations and the maintenance of good order and discipline.

1. Duties, Responsibilities and Authority. The Chief Master at Arms will:

a. Act as Command Urinalysis Coordinator.

b. Be present at Commanding Officer's Nonjudicial Punishment (NJP).

c. Supervise personnel assigned by the Commanding Officer to restriction or extra duties.

d. Escort the Commanding Officer to inspections, Captain's Call and other functions, as directed.

e. Be present at Civilian Misconduct Boards.

f. Supervise and hold daily muster for NAVSUPPACT Naples limited duty/medical hold.

g. Submit monthly report of Naples area limited duty/medical hold personnel to the Executive Officer.

2. Organization Relationship

a. The Chief Master-At-Arms reports to the Executive Officer.

b. All limited duty/medical hold personnel report to the Chief Master-At-Arms.

311. COMMAND FITNESS COORDINATOR. As the principle advisor to the CO, NAVSUPPACT Naples, the Command Fitness Coordinator shall keep the Chain of Command advised on all Physical Readiness Program matters.

1. Duties, Responsibilities and Authority. The CFC will:

a. Receive certification from BUPERS-approved CFC training course within six months of being assigned as CFC.

b. Obtain (and maintain current) CPR Certification, and obtain CPR training for assistants who help monitor the PRT.

c. Schedule and announce official PRT's according to procedures described in OPNAVINST 6110.1E.

d. Develop a safety plan for summoning emergency medical assistance during PRT's, and report any injuries related to the Physical Readiness Program to the Command Safety Officer.

e. Design and implement the command-directed physical conditioning program. Inform Chain of Command regarding members who need assistance.

f. Maintain OPNAV 6110/2 forms covering the most recent four-year period for all members of the command and keep photocopies for six months after each member transfers.

g. Refer to an Authorized Medical Department Representative (AMDR) all members who exceed body composition limits and/or administratively require screening.

h. Monitor members who have completed BUMED-approved weight management programs, keep CO/XO informed of their status.

i. Ensure command forwards Page 13 entries/Letters of Notification to BUPERS for enlisted/officers who exceed body fat limits or fail the PRT.

j. Maintain publications, records and materials necessary to sustain an effective program.

2. Organizational Relationship. The CFC reports to the Administration Officer.

312. PUBLIC AFFAIRS OFFICER. The Public Affairs Officer (PAO) advises the command on matters pertaining to public affairs, including community, internal and media relations. He/she is responsible for keeping the American military community and the Italian public informed of navy activities of general interest, and for fostering good relations between Italian and American communities. The PAO will also consistently advise the Commanding Officer on the impact of upcoming decisions concerning such matters.

1. Duties, Responsibilities and Authority. The PAO will:

a. Provide internal information, through a weekly newspaper and liaison with broadcast services, for U.S. military personnel, civilian employees and their dependents in the Naples/Gaeta region.

b. Produce a weekly newspaper for the Naples/Gaeta American community.

c. Act as liaison with Armed Forces Network, NAVEUR Magazine, and European Stars and Stripes.

d. Initiate continuing action programs which promote positive cultural exchanges and relations between command and host nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction and function as positive representatives of the Navy and U.S. while overseas.

e. Control/monitor news releases, conferences, and interviews of local, regional, and national significance.

f. Maintain media identification file, prepare and coordinate field visits of media and provide news clips of both American and international press.

g. Control and coordinate media/VIP visits, stopovers, or embarkation's aboard naval vessels which occur or originate from Capodichino Airport.

h. Ensure proper operation of NAVSUPPACT Naples Photo Lab, supporting tenant commands, dependents and contractors.

i. Act as custodian of Community Relations (COMREL) and Official Representation Funds (ORF).

2. Organizational Relationship. The PAO reports to the Executive Officer NAVSUPPACT Naples.

313. DEPUTY PUBLIC AFFAIRS OFFICER. The NAVSUPPACT Deputy PAO is responsible for day-to-day operation of the Public Affairs Office, as well as training and discipline of assigned personnel.

1. Duties, Responsibilities and Authority. The Deputy Public Affairs Officer will:

a. In the absence of the NAVSUPPACT Naples PAO, take on all duties as outlined above for the PAO.

b. Serve as senior editor of the Panorama newspaper.

c. Interface with the publisher of Panorama for editing and liaison purposes.

d. Serve as LCPO of the Public Affairs office, responsible for training, counseling and supervision of junior enlisted and civilian personnel.

e. Assist the PAO in all duties. The Deputy PAO has the unique responsibility of compiling information for release and when directed, has the full authority of the PAO when obtaining approval for a news release.

f. Ensure applicable directives and instructions are adhered to by the NAVSUPPACT Naples Public Affairs Office.

2. Organizational Relationship

a. The Deputy PAO reports to the PAO

b. All journalists report to the Deputy PAO

314. PUBLIC AFFAIRS SPECIALIST/COMMUNITY RELATIONS. The Public Affairs Community Relations Specialist establishes and maintains strong positive ties with residents of the host nation to include the Italian Media, civic leaders, and other individuals or organizations who may potentially be directly or indirectly involved with NAVSUPPACT Naples.

1. Duties, Responsibilities and Authority. The Public Affairs Specialist and Community Relations will:

a. Establish an interchange of ideas and issues among installation personnel, local community leaders, civic groups, etc., concerning issues that might affect the Italian Public opinion and negatively impact the U. S. military's activity.

b. Evaluate the local media to identify potential problems or areas of friction and advises PAO concerning the causes of the problems and suggested methods for resolving them.

c. Establish and coordinate a program of cultural exchanges consisting of arranging special exhibits, entertainment, visiting, etc., in providing a greater understanding between Italians and United States cultures.

d. The Public Affairs and Community Relations Specialist plans and facilitates community service projects for NAVSUPPACT Naples, tenant commands and visiting Sixth Fleet ships.

e. Arrange and coordinate events involving local Italian civic and organization officials. Organize tours of the installation for groups of Italian students, officials, etc.

f. Establishes and maintains relations with U. S. and Italians media providing them with a variety of information of issues related to the U. S. Navy's operation in the community and arranges tours for media representatives. Translate pertinent articles from Italian newspapers into English. Translate press releases into Italian for external release. Maintain clip files of pertinent articles from U. S. and Italian papers.

g. Serve as an interpreter in those situations deemed necessary by the PAO or Commanding Officer.

2. Organizational Relationship. The Public Affairs Assistant reports to the PAO.

315. STAFF WRITER/PHOTOGRAPHER. The Staff Writer/Photographer is responsible for producing material in support of the Panorama newspaper. May be assigned as Editor based on experience/performance.

1. Duties, Responsibilities and Authority. The Staff Writer/Photographer will:

a. Conceive story ideas, conduct interviews, write/edit stories, as assigned to the PAO.

b. Provide photographic coverage of news events.

c. Coordinate and edit submissions to ensure military journalistic standards and proper format are maintained.

d. Maintain historical files in the form of photo files, press clippings and morgue files for NAVSUPPACT, Naples.

e. Make story assignments to staff writers.

2. Organizational Relationship. The Staff Writer/Photographer reports to the Deputy PAO.

316. PHOTO LAB LEADING PETTY OFFICER (LPO). The LPO ensures good order and discipline among junior enlisted personnel as well as direct supervision of journalists' and Photographers Mates' assigned duties.

1. Duties, Responsibilities and Authority. The LPO will:

a. Conduct training, counseling and supervision of junior enlisted personnel.

b. Coordinate and mange job assignments as well as all collateral duty assignment such as Minor Property PO, Safety PO, Supply PO, etc.

2. Organizational Relationship. The LPO reports to the Deputy PAO.

317. STAFF PHOTOGRAPHERS. The Photo Lab photographers mates (2) ensure a full range of coverage and photographic services is provided for NAVSUPPACT Naples and its tenant commands.

1. Duties and Responsibilities. The Photo Lab personnel will:

a. Provide digital photographic support for Panorama.

b. Provide studio portrait services to include roster board and service And service record photos.

c. Provide dependents and DOD Civilians sojourners and no-fee passport pictures.

d. Provide photographic support to include awards ceremonies authorized by the PAO, official ceremonial event coverage, and accident/incident investigation documentation.

e. Provide services as covered in Memorandums of Understanding with Naval Hospital Naples and NCIS.

2. Organization Relationship. All photographers mates report to the LPO.

318. STAFF JOURNALIST. Staff Journalist (2) provide written and photographic support of the base newspaper, Panorama, as well as all other print media projects produced by the Public Affairs Office and will be assigned as the command webmaster.

1. Duties and Responsibilities. Journalist will:

a. Provide written and photographic material for Panorama: Benvenuti a Napoli, the Fleet Guide and any other assigned printed material.

b. One staff journalist will perform the following tasks as the webmaster.

-Post up-to-date information on the NAVSUPPACT Naples Web site home page, Panorama page(s) and maintain links to appropriate authorized sites in support of the command information program.

-Draft responses to queries received from the web site for PAO approval or direct query to appropriate department for response.

-Liaison with other departments and tenant commands in the administration of the web site and ensure all departmental web pages remain in compliance with Navy regulations.

c. Act as escorts for civilian media and group tours as necessary.

d. Administer the command's Fleet Home Town News program.

e. Draft appropriate responses for "fan mail".

2. Organizational relationship. Journalists report to LPO.

319. OCCUPATIONAL SAFETY AND HEALTH (OSH) MANAGER. The OSH Manager is responsible for the effective and efficient operation of the NAVSUPPACT Naples OSH Office.

1. Duties, Responsibilities and Authority. The OSH Manager will:

a. Plan, direct and administer the operation of the work center; apply policies and directives prescribed by higher authority; provide advice and assistance; review, verify and approve required reports; review and endorse incoming and outgoing correspondence; and prepare budget.

b. Act on matters pertaining to the occupational safety and health functions of NAVSUPPACT Naples.

c. Be tasked with duties associated with the Respiratory Protection Program.

d. Be tasked with duties associated with the Hazardous Materials Control and Management and the Hazardous Communication Programs.

e. The following areas are safety core programs and are considered key functions for the NAVSUPPACT Naples OSHA Program:

(1) Provide OSH Program management.

(2) Perform OSH evaluations and reviews.

(3) Perform OSH inspections.

(4) Monitor deficiency abatement.

(5) Provide consultation and serve as technical advisor for safety related matters.

(6) Perform investigations.

(7) Manage reporting and recording of mishaps.

(8) Implement and manage employee hazard reporting.

(9) Provide analysis of OSH Program effectiveness.

(10) Attend and conduct safety meetings.

(11) Provide OSH training (to include training in English and Italian), promotion and education.

(12) Manage personnel protective clothing and equipment program.

(13) Manage Medical Surveillance-Sight and Hearing Protection Programs.

(14) Coordinate annually the CNO Safety Award Program for NAVSUPPACT Naples supervisors, work centers (group) and employees (individual) in accordance with SECNAVINST 5100.15.

(15) Administer the following programs; Hazardous Material Control and Management Program, Occupational Health Program, Asbestos Control Program, Respiratory Protection Program, Occupational Safety and Health Program Improvement Plan (OSHPIP), Blood-born Pathogens, Lockout Tagout.

f. Ensure correspondence concerning areas of responsibility is in agreement with federal regulations, DoD and Navy directives.

g. Maintain liaison and coordinate safety programs with COMFAIRMED, CINCUSNAVEUR, Naval Safety Center and OPNAV-45.

h. Ensure accident reports are completed in accordance with current directives.

i. Maintain required accident and injury statistics to comply with OSHPIP required actions to decrease accidents and risks of accidents to the maximum degree possible.

j. Ensure required inspections and safety/hazardous materials programs are administered to NAVSUPPACT Naples departments and divisions and for tenant activities with ISSA requesting the services, and courtesy inspections as requested by commands not covered by an agreement.

k. Attend, conduct, or participate in activity or local area Occupational Safety and Health Council and Committee meetings; attend, conduct, or participate in other meetings, conferences, briefings, seminars, workshops, and symposiums directly related to occupational safety and health functions.

l. Attend training and receive eight Continuing Education Units (CEUs) (approximately four weeks) each year as directed by OPNAVINST 5100.23 series.

m. Implement OPNAV directives and instructions, originate NAVSUPPACT Naples instructions for Safety and Hazardous Materials Control programs.

n. Analyze and review industrial hygiene reports and monitor plan.

o. Maintain oversight, monitor inspection responsibilities and make reports to higher authority on the following programs, which are managed by various other activities:

(1) Motor vehicle safety (four and two wheel).

(2) Weapons and explosive safety.
(3) Fire prevention.

(4) Recreation and home safety.

(5) Industrial hygiene.

(6) Smoking and health promotion program.

2. Organizational Relationship. The OSH Manager reports to the Executive Officer.

320. SAFETY SPECIALIST. The Safety Specialist directs and supervises the day to day activities and operation of the OSH office and reviews programs and makes recommendations to the OSHA Manager. Acts as the OSHA Manager in their absence.

1. Duties, Responsibilities and Authority. The Safety Specialist will:

a. Supervise the preparation of safety reports, logs and required documentation for NAVSUPPACT Naples and for all commands for which safety services are provided in accordance with an ISSA.

b. Supervise, plan and schedule safety inspections. All areas must be inspected at least annually. High hazard areas are inspected on a semi-annual schedule. Ensure all activities are inspected and that inspections meet the needs of the activity involved and all applicable directives.

c. Supervise and present safety training to the employees. This includes both U.S. and local national employees.

d. Maintain necessary files and records in accordance with regulations.

e. Ensure correspondence is routed to the cognizant safety technician.

f. Ensure office personnel obtain the required training CEUs each year.

g. Budget for equipment and technical library materials required for the safety office. Budget for training requirements of the entire safety staff.

h. Act as primary authority on Italian regulations and as primary point of contact with local safety and accident authorities.

i. Ensure collateral duty safety and hazardous materials personnel are properly trained and informed of their duties.

j. Initiate and maintain information files, compile/analyze data, evaluate casual factors, promulgate statistical data and safety information, and make recommendations to improve safety program effectiveness. Maintain hazard reporting to include OSHA Department of Labor and higher authority reporting requirements.

k. Perform safety compliance review of the activity's operational, maintenance and production policies and procedures, instructions, beneficial suggestions, proposed new constructions, or repair/alteration plans and requirements, and introduction of new materials, chemicals, fuels and equipment; review facilities projects and contractor plans and designs to ascertain that safety requirements are identified and implemented; and ensure total systems safety is incorporated and potential hazards recognized in designs and acquisition of new equipment, material, facilities and operations.

l. Manage program for abatement of occupational safety and health deficiencies, including identification of hazards, maintaining a log of deficiencies and eliminating or mitigating those hazards within the activity and resources; develop project prioritization and cost accounting; develop and maintain abatement plan; and monitor status of abatement actions.

m. Recommend to installation management the application of specific techniques, methods and procedures.

n. Direct the Hazardous Material Control and Management Program.

o. Develop, maintain, and submit annually to Naval Supply Systems Command an Authorized Use List (AUL) of Hazardous Material (HM) for NAVSUPPACT Naples departments and divisions and tenant commands with support agreements requesting this service.

p. Develop and implement Hazardous Communication/Hazardous Minimization Program. Perform industrial safety inspections of areas where HM/HW may be used or stored, and report unsafe condition.

q. Maintain a copy of the MSDS of all hazardous material used by NAVSUPPACT Naples and tenant organizations. Assist commands in obtaining MSDS information when normal channels are exhausted.

r. Analyze and process requests for additional HM to be included in the AUL. Analyze on a continued basis HM currently listed on AUL for replacement with materials less hazardous or with decreased hazardous waste processing fees.

s. Act as primary U.S. Navy contact for local Italian police and safety compliance personnel.

t. Attend training and receive eight CEUs (approximately four weeks) each year as directed by OPNAVINST 5100.23 series.

2. Organizational Relationship. The Safety Specialist reports to the OSH Manager.

321. SAFETY TECHNICIAN

1. Duties, Responsibilities and Authority. The Safety Technician will:

a. Conduct workplace safety inspections for buildings, grounds, material, equipment, devices, operations and conditions to ensure compliance with local, Navy, federal, and OSHA safety standards. These inspections include hazardous materials program compliance and oversight subjects such as training, AUL, MSDS, hazardous communications training, hazardous materials inventory, storage and labeling.

b. Act as advisor/recorder during formal inspections conducted by higher authority.

c. Maintain file of inspection reports and take follow-up actions to correct deficiencies or safety violations noted.

d. Investigate employee written complaints, prepare written reply, make report/provide input to report, and make recommendations for resolution of complaints.

e. Conduct investigations of major and minor accidents involving personal injury, illness, and/or property damage; prepare required reports/provide input to reports; review and/or endorse reports; make recommendations for preventive measures; and maintain accident logs and records.

f. Conduct occupational safety and health education and training; provide advice and assistance to the training department on safety and health training subjects; and monitor training programs to ensure safety policies and procedures are incorporated into training material.

g. Promote off-the-job safety awareness and participate in safety awards and incentives programs.

h. Provide for health monitoring/medical surveillance; ensure Industrial Hygienist conducts workplace monitoring of health hazardous environments such as sight, hearing, and respiratory, to determine protective and preventive measures, and initiate corrective action; and monitor illumination, noise hazards, ventilation, and toxic or hazardous inhalation or absorption exposure.

i. Ensure personnel are trained and certified to perform workplace monitoring; maintain appropriate records of workplace monitoring and sampling data. (The workplace health monitoring program is determined by the cognizant Naval Environmental Health Center occupational health professional. Monitoring personnel receive technical guidance, training and certification form the Naval Environmental Health Center Industrial Hygienist.)

j. Write technical inspection reports and deficiency notices (5100/12). The technician must possess broad knowledge of OSHA standards, Code of Federal Regulations for Safety, Health and Hazardous Materials, including Hazardous Communications.

k. Attend training and receive eight CEUs (approximately four weeks) each year as directed by OPNAVINST 5100.23 series.

l. Use a variety of computer programs, two of which are CD-ROM Safety/Hazardous Materials specific programs.

2. Organizational Relationship. The Safety Technician reports to the Safety Specialist.

Chapter 4

ADMINISTRATION DEPARTMENT

401. ADMINISTRATIVE OFFICER. Supervises, coordinates and administers the operation of Administrative Services, Official Mail, Message Traffic and Command Security Manager.

1. Duties, Responsibilities and Authority. The Administrative Officer will:

a. Provide advice and assistance in the decision and planning process.

b. Prepare, review, and analyze reports, forms, documents, and instructions.

c. Review and revise mission, organization/structure changes.

d. Manage General Military Training (GMT) Program

e. Oversea Commands Temporary Lodging Allowance (TLA) Program

f. Co-chair bi-monthly Awards Board

2. Organizational Relationship. The Administrative Officer reports to the Executive Officer.

402. ADMINISTRATIVE LEADING CHIEF PETTY OFFICER (LCPO). The Administrative Officer LCPO directs and supervises the operation of the Administrative Office.

1. Duties, Responsibilities and Authority. The Administrative LCPO Officer will:

a. Supervise the Administration Office on preparation of messages, correspondence, reports, awards, instructions, and notices ensuring proper format per current procedures, policies and directives.

b. Ensure outgoing and incoming correspondence is screened for adherence to proper format per command policy and command directives.

c. Ensure recommendations from the Awards Board and awards from other commands are processed properly and in a timely manner.

d. Ensure enlisted evaluations and officer fitness reports, requiring the Executive Officer's or the Commanding Officer's signature, are in proper format.

e. Ensure Yeoman are following proper procedures in coordinating and controlling classified material.

f. Act as primary point of contact on proper preparation of correspondence, messages and other general administrative duties.

g. Coordinate training for departmental Yeomen.

h. Approves TLA request.

2. Organizational Relationship. The Admin LCPO reports to the Administrative Officer.

403. ADMINISTRATIVE DIVISION LEADING PETTY OFFICER (ADMIN LPO). The Admin LPO coordinates the distribution of work assignments within the Administrative Office to ensure timely mission completion.

1. Duties, Responsibilities and Authority. The Admin LPO will:

a. Coordinate distribution and preparation of messages, correspondence and reports for completion by assigned Yeomen.

b. Serve as classified control clerk, ensuring proper receipt, processing, distribution, storage and destruction of command controlled classified material in per command policy and Navy instructions.

c. Prepare command awards, evaluations and various correspondence in smooth form.

d. Maintain data bases for command alpha clearance and access rosters. Maintain prospective gains and losses report.

e. Serve as Communications Yeoman ensuring proper receipt, processing, distribution, storage of unclassified and classified message traffic.

f. Maintain command message action tickler.

g. Maintain and monitor the leave control log and leave accounting procedures.

h. Ensure courtesy for customer service within the Admin Office.

i. Maintain TLA requests.

j. Assist the Administrative LCPO as needed.

2. Organizational Relationship

a. The Admin LPO reports to the LCPO.

b. Assigned Administrative Clerks report to the Admin LPO.

404. ADMINISTRATIVE CLERKS

1. Duties, Responsibilities and Authority. The Admin Clerks will:

a. Maintain files, records, track and maintain logs on status of actions and correspondence.

b. Receive visitors and phone calls, direct to appropriate staff or provide information desired. Take/set up/confirm/reschedule appointments for Admin Officer.

c. Respond to requests for information such as status reports, suspense dates for matters requiring compliance and similar information readily available from files. Determine whether or not to release the information and the requester's authority to receive the information.

d. Receive incoming correspondence, screen material prior to distribution for suspense dates, establish controls and follow up for Admin Officer. Review outgoing correspondence for format, procedural and grammatical accuracy.

e. Compose and prepare replies to a myriad of general letters/inquiries regarding various matters for the Commanding Officer's, Executive Officer's, Admin Officer's and/or Administrative LCPO signature.

f. Prepare outgoing naval messages.

g. Provide assistance on applicable procedures governing the preparation of correspondence to other clerical personnel of the unit and command.

h. Publish the command Plan of the Week.

i. Coordinate and monitor the leave control log and leave accounting procedures.

j. Assist the Administrative LCPO as needed.

2. Organizational Relationship. The Admin Clerks report to the Administrative LPO.

405. OFFICIAL MAIL CLERK. The Official Mail Clerk performs a full range of clerical and administrative tasks required to support the Official Mail Management Program.

1. Duties, Responsibilities and Authority. The Official Mail Clerk will:

a. Implement and review procedures for proper processing of official mail from three area post offices.

b. Maintain accurate logs for each official mail meter on a daily basis.

c. Ensure outgoing official mail is processed in accordance with DoD, USPS and military instructions utilizing all means available to conserve money.

d. Maintain accurate files of statistical data for official mail and provide monthly reports to Central Files for billing reimbursable customers.

e. Provide training on official mail procedures to mail orderlies and command personnel.

f. Become completely familiar with the functions, operations, uses and upkeep of the official metering machine.

g. Implement and maintain an accounting system to account for the cost of official mail.

2. Organizational Relationship. The Official Mail Clerk reports to the Admin LCPO.

406. SUPPORT SERVICES SUPERVISOR. The Support Services Supervisor is in charge of the Central Files Division of the Administration Department.

1. Duties, Responsibilities and Authority. The Support Services Supervisor will:

a. Screen and route incoming correspondence.

b. Maintain centralized mail and file point of both incoming and outgoing correspondence for the command.

c. Maintain a centralized point of incoming and outgoing directives (instructions, notices and publications).

d. Manage the reports control, forms control, directive system, correspondence and records systems and disposition programs for the command.

e. Manage a guard mail messenger service to NAVSUPPACT Naples selected departments and tenant commands.

f. Act as liaison between the command and Defense Automated Printing Service (DAPS), coordinating printing needs including forms analysis and design.

g. Maintain the budget and control expenditures including requisitioning of material and services for the Admin Department and Special Assistants.

h. Maintain accounting records and provide billing information to reimbursable customers on usage of their metered mail.

i. Assist the Administrative LCPO as needed.

j. Manage the Admin Dept Web Site.

2. Organizational Relationship. The Support Services Supervisor reports to the Admin LCPO.

407. AUTOMATED TRAVEL ORDER SYSTEM PLUS (ATOSPLUS) TECHNICIAN. The ATOSPLUS Technician is a NAVSUPPACT Naples Systems Accountant who is responsible for the administration of the Automated Travel Orders System (ATOSPLUS) operated by NAVSUPPACT Naples/Gaeta, COMSIXTHFLT, Navy Element, and CINCSOUTH.

1. Duties and responsibilities

a. Prepares TEMADD orders utilizing NAVSUPPACT Naples ATOSPLUS system. This task includes control over funding and entitlements of TEMADD orders and the order issuing for all NAVSUPPACT Naples Departments.

b. Reviews delinquent claims and prepares memorandum/messages to department heads/other commands requesting liquidation. Answers questions concerning travel claims computation, resolves disputes over travel entitlements and provides guidance in interpreting and applying travel regulations.

c. Ensure obligations of direct, reimbursable and other activities funds for the estimated cost of travel are recorded in the official accounting records. Reviews official reports for accuracy of amounts. Decreases, increases, de-obligates or transfers correct amounts as required in the official ATOSPLUS system.

d. Requests, reviews and computes best and worse case estimated cost; provides compiled data and recommendations to NAVSUPPACT Naples Comptroller for budget purposes for forthcoming quarters departmental Quarterly Travel Plans. Computes estimated costs for berthing messing and transportation, researches fund available and programmed, provides recommendations to supervisor to approve or disapprove requests.

e. Coordinates the activity's Government Travel Charge Card Program. Determines military/civilian travelers eligible to participate in the DON Travel Charge Card Program. Provides the traveler with application information, completes the station portion of the application and the maintenance forms. Reviews monthly charge reports to determine misuse/abuse of cardholders, ensures separating cardholders return credit cards, notifies contractor with delinquent or misused/abused accounts. Reviews government Travel Card Program reports performing account maintenance, reconciliation and cardholder notification of account status and requirements.

f. The incumbent is also responsible to provide NAVSUPPACT Naples HRO with accounting data for PCS, Temporary Quarters Substantial Allowance, Non Temporary Storage of Household Goods, Renewal Agreement Travel and advance salary for all NAVSUPPACT Naples civilian employees.

g. Assist the Administrative LCPO as needed.

2. Organizational Relationship. The ATOSPLUS Technician is under the direct supervision of the Admin LCPO.

408. MANPOWER MANAGEMENT ANALYST. The Manpower Management Analyst is the Head of the Manpower Management division. As such, has direct access to the Executive Officer. The primary purpose of the position is to coordinate military and civilian manpower management; coordinate the Command Efficiency Review (ER) Plan and control allocation of Full Time Equivalent (FTE) and End-Strength (E/S).

1. Duties, Responsibilities and Authority. The Manpower Management Analyst will:

a. Perform organizational and/or manpower utilization studies on a wide variety of positions which cover extensively interrelated functions throughout the activity that identify and develop improvements and efficiency of manpower and methods. Perform manpower reviews in the context of knowledge, skills, abilities, speed, volume, and quality requirements or the work process as opposed to cost effectiveness. Develop statistical and narrative data to justify work unit reorganization or position restructuring as a more productive or efficient use of personnel resources.

b. Conduct management surveys and research projects and provide advisory services on issues of substantial scope and impact throughout the organization.

c. Conduct work measurement, methods and procedures and/or engineered time standard studies of several extensively interrelated complex functions.

d. Plan, develop and conduct internal review studies of interrelated functions within the activity.

e. Perform management control work of broad scope with intra-activity mission impact. Prepare new and review established directives and delegations of authority, which express the operating policies of the activity. Review directives from higher authority and advise on potential impact on the organization.

f. Track command FTE for the purpose of monitoring monthly executions; prepare fiscal year plan for 100% execution of FTE. Prepare reports of actual monthly FTE execution and graphs trends, identify problem areas and recommend solutions. Coordinate/chop fiscal year FTE execution plan with Comptroller and Human Resources Department. Conduct briefs regarding annual FTE execution plan.

g. Coordinate assignment of military resources, and maintain liaison with CINCUSNAVEUR on all manning issues. Single point of contact for Enlisted Manning issues. Assign military personnel to appropriate billet reflected in the Activity Manpower Document.

h. Principle advisor on the Position Management Program. Coordinate the Position Management Board.

i. Input and maintain database on all civilian and military personnel positions in UICs 62588, 46130, 30453 and 48630.

j. Promulgate monthly population reports, end of fiscal year reports and bi-annual assessment reports.

k. Prepare Total Force Manpower Management System (TFMMS) Applications packets for upload into TFMMS as well as downloads of Activity Manpower Documents and other data files.

l. Single point of contact for Enlisted Manning Inquiry Reports (EMIR) with BUPERS, CINCUSNAVEUR, CINCLANTFLT and EPMAC. Draft EMIR messages based on analysis information determined upon completion of verification of the EDVR.

m. Provide manpower support for U.S. Naval Support Activity, Gaeta, Italy, and Naval Support Activity (HQ AF SOUTH) Naples, Italy.

2. Organizational Relationship. The Manpower Management Analyst reports administratively to the Administrative Officer.

409. MANAGEMENT ASSISTANT. The Management Assistant provides clerical and technical work in support of the Management Analyst.

1. Duties, Responsibilities and Authority. The Management Assistant will:

a. Conduct analysis of varying scope and scale within work environments as directed by higher level analyst. Interview personnel to gather information for initial formatting. Discuss findings with Management Analyst (GS-12) and prepare recommendations, reports, costs skills analysis, etc.

b. Assist in manpower utilization and organizational structure studies for the Manpower Requirements Determination (MRD) Program. Participate in activity Manpower Requirements Determination reviews and the development of modified Performance Work Statements, gather and compile Performance Indicators and workload data for NAVSUPPACT Naples departments and special assistants.

c. Maintain the command Position Management Staffing Plan in accordance with the MRD. Review and evaluate all SF-52s for compliance to the MRD. Assign the appropriate Billet Identification Numbers, organizational codes and input and maintain statistical and demographic data. Liaison with the Human Resources Office to include Billet Identification Numbers for all civilian incumbents from NAVSUPPACT Naples Activity Manpower Document onto the Defense Civilian Personnel Data System (DCPDS).

d. Use database, spreadsheet, graphic design, word processing and other management information software packages to enter, search for, edit and extract data and information and to create statistical diagrams, reports, organizational and workflow charts and other graphics.

e. Generate monthly civilian personnel resource rosters for all appropriated fund civilian personnel assigned to NAVSUPPACT primary UICs.

f. Prepares letters, reports, tabulated data, memoranda, etc., in draft form. Maintain office files and records. Obtain data required by the Senior Analyst in the office. Ensure adequate supplies are maintained. Requisition supplies and equipment.

g. Review information relating to segments of NAVSUPPACT NAPLES organizations. Compare information received with existing documentation and identify appropriate changes. Monitor changes to functional statements and drafts organizational charts for activities.

h. Prepare TFMMS Micro Manpower Change Application (TMMCA) packets for upload into Total Force Manpower Management System (TFMMS) as well as down loads of Activity Manpower Documents and other data files.

2. Organization Relationship. The Management Assistant reports to the Manpower Management Analyst.

410. MANNING SPECIALIST. The manning specialist is charged with distribution of military personnel in accordance commands Activity Manpower Document.

1. Duties responsibilities and authority: The manning specialist will:

a. Screen orders of all incoming personnel and make assignments based on the command Activity Manpower Document requirements. Screen orders of all transferring personnel. Forward orders to respective departments. Maintain Prospective Gains and Prospective Losses lists.

b. Consolidate monthly PERSTEMPO and Foreign Situation/Capodichino Onboard reports from all commands and NAVSUPPACT NAPLES departments. Submit consolidated reports to respective authority before deadline. Transmit ITEMPO messages as necessary.

c. Download command Enlisted Distribution Verification Report (EDVR) from Enlisted Placement Management Center (EPMAC) bulletin board and distribute to NAVSUPPACT Naples departments every month. Review EDVR and ODCR for correctness and submit change requests as necessary.

d. Coordinate with NAVSUPPACT Naples CONUS based Reserve units training coordinators on unit personnel's annual training schedule. Accommodate training requests from other non-NAVSUPPACT Naples reservists if possible. Issue billet control numbers. Provide reporting instructions and make necessary berthing/hotel reservations.

e. Prepare NAVSUPPACT Naples personnel final advancement recommendation letter from the departments input. Submit personnel exam requirements to PSD ESO as necessary. Verify exam results for accuracy and request corrections as necessary. Coordinate Petty Officer Indoctrination of E-4 selectees. Requisition supplies for the training.

f. Mail out United Services Military Apprenticeship Program (USMAP) enrollment applications and progress reports. Monitor progress of enrolled personnel and provide guidance as necessary. Distribute Navy Occupational Task Analysis Program (NOTAP) Survey diskettes to assigned personnel upon receipt and mail out upon completion.

g. Maintain EDVR and the ODCR for component UICs. Prepare statistical information, from analysis of these documents, that reflect personnel manning status of the activity. These statistical reports show trends in ratio of manning strength versus authorized requirements.

2. Organizational Relationship. The manning specialist reports to the Manpower Management Analyst.

Chapter 5

OPERATIONS DEPARTMENT

501. OPERATIONS OFFICER. The Operations Officer is responsible for overall coordination and supervision of eight divisions under the Operations Department. These include Port Operations, Fire/Emergency Services, Flight Support, NATOPS/Safety and Ground Electronics.

1. Duties, Responsibilities and Authority. The Operations Officer will:

a. Manage and direct the overall safety and operation of all divisions and work centers within the Operations Department.

b. Ensure implementation of the adherence to all rules and regulations as set forth by NAVSUPPACT Naples.

c. Be ultimately responsible for the department's administrative functions.

d. Direct and supervise functions and responsibilities of all Operation Department Division Officers.

e. Liaison with the Commanding Officer (CO) and other commands as necessary to facilitate the smooth operation of the Operations Department.

f. Serve as the primary point of contact between NAVSUPPACT Naples and the Italian authorities in matters relating to the military airfield.

g. Provide support to transient aircraft, ships, personnel and cargo.

2. Organization Relationship. The Operation Officer reports to the CO.

502. OPERATIONS SECRETARY. The Secretary provides administrative and secretarial support to the Operations Department.

1. Duties, Responsibilities and Authority. The Secretary will:

a. Serve as administrative assistant for the Operations Officer and division officers.

b. Serve as primary point of contact with the Italian Air Force and Civilian Airport Authorities for Operations Officer in matter dealing with air traffic control, safety, crash/fire, aircraft mishap reporting, furnishing of services and equipment in conjunction with aircraft operations, etc.

c. Prepare and coordinate all outgoing correspondence for the department, ensuring all types of correspondence are edited in a smooth and appropriate format in compliance with pertinent directives.

d. Maintain a tickler system and exercise appropriate report control for recurring and situation reports.

e. Answer telephones in the operations offices, passing calls to the appropriate point of contact or taking messages.

f. Supply information to callers when of a general or routine subject matter or nature.

g. Sort incoming departmental mail and distribute appropriately.

h. Sort incoming guard mail and route as appropriate.

i. Assist visitors, including local nationals, distinguished visitors or general public.

j. Maintain an established set of office files for the department.

2. Organizational Relationship. The Secretary reports to the Operations and Air Operations Officer.

503. LEADING CHIEF PETTY OFFICER (LCPO). The LCPO is the senior enlisted person assigned to Operations Department and is responsible for coordinating and managing the various divisions within the department and monitoring the welfare and professional performance of assigned enlisted personnel.

1. Duties, Responsibilities and Authority. The LCPO will:

a. Oversee the Operations Duty Officer watch organization, ensuring smooth operation and recommending changes as necessary.

b. Advise the department head and division officers of all matters pertinent to the welfare of enlisted members and their dependents.

c. Maintain and promote the effectiveness and efficiency of the chain of command.

d. Aid in formulating and implementing policies and procedures for the Operations Department.

e. Manage and monitor the various divisions in their daily routine to ensure divisional functions are properly executed.

f. Evaluate individual performance of personnel with the assistance of division Chief Petty Officers and Work Center Supervisors and recommend periodic evaluation grades.

g. Provide guidance to enlisted personnel.

h. Report infractions of regulation, orders and instructions with warrant disciplinary action.

i. Oversee the administrative requirements for the department.

2. Organizational Relationship. The LCPO reports to the Operations Officer.

504. PORT OPERATIONS OFFICER. The Port Operations Officer is responsible for coordination and supervision of two work centers under the Port Operations Division, including Port Services and Boat Facility. The Port Operations Officer is responsible for all facilities, services and personnel in support of U.S. and NATO ships transiting ports of mainland Italy.

1. Duties, Responsibilities and Authority. The Port Operations Officer will:

a. Act on matters pertaining to administrative and personnel functions in the Port Services and Boat Facility work centers.

b. Ensure work center correspondence to and from the Operations Officer is handled promptly and professionally.

c. Provide logistic support for SIXTH Fleet units and selected allied ship port visits throughout mainland Italy.

d. Provide port briefings to all U.S. ships visiting Naples.

e. Be responsible for maintenance, operation and safety of assigned small craft.

f. Coordinate with other commands to service the SIXTH Fleet ships in Naples.

g. Liaison with Italian Navy and Maritime authorities regarding ship visits.

h. Ensure arrangements are made for hotel services of ships visiting ports in Italy.

2. Organizational Relationship. The Port Operations Officer reports to the Operations Officer.

505. PORT OPERATIONS LEADING CHIEF PETTY OFFICER (Port Ops LCPO). The Port Ops LCPO directs and supervises the operation of the Port Operations Administrative Office.

1. Duties, Responsibilities and Authority. The Port Ops LCPO will:

a. Supervise and prepare required messages, ensuring proper format is in accordance with current procedures, policies and directives.

b. Ensure liaison between husbanding agents and U.S. Navy ships are made. Forward LOGREQs received from ships on to husbanding agents via phone, conversation, email or fax.

c. Maintain files and records on personnel matters.

d. Supervise the conduct of the Boat Facility Supervisor.

e. Perform other duties as assigned.

2. Organizational Relationship. The Port Ops LCPO reports to the Port Operations Officer.

506. BOAT FACILITY SUPERVISOR. The Boat Facility Supervisor is responsible for complying with any and all interservice support agreements made with NAVSOUTH operations.

1. Duties, Responsibilities and Authority. The Supervisor will:

a. Act on matters pertaining to administrative and personnel functions in the work center.

b. Ensure message traffic is handled properly.

c. Direct and supervise the functions and responsibilities of personnel.

d. Be responsible for the overall operational readiness, preservation, maintenance and safety of all assigned craft.

e. Serve as Quality Assurance Supervisor to ensure maintenance procedures are in accordance with technical manuals and safety instructions.

f. Promote and monitor personnel qualification standards for bowhook, coxswain, enginemen and 3M.

2. Organizational Relationship. The Boat Facility Supervisor reports to the Port Operations Officer.

507. AIR TERMINAL OFFICER. The Air Terminal Officer is responsible for supervising all military, host nationals and contractor personnel in all Air Terminal operations as well as; cargo processing, load planning, passenger services and data records and reports section.

1. Duties, Responsibilities and Authority. The Air Terminal Officer will:

a. Supervise operations at the Naval Air Terminal at Capodichino within guidelines set by the Air Mobility Command. The Air Terminal Officer oversees operations to include aircraft handling and maximum utilization, airlift space, management, air cargo receipt, processing, storage, passenger/baggage handling and movement, airlift information dissemination and generation of all related documentation, reports and correspondence.

b. Be responsible for providing assistance, when directed to establish and provide personnel and/ or material in support of Military Air Transport Team services in fleet operating areas or in emergency mobilization situations.

2. Organizational Relationship. The Air Terminal Officer reports to the Operation Officer.

508. ASSISTANT AIR TERMINAL OFFICER. The Assistant Air Terminal Officer is the direct representative of the Air Terminal Officer in supervising operations in the Air Terminal. In the absence of the Air Terminal Officer, the Assistant Air Terminal Officer performs the duties of the Air Terminal Officer.

1. Duties, Responsibilities and Authority. The Assistant Terminal Officer will:

a. Be responsible for supervision of the different branches of the Air Terminal which include Air Terminal Operations Center, Air Cargo/Load Planning, Ramp Handling, Data Records and Reports, Passenger Service and Automated Data Processing (ADP).

b. Coordinate efforts of all branches to ensure efficient operation of the Air Terminal.

c. Be responsible for performing duties expected of the senior enlisted member assigned to a military division, to include administrative functions, counseling and directing junior personnel and ensuring individual professional requirements are being achieved.

2. Organizational Relationship. The Assistant Air Terminal Officer reports to the Air Terminal Officer.

509. AIR TERMINAL OPERATIONS CENTER (ATOC) LPO. The ATOC LPO is the direct representative of the Air Terminal Officer, as the central point of contact for Air Terminal operations. In the absence of the Air Terminal Officer and the Assistant Air Terminal Officer the ATOC LPO make routine decisions concerning aircraft, cargo and passenger handling.

1. Duties, Responsibilities and Authority. The ATOC LPO will:

a. Collect and disseminate information throughout the Air Terminal to ensure operations are conducted efficiently and within Air Mobility Command (AMC) regulations and guidelines.

b. Act as the liaison between the Air Terminal and external organizations, which affect Air Terminal operations.

c. Maintain up-to-date information on daily flight schedules and aircraft movement.

d. Act as liaison between Air Terminal sections, Transient Line work center, Flight Service Station, contract quarters representatives, and the dining facility to ensure aircraft crews receive maximum support as required by AMC, U.S. Navy, and Department of Defense Regulations, contracts and memorandums of understanding.

e. Record information pertaining to services provided in support of transiting aircraft.

f. Maintain flight folders (AMC Form 77) and document information pertaining to aircraft handled by the Air Terminal. To include arrival and departure times, load-master name, allowable cabin load, number of passengers on and off, cargo on-load and off-load and aircraft itinerary.

2. Organizational Relationship. The ATOC LPO reports to the Assistant Air Terminal Officer.

510. AIR TRAFFIC MANAGEMENT SPECIALIST. The Air Traffic Management Specialist performs a full range of management tasks; serving as the alternate contracting officer's representative, facility manager, vehicle and equipment custodian and as liaison for contractor management.

1. Duties, Responsibilities and Authority. The Air Traffic Management Specialist will:

a. Advise the Air Terminal Officer on the status and availability of funds, and monitor the use and rate of expenditure of budgeted funds and monitor the use and rate of expenditure of budgeted funds.

b. Review the work of employees for the accomplishment of Air terminal cargo operations.

c. Verify daily reports for 463L aircraft pallets, side/top nets, chains and straps assigned to the Air Terminal.

d. Responsible for reviewing daily checks of the government MHE equipment.

e. Supervise and assist facilities and equipment maintenance workers.

2. Organizational Relationship. The Air Traffic Management Specialist reports to the Assistant Air Terminal Officer and to the Air Terminal Officer.

511. TRANSPORTATION CLERK. The Transportation Clerk work in the Data Records and Reports section of the Air Terminal and is the military liaison between the Automated Data Processing section of the Air Terminal services contractor, Air Traffic Management Specialist and external organizations for issues pertaining to Air Terminal operations reports, records and documentation.

1. Duties, Responsibilities and Authority. The Transportation Clerk will:

a. Work with Data Records and Reports and Automated Data Processing section.

b. Verify documentation and collect data on daily Air Terminal operations.

c. Maintain historical data files and secure retained records and reports, including old flight folders (AMC Form 77) and cargo manifests.

d. Generate reports, as required, with regard to historical information and statistical data on aircraft serviced by the Air Terminal and on passenger and cargo movement.

e. Review and generate messages and other correspondence pertaining to cargo over-shipments and under-shipments.

2. Organizational Relationship. The Transportation Clerk reports to the Assistant Air Terminal Officer and the Air Terminal Officer.

512. AIR TERMINAL OPERATIONS CENTER (ATOC) SUPERVISOR. The ATOC Supervisor supervises and oversees the daily operation of the ATOC.

1. Duties, Responsibilities and Authority. The ATOC Supervisor will:

a. Supervise the ATOC, the central point of contact for daily Air Terminal operations; which generates, collects and disseminates pertinent information concerning Air Terminal operations to include: daily flight schedules, documentation of services provided in support of transiting aircraft, cargo and passenger routing information, and aircraft mishap reports. The ATOC maintains liaison with external organizations which affect the daily operation of the external organizations which affect the daily operation of the Air Terminal, to include: ASCOMED, HQ AMC, TACC, EACC, 2nd AIRVAC, CTF-63, NAVSUPPACT Naples, U.S. Navy ships, and individual aircraft crews.

b. Ensure ATOC personnel are properly trained and functionally familiar with duties, Responsibilities and capabilities of the various sections of the Air Terminal.

2. Organizational Relationship. The ATOC Supervisor reports to the ATOC LPO.

513. WAREHOUSE CARGO HANDLER/RAMP SUPERVISOR. The Warehouse Cargo Handler/Ramp Supervisor works in the cargo section of the Air Terminal and is the liaison between the Cargo/Load Planning section of the Air Terminal services contractor, the ATOC, the NAVSUPPACT Naples Fleet Mail Center (FMC) and aircraft crews.

1. Duties, Responsibilities and Authority. The Warehouse Cargo Handler/Ramp Supervisor will:

a. Ensure cargo and accompany documentation is loaded on the correct aircraft.

b. Meet aircraft on the ramp and observe aircraft upload and download to ensure regulations concerning safety and accountability are adhered to.

c. Establish contact and brief aircraft load-masters of load composition.

d. Inform ATOC of incoming cargo and aircraft seat allocations.

e. Inform the NAVSUPPACT Naples FMC and Defense COURIER Service of any cargo requiring their special attention.

f. Notify the Air Terminal Operations Center of any mishaps or deviations from normal operations concerning the uploading and downloading of cargo, mail and passengers from aircraft.

2. Organizational Relationship. The Warehouse Cargo Handler/Ramp supervisor reports to the ATOC LPO.

514. AIR CARGO SUPERVISOR. The air Cargo Supervisor supervises the daily operation of the Cargo/Load Planning section of the Air Terminal Officer in matters concerning cargo movement and intended disposition.

1. Duties, Responsibilities and Authority. The Air Cargo Supervisor will:

a. Ensure cargo is handled, processed and expedited in accordance with applicable rules and regulations.

b. Ensure maximum usage of available air assets.

c. Coordinate efforts of military personnel and the Air Terminal services contractor to ensure daily operations are performed within NAVSUPPACT safety standards and regulations.

d. Review and generate correspondence and reports required by the branch.

e. Coordinate with the Supply Department to arrange for over-the-road trucking operations, as required, to effect pick-up and delivery of air cargo.

2. Organizational Relationship. The Air Cargo Supervisor reports to the Assistant Air Terminal Officer.

515. AIR CARGO BRANCH LOAD PLANNING SUPERVISOR. The Air Cargo Branch Load Planning supervisor assists the Cargo/Load Planning supervisor in supervising the daily operation of the Load Planning section of the Air Terminal and is the representative of the Air Terminal Officer in matters concerning cargo movement and intended disposition.

Duties, Responsibilities and Authority. The Air Cargo Branch Load Planning supervisor will:

a. Ensure cargo is expedited per applicable rules and regulations.

b. Ensure maximum usage is made of available assets.

c. Coordinate efforts of the Air Terminal, the Supply Department, the NAVSUPPACT Naples Fleet Mail Center and other organizations to ensure required documentation is generated and accompanies all cargo.

d. Coordinate efforts of military personnel and the Air Terminal services contractor to ensure daily operations are performed within mandated safety standards and regulations.

e. Review and generate correspondence and reports required by the branch.

2. Organizational Relationship. The Air Cargo Branch Load Planning supervisor reports to the Air Cargo Supervisor.

516. AIR CARGO LOAD PLANNER. The Air Cargo Load Planner works in the Cargo/Load Planning section of the Air Terminal and is the military liaison between the Cargo/Load Planning section of the Air Terminal services contractor, the Air Terminal Cargo supervisor and external organizations for issues pertaining to cargo movement and aircraft utilization.

1. Duties, Responsibilities and Authority. The Air Cargo Load Planner will:

a. Work with Air Terminal services contract personnel to ensure efficient movement of cargo through maximum utilization of available aircraft and individual aircraft capacity.

b. Verify and/or generate documentation, as required, to accompany cargo, to include Transportation Control and Movement Document (DD Form 1384), Load/Sequence Breakdown work sheet (AMC Form 272) and Special Handling Data Certification Document (DD Form 1387-2).

c. Ensure Air Terminal Operations Center and aircraft crews are briefed on cargo disposition and composition, and load configuration.

d. Maintain daily records on cargo in the possession of the Air Terminal.

e. Generate daily messages to inform applicable organizations of cargo-on-hand and intended disposition.

f. Document incoming and outgoing cargo movement regarding load configuration, aircraft type and mission number.

2. Organizational Relationship. The Air Cargo Load Planner receives directives from the Air Cargo Branch Load Planning supervisor and reports to the Air Cargo Supervisor.

517. AIR OPERATIONS OFFICER. The Air Operations Officer exercises direct management and supervision of facilities, services, and personnel in support of all U.S. and NATO aviation activities whether assigned, shore-based, or transiting the Capodichino Airfield.

1. Duties, Responsibilities and Authority. The Air Operations Officer will:

a. Ensure the plans, policies, and intentions of the department head are implemented in the most efficient manner.

b. In support of SIXTH Fleet and NATO aircraft, monitor the airfield and aviation maintenance programs to ensure operations are performed in a safe and professional manner.

c. In support of the Naples Security Officer, monitor and issue the ramp pass and identification services.

d. As the department's budget analyst, prepare and administer all budget requirements in support of Operations Department assets.

e. Provide Air Traffic Control (ATC) and flight planning services to transient and permanently or temporarily shore-based aircraft.

f. Serve as primary point of contact for requested ground services of transient pilots and aircrews.

g. Provide ATC liaison with Italian and FAA ATC authorities.

h. Serve as military air space management coordinator for Capodichino.

i. Perform other duties as assigned.

2. Organizational Relationship. The Air Operations Officer reports to the Operations Officer.

518. FLIGHT SERVICE STATION LPO

1. Duties, Responsibilities and Authority. The Flight Service Station LPO will:

a. Provide ATC/flight service station functions for all supported aviation units (i.e., flight planning, flight clearance, slot time coordination).

b. Maintain active liaison with host country military and civilian authorities on ATC related matters.

c. Monitor teletype circuit for inbound flight plans and current Notice to Airmen.

d. Operate Italian Air Force teletype circuit for transmitting outbound flight plans and ICAO messages.

e. Maintain guard of air to ground base operations frequency, assisting pilots are required.

f. Provide comprehensive naval message service to tenant and visiting aviation units.

g. Provide local course rules briefings for tenant and visiting squadrons, including preparation and revision of local area procedures and briefing guide.

2. Organizational Relationship. The Flight Service Station LPO reports to the Air Operations Officer.

519. SUPPORT EQUIPMENT SUPERVISOR

1. Duties, Responsibilities and Authority. The Support Equipment Supervisor will:

a. Provide ground support maintenance and servicing capabilities for U.S. and NATO aircraft.

b. Provide hazardous waste collection center.

c. Maintain centralized tool room.

d. Perform scheduled and unscheduled maintenance on support equipment.

e. Provide or arrange for necessary refuel/oils/oxygen/nitrogen/fluid to transient aircraft.

f. Provide coordination for emergency transient aircraft repair.

2. Organizational Relationship. The Support Equipment Supervisor reports to Air Operations Officer.

520. TRANSIENT LINE SUPERVISOR

1. Duties, Responsibilities and Authority. The Transient Line Supervisor will:

a. Supervise the aircraft directors in their daily operations of directing transient aircraft (launch, recovery, towing, servicing and parking).

b. Provide work spaces for all transient squadrons.

c. Maintain the Foreign Objects and Debris (FOD) Control Program.

d. Be responsible for the hangar.

e. Be responsible to provide back-up crash and structural firefighting.

f. Be responsible for the safe launch and recovery of all U.S. and NATO aircraft.

2. Organizational Relationship. The Transient Line Supervisor reports to the Air Operation Officer.

521. MATERIAL CONTROL

1. Duties, Responsibilities and Authority. Material Control will:

a. Assist shore-basing squadrons in obtaining materials.

b. Receive, identify, store and issue materials and supplies for the Operations Department.

c. Monitor supply requests.

d. Maintain financial ledgers and submit budgets.

e. Assist budget officer in preparing budget reports.

2. Organizational Relationship. Material Control reports to the Operations Officer.

522. FLIGHT SUPPORT OFFICE. The Flight Support Officer is the primary liaison with the C-26 Maintenance Detachment and coordinates with ASCOMED to provide daily C-26 flight schedules.

1. Duties, Responsibilities and Authority. The Flight Support Officer will:

a. Be responsible for managing and monitoring quality assurance programs.

b. Be responsible for managing and monitoring quality safety.

c. Perform quarterly work center audits.

d. Maintain a central technical publications library.

e. Report all hazards, mishap and NAVSUPPACT practices in the department.

f. Conduct safety meetings within the department.

g. Be responsible for Naval Aviation Maintenance Discrepancy Reporting Program.

2. Organizational Relationship. The Flight Support Officer reports to Operations Officer.

523. GROUND ELECTRONICS OFFICER

1. Duties, Responsibilities and Authority. The Ground Electronics Officer will:

a. Supervise maintenance of the NAVSUPPACT Naples C4I Instruction Detection System (IDS).

b. Supervise maintenance of NAVEURMENTOC meteorological equipment.

c. Supervise preventive and corrective maintenance of the Operations Department ground to air communications system.

d. Be responsible for the preventive maintenance of the Operations Department base communication radios.

e. Maintain electronics systems logistical support requirements to include nine Flag officer IDS and Capodichino perimeter alarm system.

2. Organizational Relationship. The Ground Electronics Officer reports to the Operations Officer.

524. FIRE AND EMERGENCY SERVICES DIVISION - FIRE CHIEF. The Fire Chief is responsible for the crash and structural firefighting operations at Capodichino, Agnano and the Support Site; and is responsible for fire prevention programs at NAVSUPPACT Naples and all tenant commands.

1. Duties, Responsibilities and Authority. The Fire Chief will:

a. Oversee the orientation of the Fire and Emergency Services Division.

b. Ensure the Fire and Emergency Service Division adheres to operation and governing rules, regulations, laws, standards, instructions, requirements and directives for crash/fire response, training and inspection.

c. Ensure periodic fire inspections are completed for NAVSUPPACT Naples and all tenant commands and activities.

d. Ensure periodic training is completed to maintain qualifications and certification for Fire and Emergency Services Division personnel.

2. Organizational Relationship. The Fire Chief reports to the Operations Officer.

525. ASSISTANT FIRE CHIEF

1. Duties, Responsibilities and Authority. The Assistant Fire Chief will:

a. Implement and direct the policies and procedures of the Chief. Primarily responsible for the maintenance of the fire division equipment and administrating the operation of a 24-hour, two-platoon firefighting division.

b. Ensure fire regulations, operations and procedures are complied with and properly executed.

c. Review reports, requests and records submitted by subordinates and take appropriate action.

d. Assist the Fire Chief in establishing polices and procedures and take appropriate action.

e. Prepare, schedule and conduct or review the overall Fire and Emergency Services Division training program including crash and structural training.

f. Maintain and compile as necessary, the supply maintenance and budgetary data for the Fire and Emergency Services Division.

g. Supervise the established Prevention, Protection and Engineering Programs.

h. Respond to alarms of fire, aircraft emergencies or crashes, fire investigations, false alarms and/or emergencies as they occur.

2. Organizational Relationship. The Assistant Fire Chiefs report to the Fire Chief.

526. CHIEF FIRE INSPECTOR. The Chief Fire Inspector is responsible for the Fire Prevention and Public Fire Safety Education Program.

1. Duties, Responsibilities and Authority. The Chief Fire Inspector will:

a. Direct the day-to-day operations of the Fire Prevention Branch.

b. Plan, organize and schedule work assignments to provide fire prevention inspections for all buildings.

c. Participate in the administration and planning of life prevention and training activities. Direct and participate in fire prevention training courses and drills.

d. Submit for the approval of the Fire Chief, work assignments and annual schedules.

e. Prepare or ensure preparation of correspondence including station fire bill, fire inspection reports, fire prevention education instruction, records, charts and forms as required by directives and/or inter-departmental standards. Review and submit for approval to the Fire Chief divisional instructions pertaining to fire prevention.

f. Prepare inputs on Operations Target (OPTAR) for Fire Chief.

g. Assist in fire investigations and stay abreast of the most current code criteria and directives. Review fire inspection reports prepared by subordinates, and plans for construction, alterations, or modifications of existing structures.

h. Assist as Assistant Fire Chief with responsibility and authority for firefighting operations i.e., crash, rescue and structural evolutions. In the absence of the Fire Chief, be responsible for the performance and duties of the Crash/Fire Division.

2. Organizational Relationship. The Chief Fire Inspector reports to the Safety Officer.

527. FIRE INSPECTOR. The Fire Inspector is assigned to the Fire Prevention Branch, and provides technical fire prevention inspections for base activities, tenant commands and base leased housing.

1. Duties, Responsibilities and Authority. The Fire Inspector will:

a. Be responsible for planning and installing a comprehensive fire prevention program designed to meet the needs of the total population and work force of NAVSUPPACT Naples and all tenant commands.

b. Confer with and maintain in order to contact with public work engineers and design personnel review plans and specifications for new construction, building modifications/alterations and self-help projects, recommend changes and provide advice on life/fire safety standards and requirements which must be met.

c. Inspect and make recommendations on deficiencies on a variety of fixed fire protection systems.

d. Indoctrinate all newly assigned personnel on fire safety, exit drills, proper storage of paints/oils, hazards of gas stoves and bombola heaters and means of egress.

e. Participate in investigations of cause and origin of fires by inspecting damaged areas and interviewing witnesses. Appear as a witness before courts or boards of inquiry.

2. Organizational Relationship. The Fire Inspector reports to the Chief Fire Inspector.

528. LEAD FOREMAN FIREFIGHTER AND BATTALION CHIEF. The Lead Foreman Firefighter is responsible for the supervision of the crew, and is also responsible for providing bilingual contact and liaison, on a continuing basis, between NAVSUPPACT Naples Fire Department and the city of Naples civilian fire brigade who provide back-up support for structural firefighting.

1. Duties, Responsibilities and Authority. The Lead Foreman Firefighter will:

a. Plan work schedules and sequence of operations. Direct academy training and practical drills, and assign tasks to provide new employees the experience and training required to perform assigned work and duties.

b. Make recommendations concerning the maintenance or replacement of equipment and the maintenance and safety of facilities. Advise and report discrepancies on all station apparatus and vehicles to Public Works Transportation and Assistant Fire Chief or Fire Chief.

c. Informally recommend promotions, reassignments, or other status changes of assigned personnel such as retention or release of step increases and meritorious awards.

d. Oversee attendance/leave, including approval/disapproval of ordinary sick and annual leave.

e. Implement provisions of personnel management programs such as equal opportunity action plans, awards and incentive programs, grievance procedures and safety practices.

2. Organizational Relationship. The Lead Foreman Firefighter reports to the Assistant Fire Chief.

529. LEAD FIREFIGHTER, CAPTAIN. The Lead Firefighter Captain is responsible for directing and participating in the work of the crew, and on occasion acts as Lead Foreman Firefighter in their absence.

1. Duties, Responsibilities and Authority. The Lead Firefighter Captain will:

a. Direct the crew in firefighting activities, crash/structural rescue operations and frequently serve as primary rescuer.

b. Direct and participate in practice drills and training classes for the assigned crew.

c. Direct the crew in fire protection inspection functions.

d. Assign crewmembers to station/vehicle maintenance work such as cleaning tools and equipment, firehouse spaces, etc.

e. Prepare reports for supervisors concerning fire responses, training, inspection results, etc.

f. If first at the scene of a fire or incident and/or in the absence of a supervisor, take charge of all fire fighting activities until relieved.

g. Ensure daily inspection forms are completed and serious discrepancies are brought to the supervisor's attention immediately for necessary repair to be accomplished.

2. Organizational Relationship. The Lead Firefighter Captain reports to the Lead Foreman Firefighter.

530. FIREFIGHTER. The Firefighter is one of a group of firefighters who performs repetitive tasks. The Firefighter will receive training in all techniques applicable to structural/aircraft crash/fire rescue operations.

1. Duties, Responsibilities and Authority. The Firefighter will:

a. Drive manned heavy firefighting equipment (crash/rescue and structural) to fires, emergencies, incidents, or training drills.

b. Assure the proper functioning of all firefighting systems through daily inspection and operational checks.

c. Perform preventive and minor maintenance to assigned vehicle and its component equipment.

d. Respond to fuel spills, stand fire guards and conduct fire prevention inspections. Stand field watches and as aircraft stand-by on medical evacuations or during hazardous servicing operations.

e. Assist in aircraft salvage operations, stand alarm room operator watches, etc.

f. Take day-to-day orders from the assigned section leader concerning daily duties, training and other duties as assigned.

2. Organizational Relationship. The Firefighter reports to the Lead Firefighter Captain.

Chapter 6

HOUSING DEPARTMENT

601. HOUSING DIRECTOR. The Housing Director is responsible for providing bachelor housing, government leased family housing, economy leased housing, loaner furniture programs, showing services and related housing services for all area tenant commands/activities, NATO and activities located in Naples, Gaeta, Latina and Rome.

1. Duties, Responsibilities and Authority. The Director will:

a. Provide bachelor and family housing assets in support of all U.S. military, DOD civilian, U.S. contract and NATO personnel.

b. Provide housing information, guidance and counsel to the Commanding Officer.

c. Plan, program, execute and review budgets of approximately thirty two million dollars of appropriated and nonappropriated funds.

d. Plan, direct and administer the work of the department.

e. Provide advice, guidance and liaison on all matters pertaining to housing operations to NAVSUPPACT Naples management, tenant and supported activities.

f. Plan, program and execute maintenance and repair of all owned or leased bachelor and family housing assets.

2. Organizational Relationship

a. The Housing Director reports to the Commanding Officer.

b. The Deputy Housing Director reports to the Housing Director.

c. The Administrative Division Director, Flag Housing Lieutenant, Military Liaison, Community Housing Division Director, Resource Branch Director, Facilities Division Director, Bachelor Housing Division Director and Gaeta Housing Division Director report to the Deputy Housing Director.

602. DEPUTY HOUSING DIRECTOR. The Deputy Housing Director is the direct representative of the Housing Director in maintaining general efficiency in the conduct of day-to-day operations of the Housing Department.

In the absence of the Housing Director, the Deputy Housing Director performs the duties of the Housing Director.

1. Duties, Responsibilities and Authority. The Deputy Housing Director will:

a. Direct the day-to-day operations of the Housing Department coordinating the tasking of the Housing Department organizational components.

b. Act in the absence of the Housing Director.

c. Assist in the formulation and preparation of housing budget submissions.

d. Prepare management and analysis reports for the department and Housing Director.

e. Prepare and review outgoing departmental correspondence. Ensure incoming message traffic and correspondence is properly distributed among housing divisions.

f. Act to ensure the timely formulation and submission of officer fitness reports, enlisted evaluations and civilian performance appraisals.

g. Direct, supervise and manage the efforts of the Housing division directors, prioritize work plans and operational tasking as directed by the Housing Director.

2 Organizational Relationship

a. The Deputy Housing Director reports to the Housing Director.

b. All division directors report to the Deputy Housing Director.

603. ADMINISTRATIVE DIVISION DIRECTOR. The Administrative Division Director is responsible for the administrative, Local Area Network (LAN), Wide Area Network (WAN) and public affairs for the Housing Department.

1. Duties, Responsibilities and Authority. The Administrative Director will:

a. Supervise the Administration Office on preparation of correspondence, reports, awards, instruction and notices ensuring proper format per current procedures, policies and directives.

b. Maintain files, records, set up and maintain logs on status of actions and correspondence.

c. Respond to requests for information such as status reports, suspense dates for matters requiring compliance and similar information readily available from files. Determine whether or not to release the information based upon the nature or degree of sensitivity of the information and the requester's authority to receive the information.

d. Receive incoming correspondence, screen material prior to distribution for suspense dates, establish controls and follow up for the Housing Department.

e. Review the outgoing correspondence for format, procedural and grammatical accuracy.

f. Coordinate training for all personnel assigned to the department.

g. Coordinate and publish the Housing Department Newsletter.

2. Organizational Relationship

a. The Administrative Division Director reports to the Deputy Housing Director.

b. Assigned Administrative Division Clerks report to the Administrative Division Director.

604. FLAG HOUSING LIEUTENANT

1. Duties, Responsibilities and Authority. The Flag Housing Lieutenant will:

a. Act on all matters involving the 15 government-leased flag officer housing units.

b. Liaison between flag housing occupants and the Housing Department.

c. Monitor all maintenance and change of occupancy work.

d. Seek replacement housing units as required.

2. Organizational Relationship

a. The Flag Housing Lieutenant reports to the Deputy Housing Director.

b. Assigned Flag Housing personnel report to the Flag Housing Lieutenant.

605. MILITARY LIAISON

1. Duties, Responsibilities and Authority. The Military Liaison will:

a. Act as liaison between the Housing Department and all military members on matters relating to both government and economy housing.

b. Serve as senior enlisted advisor for all Department military members.

c. Manage the Government Quarters Area Coordinator Program within the guidelines of NAVSUPPACTINST 11101.1 series.

d. Perform background searches through Housing Department records for Child Development Home Program candidates.

2. Organizational Relationship. The Military Liaison reports to the Deputy Housing Director.

606. COMMUNITY HOUSING DIVISION DIRECTOR

1. Duties, Responsibilities and Authority. The Community Housing Division Director will:

a. Act on all matters relating to economy housing.

b. Supervise the effective administration of housing referral services branch activities.

c. Supervise the effective administration of housing showing services branch activities.

d. Supervise the effective administration of housing departure services branch activities.

e. Supervise the effective administration of assignment and termination of government quarters.

f. Supervise the effective administration of inspections of economy housing.

2. Organizational Relationship

a. The Community Housing Division Director reports to the Deputy Housing Director.

b. The Showing Branch Supervisor, Community Lease Branch Supervisor and Departure Service Administrator report to the Community Housing Division Director.

607. RESOURCE BRANCH DIRECTOR

1. Duties, Responsibilities and Authority. The Resource Branch Director will:

a. Oversee the financial activities of the Housing Department.

b. Provide financial information and counsel to the Director of the Housing Department.

c. Monitor balances in all areas of the Housing Department budget.

d. Prepare and submit mid-year review and Program Objectives Memorandum (POM) package recommendations to Housing Director.

2. Organizational Relationship

a. The Resource Branch Director reports to the Deputy Housing Director.

b. Assigned Resource Clerk personnel report to the Resource Branch Director.

608. FACILITIES DIVISION DIRECTOR

1. Duties, Responsibilities and Authority. The Facilities Division Director will:

a. Supervise, administer and act on matters pertaining to the Facilities Management Division.

b. Monitor the acquisition and release of government leased housing.

c. Monitor assignment and utilization of government leased housing units.

d. Oversee the performance by landlords of extraordinary maintenance as provided for under prevailing lease agreements.

e. Ensure compliance with terms and conditions of the lease contract.

f. Monitor occupant maintenance and self-help programs within government leased family housing.

g. Mediate and recommend to the Housing Director courses of adjudication for occupant complaints.

2. Organizational Relationship

a. The Facilities Division Director reports to the Deputy Housing Director.

b. The Production Control, Warehouse/Self Help, Real Estate, Quality Assurance Evaluator and Family Housing Supervisors will report to the Facilities Management Division Director.

609. COMBINED BACHELOR HOUSING DIVISION DIRECTOR

1. Duties, Responsibilities and Authority. The Combined Bachelor Housing (CBH) Division Director will:

a. Operate and manage the Bachelor Enlisted Quarters at Capodichino; and support site at Gricignano; and distinguished Visiting Officer Housing at AFSOUTH, Bagnoli and NAVSUPPACT, Gaeta.

b. Manage resources used for CBH, including manpower, facilities, funds and material that effect both AFP and NAF support.

c. Review requirements and initiate input for contracts and correspondence affecting CBH.

d. Establish effective liaison with divisions, departments and offices that provide goods and services to the CBH.

e. Establish and manage a training program for CBH staff members to ensure they are qualified to perform their assigned tasks.

f. Establish, manage and control a responsive resident relations and communication program.

2. Organizational Relationship

a. The Bachelor Housing Division Director reports to the Deputy Housing Director.

b. The BEH Manager, BOH Manager, CBH Secretary report to the Combined Bachelor Housing Division Director.

610. GAETA HOUSING DIVISION DIRECTOR

1. Duties, Responsibilities and Authority. The Gaeta Housing Division Director will:

a. Direct and supervise the effective administration of Personnel Support and Facilities Branch of the Gaeta Housing Welcome Center, Rome Housing Office and Latina Housing Office.

b. Operation, maintenance, repairs, alterations and improvements for U.S. Government leased family housing and translate those plans into budgetary requirements.

c. Provide translation services to both the tenant and the landlords as required.

d. Supervise, administer and act on matters pertaining to housing facilities.

e. Monitor assignment and utilization of government units.

f. Mediate and/or recommend to the Housing Director courses of adjudication for occupant or landlord complaints.

g. Submit input for program objectives memorandum, budget call and budget midyear review.

2. Organizational Relationship

a. The Gaeta Housing Division Director reports to the Deputy Housing Director.

b. The assigned Gaeta Housing Management Specialist, Housing Management Assistants, warehouse worker and receptionist report to the Gaeta Housing Division Director.

Chapter 7

SUPPLY DEPARTMENT

701. SUPPLY OFFICER. The Supply Officer is responsible for providing logistical support to U.S. Navy operating forces, authorized U.S. personnel attached to the Headquarters, as is North Atlantic Treaty Organization commands located in the Naples area; Commander in Chief, Allied Naval Forces Southern Europe; specified U.S. Naval activities and detachments; and other U.S. agencies as directed, including support to the SIXTH Fleet.

1. Duties, Responsibilities and Authority. The Supply Officer will:

a. Ensure effective management and efficient utilization of Supply Department resources in support of NAVSUPPACT Naples command mission.

b. Ensure effective operation and efficient administration of Inventory Accuracy Program, Tax-Free Products Division, Plans and Administration Division, Air Terminal Division, Control Division, Services Division and Material Division.

2. Organizational Relationship. The Supply Officer will report to the Commanding Officer.

702. TAX-FREE PRODUCTS ADMINISTRATOR. The Tax-Free Products Administrator is responsible for administration, coordination and control of the Italy Tax-Free Products Program in support of U.S. and NATO forces in Italy, including the International Allied Military Headquarters and their assigned military and civilian personnel. They serve as the executive agent of the Commander in Chief, U.S. Naval Forces Europe; of CO, NAVSUPPACT Naples and of other U.S. and NATO base commanders, in formulating, promulgating, negotiating and enforcing tax-free products policies.

1. Duties, Responsibilities and Authority. The Tax-Free Products Administrator will:

a. Provide, distribute, coordinate and supervise sale and use of tax-free products (fuel, LPG, kerosene, tobacco, alcohol, etc.) for approximately 100 U.S./NATO commands; 4000 U.S./NATO official military vehicles; and 9000 U.S./NATO military and civilian personnel.

b. In coordination with the Italian Ministry of Defense (IMOD) and the Italian Ministry of Finance (IMOF), conduct annual inspection audits of U.S./NATO activities, to ensure compliance with NAVSUPPACT Naples and Government of Italy (GOI) policies, implementing international and bilateral agreements for matters of tax-free products and on customs and fiscal procedures.

c. Negotiate agreements and procedures with GOI authorities for rationed products for the requirement of U.S./NATO forces in Italy.

d. Administer approximately $106 million in taxes and duties not collected by GOI for the Italy Tax-Free Products Program.

e. Obtain tax exemption from the GOI for all tax-free products required by U.S./NATO forces in Italy.

f. Submit plafond (ceiling) and consumption reports to GOI for all tax-free products used by U.S./NATO forces in Italy.

g. Liaison with the Navy Printing Office, Washington, D.C. for the printing (acquisition) of NATO forces coupons used by entitled U.S./NATO personnel and official military vehicles.

h. Authorize distribution and sale of NATO forces coupons for the requirement of all U.S./NATO personnel in Italy.

i. Procure and obtain authorization from GOI tax-free bulk fuel required by U.S./NATO commands in the territory of the Italian Republic (automotive, generators, heating fuel).

j. Liaison with the Defense Fuel Supply Center (DFSC), the Navy petroleum office (NPO) and with potential Italian oil companies to develop specifications and detail requirements for NATO forces coupons and bulk fuel deliveries to supported U.S./NATO installations.

k. Administer DFSC tax-free fuel contracts for Italy (P.P.1.8A and P.P.1.8C).

l. Procure, control and obtain customs clearance authorization for tobacco products imported into Italy for consumption by U.S./NATO forces.

m. Based on the number of U.S. personnel entitled to tobacco rations and in conjunction with Italian State Monopoly Rome, authorize U.S. vendors shipment of tax-free tobacco products into Italy.

n. Verify contractor's fuel bills and authorize payment.

o. Act as ordering officer for tax-free bulk fuel and coupons.

p. Verify accuracy of contractor's price changes and advise the validity of these price changes to DFSC.

q. Provide technical assistance to DFSC for fuel tax structure, detention, transportation cost, etc., in Italy during Italy tax-free fuel contract negotiations.

r. Issue instructions to determine the criteria to use for individual ration allowance and to control sale and distribution policy.

s. Issue instructions governing procurement, delivery and disposition of bulk fuel to U.S./NATO supported commands in Italy.

t. Establish a uniform retail sale price for gas, diesel, and LPG coupons sold through authorized U.S./NATO retail sales outlets.

u. Control the disposition of used and unused POL coupons, from printing to destruction.

v. Coordinate the incineration of used tax-free POL coupons with IMOD and IMOF.

w. Act as the single point of contact with the GOI and U.S./NATO base commanders for the Tax-Free Product Program in Italy.

x. Determine required Navy Stock Funds (NSF) for financing the Italy Tax-Free POL Program coupons.

y. Exercise the proper execution of the Italy Tax-Free Products Program, to include correct interpretation and execution of international and bilateral agreements dealing with tax-free products extended to the U.S./NATO forces in Italy. Among these agreements are the Status of Forces Agreement (SOFA), Paris Protocol Italy, SACCEUR, Ottawa, all Italian laws, and various other classified correspondence between GOI and U.S./NATO military International Allied Headquarters.

z. Advise the Commanding Officer, Supply Officer and base commanders of other U.S./NATO installations on the interpretation and implementation of all international bilateral agreements, Italian customs and fiscal laws and other directives, which have cognizance with the Tax-Free Products Program for Italy.

In accordance with Commander in Chief, U.S. Naval Forces Europe 013-028 of 9 September 1991, serve as the executive agent of CINCUSNAVEUR, Commanding Officer, NAVSUPPACT Naples, and other U.S./NATO base commands in formulating, promulgating and enforcing the Italy Tax-Free Products Program and liaison with GOI officials for the implementation of agreements in terms of several million dollars per year in the form of tax exemptions.

bb. Maintain proper liaison with GOI ministries and agencies and with European and overseas agencies having cognizance with the Tax-Free Products Program in Italy.

cc. Independently negotiate with GOI officials (IMOD, IMOF, etc.) the Tax-Free Products Program and make commitments on behalf of the U.S. Government and parties of the NATO treaty and Ottawa organizations.

dd. Perform assigned mission, tasks, and functions as delegated by higher U.S./NATO military authorities (CINCUSNAVEUR, USAREUR, CINCUSAFE, etc.), the Rome Embassy and by IMOD and IMOF.

2. Organizational Relationship. The Tax-Free Products Administrator reports to the Supply Officer and acts as point of contact for all NATO Base Commanders for NATO tax-free products matters.

703. SECRETARY. The Tax-Free Products Secretary is responsible for a full range of clerical and administrative tasks required to support the Tax-Free Products Office.

1. Duties, Responsibilities and Authority. The Tax-Free Products Secretary will:

a. Type letters, reports, tabulate data, graphs, memoranda, messages, etc., from written materials. Documents are typed in draft or final form. Documents are often stored on disks and periodically retrieved.

b. Ensure proper grammar, spelling, capitalization, punctuation and format are followed.

c. Schedule and prioritize incoming requests for word processing.

d. Maintain related records and files including cataloged storage diskettes.

e. Order operating supplies and maintenance or repair services as required.

f. Provide verbal interpretation of documents written in Italian.

g. Provide typewritten translations of documents written in English.

h. Maintain the Tax-Free Products Office message and official correspondence files. Maintain current year and prior year files.

i. Maintain the Tax-Free Products Office Reports Tickler System Database. Initiate reminder notices ten days prior to due date. Follow up to ensure reports are submitted.

j. Maintain the Tax-Free Products Office publications library ensuring all publications, directives, and instructions are up to date, making changes as received, and initiating orders for those not received. Maintain control log system for check-out of publications.

k. Provide receptionist services. Receive visitors and telephone calls. Take and relay messages and refer callers to appropriate personal.

l. Make travel arrangements, booking airline, rental car and hotel reservations. Book accommodations for visiting officials.

2. Organizational Relationship. The Secretary reports to the Tax-Free Products Administrator.

704. TAX-FREE PRODUCTS CLERK. The Tax-Free Products Clerk is responsible for administration, coordination and control of the Tax-Free Products Program (fuel, LPG, alcohol, tobacco, etc.) for U.S./NATO forces in Italy.

1. Duties, Responsibilities and Authority. The Tax-Free Products Clerk will:

a. Perform clerical and administrative phases of the tax-free products function and mission which involves support of tax-free products to U.S./NATO commands in Italy.

b. Inspect and verify used POL coupons and contractors bills.

c. Ascertain the amount of bills, in lire, due to the contractor and ensure bills are in accordance with supported documents, which must be verified in advance.

d. Verify redeemed coupons are signed by eligible personnel and include date and license plate number and that coupons are stamped by contractor's dealer. Investigate and report suspected violations to the Tax-Free Products Division Officer.

e. Reconcile contractors bills with redeemed coupons and report discrepancies.

f. Control and separate redeemed coupons used by personnel with AFI plated vehicles from the redeemed coupons used by personnel with non-AFI plated vehicles allotted to Italian personnel assigned to International Allied Headquarters in Italy.

g. Control quarterly consumption reports of POL products submitted by the contractor and ascertain whether quantities issued exceed plafonds submitted by the Tax-Free Products Officer to the GOI.

h. Submit consumption reports, with any discrepancies, to the Tax-Free Products Division Officer for review.

i. For the purpose of determining annual coupon printing requirements, control and record POL coupons, both those turned in for credit and those sold.

j. Review, record, and endorse coupons requested by U.S./NATO customer activities and ensure quantity requested do not exceed quantity allowed to each activity or individual.

k. Verify and record bulk fuel proof of delivery documents submitted by contractors for the purpose of preparation of consumption reports and plafonds.

l. Coordinate the annual bulk fuel requirement for U.S./NATO forces in Italy for procurement action.

m. Control bulk fuel proof of delivery documents of all commands in Italy, submitted quarterly by the contractor, for the purpose of tax-exemption request to Customs of Naples, Venice, etc.

n. Inspect and verify proof of delivery documents are stamped with the official seal of the command and signed by the receiving officer for products delivered.

o. Verify and endorse purchase orders for tobacco products received from U.S. ordering activities for consumption by U.S. forces in Italy and ensure quantities ordered do not exceed the quantity allowed to each activity.

p. Mail purchase orders to various vendors in the U.S. authorizing shipment to Italy.

q. Assign a MONITAL importation authorization number for the shipment of all tobacco products into Italy.

r. Mail an information letter, with photocopies of purchase orders, to the Monopolio di Stato, Rome, in order to apprise them of the MONITAL authorization assigned and quantities of tobacco products shipped to and consumed in Italy.

s. Audit tobacco, liquor and POL product records provided by local commands and report results to the Tax-Free Products Division Officer.

t. Maintain files and records of documents pertaining to the administration of the Tax-Free Products Division.

u. Receive notices and instructions from GOI and determine which laws contained are of concern to the Tax-Free Products Officer.

v. Maintain Navy Stock Funds (NSF) and U.S. dollar to lire exchange rate records for the purpose of establishing coupon wholesale and retail sale prices and NSF availability to finance the program.

w. Coordinate, together with Monopolio and Guardia di Finanza officials, the incineration of POL used coupons.

x. Make periodic reports to the Tax-Free Products Division Officer on the availability of "G" and "P" gas coupon stocks for use of U.S./NATO forces.

y. Make periodic reports on the consumption of POL product coupons used by U.S./NATO forces in Italy (including U.S. SIXTH Fleet official vehicles).

z. Maintain records of names of U.S./NATO receiving officers delegated to sign fuel proof of delivery documents.

aa. Assist the Tax-Free Product Division Officer as directed. During the Division Officer's absence, act on established phases of the administration of the Tax-Free Products Program.

2. Organizational Relationship. The Tax-Free Products Clerk reports to the Tax-Free Products Division Officer.

705. ASSISTANT SUPPLY OFFICER. The Assistant Supply Officer is the direct representative of the Supply Officer in maintaining general efficiency in the conduct of work in the Supply Department. In the absence of the Supply Officer, the Assistant Supply Officer performs the duties of the Supply Officer.

1. Duties, Responsibilities and Authority. The Assistant Supply Officer will:

a. Ensure effective management and efficient utilization of Supply Department resources in support of NAVSUPPACT Naples command mission.

b. Ensure effective operation and efficient administration of the Quality Control Program, Planning and Administration Division, Control Division, Material Division and Services Division.

c. Be responsible for the timely submission and proper preparation of enlisted evaluations and officer fitness reports of lieutenants and below within the Supply Department.

d. As the Inventory Accuracy Officer perform all duties as outlined in NAVSUP instructions.

2. Organizational Relationship. The Assistant Supply Officer reports to the Supply Officer.

706. SECRETARY TO THE SUPPLY OFFICER/ASSISTANT SUPPLY OFFICER. The Secretary to the Supply Officer/Assistant Supply Officer performs a full range of clerical and administrative tasks required to support the Supply Officer/Assistant Supply Officer in the accomplishment of the supply mission and provides typing support to other members of the staff, as required.

1. Duties, Responsibilities and Authority. The Secretary to the Supply Officer will:

a. Receive visitors and phone calls for the office, ascertaining the nature of requests and direct callers to appropriate staff, or personally provide information desired when routine or procedural matters of the office are involved.

b. Receive and review classified and unclassified mail for the office. Determine which items should be brought to the attention of the Supply Officer, as opposed to those that should be sent directly to other staff members for action. Review outgoing mail for attachments, dates and signature.

c. Compose correspondence on administrative support of clerical functions of the office. Read outgoing correspondence for procedural and grammatical accuracy.

d. From rough drafts, notes, or oral instructions, type a wide variety of correspondence, forms, reports, etc. Assume responsibility for proper spelling, grammar, format and arrangement of material.

e. Establish and maintain subject matter files, in connection with work under the secretary's control. Exercise initiative in establishing or revising files to meet current needs and demands for the material. Make changes and amendments to instructions and notices, department operating procedures, publications, regulations, booklets, manuals and handbooks of a regulatory nature published by competent authority. Maintain a chronological file of command letters initiated by the department.

f. Prepare, in final form, all types of documents and forms incident to office management.

g. Take and transcribe notes of meetings. These notes are transcribed into a working draft and upon review or revision, are typed into final format.

h. Maintain the Supply Officer's calendar, clear requests for appointments and request appointments with other officials.

i. Provide guidance and assistance on applicable procedures, instructions, and regulations to other clerical personnel assigned to the department.

j. Coordinate meetings and conferences both inside and outside the command.

k. Provide assistance regarding military requirements. Maintain all special request and leave chits.

l. Control all action correspondence and provide copies to central files when action has been completed.

2. Organizational Relationship. The Secretary reports to the Assistant Supply Officer.

707. PLANS AND ADMINISTRATION DIVISION OFFICER. The Plans and Administration Division Officer provides administrative, planning, secretarial, civilian personnel management and physical inventory functions for the department. This includes analysis and development of systems and procedures required to utilize the FMSO UADPS Level II supply system; promulgation of policy, instructions and desk guides; monitoring operations; providing ADP support through liaison with the Information Systems Department; administering the training and budget programs; and managing the physical inventory programs to maintain stock records accuracy and financial balance.

1. Duties, Responsibilities and Authority. The Plans and Administration Division Officer will:

a. Serve as the principle advisor to the Supply Officer and Assistant Supply Officer for logistic plans, systems and procedures.

b. Develop and monitor departmental plans, projects and budgets.

c. Develop Supply Department and customer-oriented instructions and procedures.

d. Review, staff, approve and recommend approval of reports.

e. Be responsible for Supply Support Agreements and Arrangements.

f. Evaluate work methods, tools, manpower utilization, work distribution, delegation of authority, management controls, and organization throughout the department.

g. Be responsible for the operation of the FMSO UADPS Level II Supply System and its financial system interface.

h. Analyze/design ADP processes, develops functional descriptions, and write system specifications. This includes local subsystems related to logistics operations, some of which will enhance and augment the FMSO UADPS Level II system.

i. Supervise civilian analysts, technicians and clerks.

j. Review and approve the work of subordinates which involves the following functions: systems analysis, design, development and implementation; ADP liaison; procedures development and maintenance; quality assurance; OJT and classroom training of departmental civilian personnel and customers of the Supply Department; administering supply support agreements; preparing and monitoring budgets and funds; administration, personnel and manpower control, and management; review, preparation, and monitoring of reports; management and preparation of special projects and studies; promulgation of management information, work measurement, effectiveness statistics and related narrative analyses; execution of physical inventory program.

2. Organizational Relationship. The Plans and Administration Division Officer reports to the Assistant Supply Officer.

708. INVENTORY BRANCH OFFICER. The Inventory Branch Officer is responsible for assisting in administering the Continuous Physical Inventory and Annual Location Audit Programs in accordance with NAVSUPINST 4440.115F. The scope involves on-hand inventory of approximately 20,000 line items valued at approximately $3 million (including the retail value of gas coupons). Inventory categories include medical supplies, narcotics, subsistence items, bulk petroleum, gasoline coupons, plant property, lumber, electronic items, SERVMART and Shop Store items and general supplies.

1. Duties, Responsibilities and Authority. The Inventory Branch Officer will:

a. Determine lot/segment sizes and select the method of conducting inventories.

b. Make periodic adjustments in schedules, as required, throughout the year.

c. Prepare ADP input and receive output, pertaining to the FMSO Level II Supply System, "SC" (inventory) and "SD" (location audit) sub-systems.

d. With the Systems and Procedures Branch Officer, coordinate scheduling and execution of inventory and location audit processes with ADP.

e. Annotate the Material Location Audit to document and list noted discrepancies. Ensure transactions are entered with appropriate changes and corrections. Enter data into the FMSO UADPS Level II system and validate transactions after processing.

f. Ensure recounts are conducted for discrepancy items over the recount dollar value threshold.

g. Ensure applicable Inventory Adjustment Gain (DOCID D8A) and Loss (DOCID D9A) transactions are processed to correct the item record balance.

h. Conduct causative research.

i. Analyze transaction ledgers, receipt documents, post issues, the Master Stock Item Record and other documents to determine if errors were processed.

j. Coordinate error correction with the Control Division.

k. Ensure applicable Inventory Adjustment Gain (DIC D8A) and Loss (D9A) transactions are processed to correct the item record balance.

l. Conduct spot inventories required by warehouse refusals.

m. Maintain minor and plant property records for the department and ensure minor and plant property stickers are applied to newly acquired property. Conduct inventories as required and ensure surveys are prepared for lost or missing items.

2. Organizational Relationship. The Inventory Branch Officer reports to the Plans and Administration Division Officer.

709. INVENTORY SUPPLY TECHNICIAN. The Inventory Supply Technician is responsible for administering the Continuous Physical Inventory and Annual Location Audit Programs in accordance with NAVSUPINST 4440.115. The scope involves on-hand inventory of approximately 20,000 line items valued at more than $10 million (including retail values of gas coupons). Inventory categories include medical supplies, narcotics, subsistence items, bulk petroleum, gasoline coupons, plant property, lumber, electronic items, shop store items and general supplies.

1. Duties, Responsibilities and Authority. The Inventory Supply Technician will:

a. Develop and execute annual inventory and location audits schedules by determining lot/segment sizes and selecting the sequence of the inventories. Coordinate inventory and location audit schedules with Intra-Fleet Supply Support Operations Team (ISSOT), Material Division and Control Division personnel and make adjustments in the schedules, as necessary, to ensure the minimum disruption to department operations throughout the year. Ensure recounts are conducted for discrepancy items over the recount dollar value threshold as described in NAVSUPINST 4440.115. File and update custody cards.

b. Ensure applicable Inventory Adjustment Gain and Loss transactions are processed to correct the item record balance. Draft survey documents when required.

c. Publish local inventory reports detailing causative research. Prepare and submit the quarterly Physical Inventory Report. Prepare other reports applicable to the physical inventory and location audit programs.

d. Conduct unscheduled inventories as required by warehouse refusals or other circumstances where the MSIR is believed to be out of balance with the warehouse.

2. Organizational Relationship. The Inventory Supply Technician reports to the Inventory Branch Officer.

710. SYSTEMS AND PROCEDURES BRANCH SUPERVISOR. The Systems and Procedures Branch Supervisor controls all modules and applications of the UADPS Level II supply system and as the senior analyst, provides technical supervision to other supply system analyst personnel. Acts in a staff capacity in isolating procedural problems within the Supply Department, developing standard operating procedures for military and civilian personnel, conducting on-the-job training and effectiveness of the Supply Department.

1. Duties, Responsibilities and Authority. The Systems and Procedures Branch Supervisor will:

a. Analyze Supply Department operations and procedures applicable to all modules of the FMSO UADPS Level II systems.

b. As the subject matter expert, establish necessary interfaces and develop standard operating procedures for mechanized processing of applicable transactions.

c. Provide technical and administrative supervision to three Supply Systems Analysts.

d. Ensure EEO policies are carried out and support of these policies is communicated to subordinates.

e. Assure equality in determining qualifications, selections, assignments, training, promotions, details, discipline, awards and leave approval.

f. Define existing practices and processes within the department in such a manner as to pin-point problem areas or non-compliance with directives and procedures applicable to supply management.

g. Identify errant conditions and recommend solutions to personnel responsible for their resolution. In this capacity, conduct independent research and management studies at the request of the Supply Officer, Assistant Supply Officer and the Plans and Administration Division Officer.

h. Review UADPS Level II mechanized listings on a daily basis in order to identify inaccurate information and unfavorable trends.

i. Exercise control of applications input for accuracy and compliance with prescribed policy.

j. Monitor related exception listings and ensure corrective action is taken in a timely manner.

k. Utilize management reports to troubleshoot and identify problems and bottleneck situations and to appraise management of significant findings.

l. Streamline documentation and work flow in order to maximize use of on-line information available from the UADPS Level II database.

m. Establish and maintain a working relationship with the Information Systems Department (ISD) and serve as the single point of contact among departments.

n. Review requests for services and monitor accomplishment of requests.

o. Conduct system related on-the-job training for military and civilian personnel assigned to the department.

p. Develop standard operating procedures for various functional areas of the department.

q. Write program specifications for local unique requirements in order to collect and retrieve management information not otherwise supported by the UADPS Level II system.

r. Develop standard operating procedures for various functional areas of the department.

s. Identify and submit requirements changes, which will further enhance the UADPS Level II system capability.

t. Manage microcomputer use within the Supply Department; test and evaluate hardware and software; recommend software and hardware procurement; and coordinate the installation, testing, and use of automated office information systems, including a local area network.

u. Maintain cognizance of all stand-alone micro-computer systems in use by the department.

v. Monitor services received from the ISD in support of automated operations and coordinate the reporting and correction of reported discrepancies with equipment or software.

w. Maintain a general liaison with the Assistant Control Division Officer and the application E and F analyst and provide support as may be required.

2. Organizational Relationship. The Systems and Procedures Branch Supervisor reports to the Plans and Administration Division Officer.

711. SUPPLY SYSTEMS ANALYSTS. The Supply Systems Analysts maintain UADPS Level II programs, develop standard operating procedures, conduct training and conduct management studies to measure and enhance the effectiveness of the supply department.

1. Duties, Responsibilities and Authority. The Supply Systems Analysts will:

a. Review UADPS Level II mechanized listings in order to identify inaccurate information and unfavorable trends.

b. Prepare Program Trouble Requests for UADPS Level II software discrepancies or program malfunctions.

c. Write program specifications for local unique requirements in order to collect and retrieve management information not otherwise supported by UADPS Level II.

d. Conduct independent research and management studies at the request of the Planning and Administration Officer, Supply Officer and Assistant Supply Officer.

e. Develop standard operating procedures for supply functional areas. Prepare changes in procedures to ensure compliance with policy prescribed by higher authority or changes made to the UADPS Level II Functional Description and User Manuals.

f. Conduct training for military and civilian personnel assigned to the Supply Department.

2. Organizational Relationship. The Supply Systems Analysts reports to the Systems and Procedures Branch Supervisor.

712. BUDGET ANALYST. The Budget Analyst performs budgeting, accounting, and procurement management review functions. Acts as coordinating officer with the Comptroller for budget matters and problem resolution.

1. Duties, Responsibilities and Authority. The Budget Analyst will:

a. Develop long and short range financial plans concerning annual requirements projections for civilian personnel, facilities, equipment acquisition, acquisition, of service contracts and managing to payroll resources.

b. Execute funds distribution to the applicable cost account codes and job orders.

c. Prepare Program Objective Memorandum for Resource Management.

d. Evaluate and analyze data for budget input.

e. Prepare annual Operation and Maintenance, Navy appropriation apportionment/budget call.

f. Prepare other procurement, Navy appropriation for acquisition of industrial plant equipment budget call.

g. Execute budget mid-year review.

h. Prepare unfounded requirements input.

i. Establish adequate files and records for audit purposes.

j. Provide adequate training to division's OPTAR holders for accounts keeping procedures.

k. Review and update cost account codes.

l. Ensure expenditures are changed to the appropriate cost account code.

m. Ensure internal controls are adequately established and continuously monitored.

n. Reconcile cost accounts at least monthly.

o. Prepare and submit financial reports.

p. Administer the NAVSUPPACT Naples Contracting Officers, Contracting Officer's Technical Representatives, and Ordering Officer's Program. Prepare certificates of appointment for Contracting Officers, Contracting Officer's Technical Representatives, and Ordering Officers.

q. Conduct periodical contract, Blanket Purchase Agreements review and evaluate compliance with current DoD acquisition regulations.

2. Organizational Relationship. The Budget Analyst reports to the Plans and Administration Officer.

713. OFFICE AUTOMATION CLERKS. The Office Automation Clerks provide assistance typing services, maintain the library, act as department representatives for timekeeping and payroll and maintain personnel actions and files. The Office Automation Clerks have extensive responsibility for coordinating work through the division and providing management services to the Planning and Administration Division Officer.

1. Duties, Responsibilities and Authority. The Office Automation Clerks will:

a. Maintain the department correspondence files. Maintain subject matter files and records that relate to the work. Set up and maintain logs showing the status of actions and correspondence.

b. Receive visitors and telephone calls.

c. Respond to routine and non-technical requests for information such as status of reports, suspense dates for matters requiring compliance and similar information readily available from files.

d. Receive incoming correspondence and screening material for suspense dates prior to distribution.

e. Schedule appointments and make arrangements for time, participants and location of meetings in accordance with instructions from the supervisor.

f. Make necessary arrangements for travel, arranging schedules of visits, making reservations, notifying organizations and officials to be visited and submitting travel vouchers and reports.

g. Provide translation services from English to Italian/or vice versa.

h. Maintain and update the department personnel database records.

i. Using either a word processor or a conventional typewriter, type letters, reports, tabulated data, memoranda, MTF messages, evaluations, fitness reports, work requests, etc., from written materials.

j. In the absence of the Supply Officer's secretary, act as the alternate secretary, performing all the duties of that position.

k. Provide word processing services. Schedule incoming requests for word processing.

l. Order operating supplies and maintenance or repair services as required. Maintain the division's office supplies inventory.

m. Maintain and update the department publications library. Publish a monthly catalogue of publications and latest changes.

n. Maintain the monthly reports tickler.

2. Organizational Relationship. The Office Automation Clerks reports to the Plans and Administration Division Officer.

714. CONTROL DIVISION OFFICER. The Control Division Officer is responsible for managing overall control division inventory management/stock control, invoice processing, financial management and customer services required to assure complete material support for the Supply Department in its role as the Navy Stock Point under the budget authority of the Naval Inventory Control Point (NAVICP) and the operational authority of CINCUSNAVEUR and the Naval Systems Command.

1. Duties, Responsibilities and Authority. The Control Division Officer will:

a. Direct supply program development activities required to establish an efficient and effective overall material control capability in support of NAVSUPPACT Naples tenant activities and the U.S. SIXTH Fleet.

b. Ensure development and implementation of the entire range of policies, regulations, methods and procedures required to ensure support material is on board or on order consistent with customer organization requirements.

c. Direct initiation and maintenance of necessary liaison with other NAVSUPPACT Naples, Navy, federal Defense Logistics Agency and General Services Administration supply organizations and customer organizations required to coordinate the timely acquisition of material to support such needs.

d. Assure continued supply system integrity through the monitoring of supply program operation; investigation of various supply system deficiencies, delays or problems detected or reported; and development of new or revised plans, methods and procedures as necessary to improve or resolve problems within the supply system.

e. Provide advice and consult with the Supply Officer/Assistant Supply Officer on matters relating to Control Division objectives in the areas of inventory management/stock control, customer services, invoice processing, financial management and UADPS Level II development. Make authoritative recommendations for courses of action to be taken by the Control Division on such matters with respect to future requirements or changes in the supply support for NAVSUPPACT Naples and other supported activities.

f. Advise the Supply Officer/Assistant Supply Officer on funding and resource considerations associated with division operations.

g. Direct and supervise the functions and responsibilities of the Assistant Control Division Officer.

h. Function as the Area Program Coordinator for the International Merchant Purchase Card Program.

2. Organizational Relationship. The Control Division Officer reports to the Assistant Supply Officer.

715. ASSISTANT CONTROL DIVISION OFFICER. The Assistant Control Division Officer directs and supervises the operation of the Control Division; and advises the Control Division Officer on all stock control, invoice processing, customer service and personnel matters within the division.

1. Duties, Responsibilities and Authority. The Assistant Control Division Officer will:

a. Act as first line supervisor to three branch heads within the Control Division.

b. Plan, direct and supervise division material control capability. Develop activities and make authoritative recommendations for courses of action to be taken by the division in response to new or changing supply support requirements.

c. Serve as the technical expert, within the division, for the development of the UADPS Level II supply system.

d. Identify UADPS Level II capabilities required in various functional areas (i.e.; requisition status, receipt/due processing, issue/demand processing, physical inventory control, excess/disposal tracking, requisition material monitoring and expediting) and coordinate the establishment of the capabilities through coordination with the internal/external organizations.

e. Work in conjunction with the Planning and Administration Division to tailor standard UADPS Level II programs to any unique application needs of supply management and material control operations and activities.

f. Control the financial management of Navy Stock Fund allotments for Budget Projects 15, 28, and 38.

g. Develop internal funding plans based upon historical spending rates and other financial actions, which could generate additional funds (i.e.; write-off of invalid accounts payable and obligations). In conjunction with the Comptroller, perform analysis of out-of-balance conditions by material cognizance symbol.

h. Oversee preparation of the semi-annual Stratification of Assets Report submitted to NAVICP.

i. Serve as liaison and advisor on material control planning and development matters. Maintain continuous liaison with personnel throughout the NAVSUPPACT Naples Community to exchange information and keep abreast of the latest material support requirements, incorporating them into division material control capability development activities.

j. Function as the Alternate Area Program Coordinator for the International Merchant Purchase Card Program.

k. Function as the Quality Control Program Facilitator.

2. Organizational Relationship. The Assistant Control Division Officer will report to the Control Division Officer.

716. CUSTOMER SERVICE BRANCH SUPERVISOR. The Customer Service Branch Supervisor, under the Assistant Control Division Officer, has primary responsibility for receipt and processing of customer requisitions and purchase requirements, placing orders against indefinite delivery quantity contracts, blanket purchase agreements and blanket ordering agreements, performing other contract administration functions and advising customers of the availability of requested items of supply.

1. Duties, Responsibilities and Authority. The Customer Service Branch Officer will:

a. Direct and supervise efforts of branch personnel to ensure maximum utilization of assigned personnel in order to provide effective and responsible supply support.

b. Provide technical expertise and guidance in directing all phases of branch operations, interpreting and analyzing supply related directives and publications issued locally and by higher authority to ensure NAVSUPPACT Naples compliance.

c. Assume responsibility for all aspects of supply management as related to requisitioning and procurement, maintenance of requisition files and management of USNH requisitioning.

d. Act as the first point of contact for customers. Receive customers' suggestions and complaints and resolve procurement and requisitioning difficulties.

e. Conduct indoctrination and other training for customers in procurement and requisitioning procedures. Conduct formal training on a quarterly basis for customers.

f. Edit and publish a customer service newsletter giving up-to-date information on current happenings in the world of supply.

g. Analyze system processing trends and identify problems to the Assistant Control Division Officer.

h. Maintain accurate and up-to-date procedural desk guides.

i. Attend conferences held by military and civilian personnel to discuss and resolve administrative and technical problems relative to the formulation of policies and procedures for the efficient operation of the branch.

j. Review and interpret incoming correspondence and issue instructions as required for compliance. Initiate and review outgoing correspondence, as required, which pertains to administration, operational and functional matters of the branch.

k. Assign and equalize workload, approve or disapprove leave, rate performances, recommend disciplinary actions, participate in the selection of new employees, and coordinate the training of new personnel.

l. Administer the Material Obligation Validation program for NAVSUPPACT Naples and tenant activities.

2. Organizational Relationship. The Customer Service Branch Supervisor will report to the Assistant Control Division Officer.

717. CUSTOMER SERVICES BRANCH TECHNICAL CLERK. The Customer Services Branch Technical Clerk is responsible for screening requisitions, answering questions pertaining to supply, assisting customers in preparing requisitions, obtaining National Stock Numbers (NSNs) and aiding in the procurement of material for NAVSUPPACT Naples and tenant commands.

1. Duties, Responsibilities and Authority. The Customer Services Branch Technical Clerk will:

a. Research requests for non-standard material from NAVSUPPACT Naples or tenant commands. Use extensive knowledge of the federal cataloging system to review existing stock catalogs, manufacturers' catalogs, etc., for the purpose of matching material descriptions and characteristics to a stock number already catalogued in the supply system or to a manufacturer's part number.

b. Edit requisitions for correctness and assign source of supply.

c. Assign manufacturer's code and address for part number requisitions.

d. Correct requisitions containing obsolete NSNs with up-to-date numbers or substitutions.

e. Notify requisitioners when descriptions, prices or units of issue are different on the Defense Logistics Agency Management Data List from item requisitioned.

f. Research GSA catalogs, manufacturers' catalogs and the Defense Logistics Agency Management Cross Reference List to find like material and assign part numbers or NSNs in order to purchase the material.

g. Maintain files of microfiche, publications and changes received and updated which comprise the department technical library.

h. Receive a monthly list of items recommended for stocking in main supply from the Stock Control Branch and provide Management List Navy data, such as acquisition advice codes, security codes, unit prices, descriptions, substitute data, etc.

2. Organizational Relationship. The Customer Services Branch Technical Clerk reports to the Customer Services Branch Officer.

718. CUSTOMER SERVICES BRANCH PROCUREMENT TECHNICIANS. The Customer Services Branch Procurement Technicians is responsible for contract administration functions within the department.

1. Duties, Responsibilities and Authority. The Customer Services Branch Procurement Technicians will:

a. Administer indefinite delivery contracts, blanket purchase agreements (BPA) and blanket ordering agreements (BOA) issued by the Navy Regional Contracting Command (NRCC) Naples.

b. Perform ordering functions for the Defense Fuels Supply Center contracts and NRCC contracts for supplies, services, ground petroleum products, Tangenziale viacards, copier machine services, industrial gas, bakery, laundry and office machine repair. Monitor the progress of deliveries and work requests, determining if terms of contracts are met, coordinating with contractors and contracting officers, and placing trouble calls to contractor for copier machines at Agnano and Capodichino bases.

c. Receive, log and verify invoices for orders placed via MOU and forward for payment. As necessary, return invoices to contractor for additional information. Enter explanatory remarks for any discrepancies noted.

d. Receive current copier meter read ins of each copy machine for the contractor and enter the data into a PC database. Print and distribute billing data and maintain balances of accounts for all activities serviced by the copier contractor.

e. Monitor the complex Tangenziale Viacard Program, which has been set up by NRCC on an MOU. Involves receipt of viacards from the Tangenziale office, receiving obligation documents from customers, updating computer databases with all accounting data and viacard numbers, account card holders, replacing cards when lost/damaged and assisting customers in filling out all required documents for card issuance. Once a month, receive an itemized bill from the Tangenziale office. Through the computer database, the DD Form 2035s are prepared, converting lire to U.S. dollars for each card number and a total amount listed. Prepare DD Form 1155 and update funds available to the customer(s), requesting additional funding as necessary.

f. Establish and maintain control files for purchase orders providing a summary of steps taken and information on current status.

g. In the absence of the Supply Technician, screen not-carried material requisitions for assignment of an NSN, FSCM, part number and any other identifying characteristics. If non-standard material cannot be referenced to an NSN, ensure sufficient technical data is available to procure the material from commercial sources. This involves extensive research of technical publications, federal cataloging books, commercial brochures and the use of a computer to inquiry released FEDLOG data.

h. Assist in processing requisitions, typing, filing, file research, screening not carried material and other functions of the Customer Services Branch.

2. Organizational Relationship. The Customer Services Branch Procurement Technicians reports to the Customer Services Branch Supervisor.

719. CUSTOMER SERVICES BRANCH SUPPLY CLERKS/TECHNICIANS. The Customer Services Branch Supply Clerks/Technicians are responsible for receiving and processing requisitions.

1. Duties, Responsibilities and Authority. The Customer Services Branch Supply Clerks/Technicians will:

a. Receive incoming requisitions and process them into the UADPS Level II system.

b. Type requisitions and related documents.

c. Screen requisitions for validity, making minor routine changes, contracting the customer and rejecting improperly formatted documents that cannot be changed by supply personnel.

d. Process quarterly MOV transactions.

e. Expedite IPG I requisitions and conduct routine follow-ups on IPG II and IPG III requisitions.

f. Notify Stock Control Branch personnel when a due in should be increased so a back order can be processed.

g. Process USNH requisitions in accordance with current Standard Operating Procedures.

h. Maintain files of requisitions received and processed and proof-of-delivery for local issues.

i. Establish and maintain all publications, procedures and instructions related to the branch.

2. Organizational Relationship. The Customer Service Branch Supply Clerks/Technicians reports to the Customer Services Branch Supervisor.

720. CUSTOMER SERVICES BRANCH FILE CLERK. The Customer Services Branch File Clerk is responsible for filing of requisitions and proofs of delivery, distribution of selected outgoing correspondence, answering the telephone, and performing stock and status checks.

1. Duties, Responsibilities and Authority. The Customer Services Branch File Clerk will:

a. Maintain files of requisitions received and processed and proofs of delivery for local issues.

b. Type requisitions and related documents.

c. Distribute weekly requisition status reports to department customers.

d. Establish and maintain publications, procedures and instructions related to the branch.

2. Organizational Relationship. The Customer Services Branch File Clerk reports to the Customer Services Branch Officer.

721. STOCK CONTROL BRANCH SUPERVISOR. The Stock Control Branch Supervisor has primary responsibility for the financial and inventory management of Navy stock fund material for the department in its role as a Navy stock point under the budget authority of the Defense Budget Operating Fund.

1. Duties, Responsibilities and Authority. The stock Control Branch Supervisor will:

a. Direct and supervise the efforts of branch personnel to ensure maximum utilization of assigned personnel in order to provide effective and responsible supply support.

b. Provide technical expertise and guidance in directing all phases of branch operations and in interpreting and analyzing supply related directives and publications issued locally and by higher authority to ensure NAVSUPPACT Naples compliance.

c. Assume responsibility for all aspects of supply management, as related to inventory management and stock record maintenance, including the following; item establishment, demand processing, item replacement, material excising, change notice processing, stock dues and financial reconciliation.

d. Develop and execute plans of action to achieve NAVSUP performance standards in the area of inventory management, with particular emphasis on point of entry and net effectiveness goals.

e. Oversee the management of three DBOF budget project allotments 15, 28 and 38. This responsibility includes ensuring maintenance of memorandum accounting records, investment of DBOF dollars to maximize customer support, development of internal funding plans and additional funding requests, financial sales and trend analysis, problem identification and solution development.

f. Manage and closely monitor supply inventory support provided to U.S. SIXTH Fleet units, ensuring adequate on-hand stocks and inventory accuracy of Administrative Officer (AO) deck load material, pre-positioned war reserve material, consolidated outfitting shore base allowance list and shop stores material.

g. Review UADPS Level II system improvements and changes, analyzing impact on enlisting procedures, developing plans and recommendations and coordinating actual implementation.

h. Ensure all input to the UAPDS Level II system is correct and that all transactions are reflected in the accounting records.

i. Interpret and analyze the listings received from the UAPDS Level II system for monthly new item range additions, daily transaction ledgers, stock overage due-ins, outstanding transactions, output into autoin, reconciliation, and processing errors.

j. Maintain accurate and up-to-date procedural desk guides.

k. Attend conferences held by military and civilian personnel to discuss and resolve administrative/technical problems relative to the formulation of policies and procedure for efficient operation of the branch.

l. Assume responsibility for accuracy and timely submission of reports which fall within the cognizance of the branch, including; semi-annual stratification, annual NSO validations, supplemental funding requests, monthly management information data, monthly management criteria lists, monthly supply effectiveness reports, monthly AO deck load reports and propositioned war reserve and cyclic asset reports.

m. Review and interpret incoming correspondence and issue instructions as required for compliance. Initiate or review outgoing correspondence, as required, which pertains to the administrational, operational and functional matters of the branch.

n. Assign and equalize workload, approve or disapprove leave, rate performance, recommend disciplinary actions, participate in the selection of new employees and coordinate the training of new personnel.

o. Ensure that the Navy Stock Fund (NSF) activity functions are properly carried out in accordance with NAVCOMPT, NAVSUP, NAVSUPPACT Naples, and departmental instructions and guidelines, as required. Conduct monthly, quarterly, and annual reconciliation of all collection and disbursement actions affecting the NSF. Ensure reconciliation of the Supply Master Stock Item Records (MSIR) with the Financial Inventory Records (FIR) mainland by Rota, Spain.

p. Maintain the memorandum records for Budget Project 28 and Budget Project 38. Review and analyze input data to outstanding billings, often involving the Authorized Accounting Activity (AAA), to resolve collections. Ensure that the AAA sends timely follow-ups on all outstanding bills. Contact the AAA for new unit identification codes for new cash sale customers that are approved by the Supply Officer. Administer all requests to establish new cash sale accounts and ensure the customer is advised of all regulations concerning the use and control of the account. Ensure the UADPS Level II supply system is updated to accommodate new accounts.

q. Conduct monthly, quarterly, and annual reconciliation of all collection and disbursement actions affecting the NSF. Ensure reconciliation of the MSIR with the FIR maintained by Rota, Spain.

2. Organizational Relationship. The Stock Control Branch Supervisor reports to the Assistant Control Division Officer.

722. STOCK CONTROL INVENTORY MANAGER. The Stock Control Inventory Manager is responsible for inventory management functions, such as establishing inventory levels, replenishing stock, processing demands, establishing new items and disposing of excesses.

1. Duties, Responsibilities and Authority. The Stock Control Inventory Manager will:

a. Review daily FMSO UADPS Level II transaction ledgers for correct input and processing on individually assigned cognizance material.

b. Review daily replenishment listings and release requisitions for resupply of stock.

c. Perform quality assurance review of transactions released to other Inventory Control Points (ICP) and other supply officers.

d. Review monthly overage dues listings, taking action to prepare reports of discrepancy, supply assist messages and reordering, as required.

e. Maintain receipt document files for replenishment material.

f. Work closely with the Stock Control Branch Supervisor and perform duties for assigned material commodities.

g. Determine which items to stock in inventory. This includes items, which fit into the category of three demands in the past six months and items which require special levels; i.e., insurance items (NSO), pre-positioned war reserve items. Utilize system generated demand history listings to determine which items qualify for stock; analyze demand patterns; consider category and type of material, shelf life implications and availability of funding.

h. Ensure records are accurate and complete through a cyclic and consistent review of the data elements of the Master Stock Item Record (MISR) file and record in the requisitions status file. Initiate immediate corrective action, when necessary.

i. Ensure appropriate actions are taken, such as issue, back order establishment or release, special shop store requirements, gas cylinder processing, demand validation, passing or referral action or cancellation.

j. Ensure appropriate follow-on MILSTRIP transactions are forwarded for stock replenishment due-ins; i.e., supply status, passing orders, referral orders, cancellation requests, requisition modifiers, material obligation validation requests, responses and shipment status.

k. Ensure correct processing of excess material. Review listings generated at quarterly excess processing. Clear due-ins for material identified as excess. Input advance notification of shipping for material required by ICP to be returned.

l. Actively participate in the item stratification and FIR process. Make adjustments to records so the most accurate data is portrayed in the stratification output and sent to FMSO for DBOF allocation decisions.

m. Perform MSIR/due reconciliation on a monthly basis. Ensure MSIR due-in quantities are matched to outstanding requisitions on the requisition status file. Research discrepancies and initiate corrective action, as necessary, to balance records.

n. Manage stock availability to maximize supply support provided to customer commands. Utilize not-in-stock listings and review on-hand balances to identify items requiring expediting action. Prioritize requirements and perform follow-up actions to ensure all possible action is taken to expedite receipt of material. Identify items requiring priority upgrade and take specific action. Execute plans of action to achieve POE and net effectiveness goals.

2. Organizational Relationship. The Stock Control Inventory Manager reports to the Stock Control Branch Supervisor.

723. INVOICE PROCESSING BRANCH SUPERVISOR. The Invoice Processing Branch Supervisor has primary responsibility for the management of the Invoice Processing Program.

1. Duties, Responsibilities and Authority. The Invoice Processing Branch Supervisor will:

a. Direct and supervise the efforts of branch personnel to ensure maximum utilization of assigned personnel in order to provide effective and responsible supply support.

b. Provide technical expertise and guidance in directing all phases of branch operations. Interpret and analyze supply related directives and publications issued locally and by higher authority to ensure NAVSUPPACT Naples compliance.

c. Analyze system processing of vouchers and identify problems to the Assistant Control Division Officer.

d. Oversee and administer the payment cycle of vendor invoices which cover satisfactory receipt of material, satisfactory performance of services, compliance with contract terms, availability of relative purchase documentation, expiration date of the invoice, availability of funds, processing of purchase documents or bills and preparation of NAVCOMPT 2277 for disbursement.

e. Certify invoices and Inspection Reports (SF 1155/SF 250) and approve Public Vouchers (NAVCOMPT 2277) for payment of petroleum products and coupons, bakery products, medical hardware, electoral and electronics items, supplies for ships, supplies for offices, repair services, air terminal services and secure cash transportation services.

f. Assume responsibility for accuracy and timely submission of reports which fall within the cognizance of the branch, including, but not limited to, monthly reports of gain or loss POL product expenditures and monitor weekly transactions and operate daily with disbursing in order to ensure the most advantageous rate of exchange for payment in Italian currency.

g. Act as the Departmental Prompt Payment Act Coordinator.

h. Oversee processing of local or CONUS purchase documents and intervene when conflicts arise between contractors and customers.

i. Review and interpret incoming correspondence and issue instructions as required for compliance. Initiate or review outgoing correspondence as required, which pertains to administrational, operational, and functional matters of the branch.

j. Assign and equalize the workload, approve and disapprove leave, rate performances, recommend disciplinary actions, participate in the selection of new employees and coordinate the training of new personnel.

2. Organizational Relationship. The Invoice Processing Branch Supervisor reports to the Assistant Control Division Officer.

724. INVOICE PROCESSING BRANCH VOUCHER EXAMINERS. The Invoice Processing Branch Voucher Examiners have primary responsibility for providing financial and audit support to U.S. SIXTH Fleet units in the Port of Naples and Gaeta, and administering the expenditure of funds for POL coupons. Additionally, the examiners are responsible for auditing and verifying purchase orders and accounting documents and for processing invoices under the Prompt Payment Act.

1. Duties, Responsibilities and Authority. The Invoice Processing Branch Voucher Examiners will:

a. Interpret Italian port tariff rules which directly affect processing of invoices and the operating budget of each shop involved.

b. Conduct liaison with port services contractors to provide advice on mutual responsibilities under the Italian port tariff and provide interpretation of the proper application of clauses to resolve discrepancies on invoices presented for services accomplished during port visit of fleet units.

c. Analyze the Italian port officer tariff to verify if price invoices for services rendered during unforeseen circumstances (over-time, rainy weather or holidays) with consequent additional fees are fair and reasonable.

d. Administer the expenditure of funds for port service for U.S. ships and other fleet units making port calls in the Naples/Gaeta area. Act as agent for the U.S. Government in payment of these bills. Maintain budget records for these payments.

e. Request additional funds from the appropriate end-user, via the branch supervisor, to substantiate documents for payment. Ensure contractor compliance with contract clauses pertinent to preparation of vouchers and bring perceived instances of non-compliance, as well as remedial actions required, to the attention of the Receipt Control Branch Supervisor.

f. Verify and process accounting documents, purchase orders and invoices subject to the Prompt Payment Act. Pay interest penalties when payments are late. Take discounts when payments are made on or before the discount date. Assess performance of the processing system and provide a reliable way to estimate payment performance.

g. Verify correctness and authenticity of documentation provided to cover receipt, inspection and acceptance of services performed under indefinite delivery contracts.

h. Review and ensure proper logs, ledgers, and records are accurately maintained to reflect discounts earned and that vouchers and bills are processed in accordance with NAVCOMPT Vol. VI, as implemented by the Prompt Payment Act and amended by the Federal Contract Report of January 1990.

i. Establish telephone contacts with U.S. purchasing agents, the Contracting Officer at NRCC Naples and U.S. contractors in order to resolve discrepancies arising due to non-adherence to contract clauses.

j. Initiate and type messages to ships in order to verify and process port visit invoices submitted by local vendors.

2. Organizational Relationship. The Invoice Processing Branch Voucher Examiners reports to the Invoice Processing Branch Supervisor.

725. INVOICE PROCESSING BRANCH FILE CLERK. The Invoicing Processing Branch File Clerk is responsible for providing clerical support to the branch.

1. Duties, Responsibilities and Authority. The Invoice Processing Branch File Clerk.

a. Type, from clear copy and rough draft, a variety of material; such as letters, speed letters, dispatches, memoranda, statistical tabulations, reports, directives, and notices, which may involve specialized subject matters.

b. Write standardized acknowledgements, transmittals, simple follow-up or other letters, as assigned, that require selection of a few standardized paragraphs from previous copies of such material. Present correspondence in final or draft form for the approval of the supervisor.

c. Sort incoming mail, reports and other documents. Distribute mail to employees in the unit, according to the correspondence subject and worker assignments. Assemble outgoing material, verify required material is attached and arranged with the material in proper order. Ensure required signatures and dates are entered before releasing the material from the unit.

d. Maintain an established set of office files, arranged alphabetically, numerically, chronologically or by subject-matter categories; file and withdraw materials which can be readily identified information that has been authorized for release.

e. Answer telephones, take and relay messages and refer callers to the appropriate employee or to the known employee concerned with the subject of the call. Personally provide information to callers when the call is for easily identified information that has been authorized for release.

f. Enter, delete, modify and retrieve data from an established database and produce standard reports using clearly defined procedures.

2. Organizational Relationship. The Invoice Processing Branch File Clerk reports to the Invoice Processing Branch Supervisor.

726. FOOD SERVICE BRANCH/GALLEY LIAISON CPO

1. Duties, Responsibilities and Authority. The Food Service Branch/Galley Liaison CPO will:

a. Act as command liaison with the civilian contractor that operates the general mess.

b. Serve as the contracting officer technical representative for the general mess services contract.

c. Assume responsibility for the Food Service Branch training program.

d. Act as point of contact between the general mess and patrons.

e. Maintain a copy of the master inventory of minor property and ensure all equipment is marked for identifications.

f. Assemble and correlate data to provide budget justification.

g. Initiate orders, inventory, control, issue and maintain usage data for all government furnished supplies and equipment.

h. Establish effective liaison with divisions, departments, and offices that provide goods and services to the general mess.

2. Organizational Relationship. The Food Service Branch/Galley Liaison CPO will report to the Supply Officer.

727. GALLEY LIAISON PERSONNEL

1. Duties, Responsibilities and Authority. The Galley Liaison Personnel will:

a. Assist the Food Services Branch/Galley Liaison Officer in carrying out duties.

b. Inventory and maintain adequate general mess gear to ensure it is available for deriving periods.

c. Maintain divisional OPTAR budget and records.

d. Perform daily mess inspections to ensure contractual compliance.

e. Maintain all spaces and equipment in the serving line, scullery, and food areas.

f. Maintain order and discipline of patrons during meal hours.

2. Organizational Relationship. The Galley Liaison Personnel reports to the Food Services Branch/Galley Liaison CPO.

728. POSTAL BRANCH OFFICER. The Postal Branch Officer is responsible for the overall supervision of postal supervision of postal functions for the command.

1. Duties, Responsibilities and Authority. The Postal Branch Officer will:

a. Institute and maintain operation and control procedures to ensure proper and expeditious processing, dispatching and delivery of mail; and preserve the inviolability of personal mail.

b. Maintain proper safeguards and security control to prevent plundering of the mail and embezzlement of postal funds and effects.

c. Ensure mail service to the command is continually evaluated and incidents of unexplained, missing, misdirected or delayed mail are reported to the appropriate activity.

d. Issue standard operating procedures in the form of postal directives and instructions citing pertinent information relative to mail services and facilities.

e. Ensure maintenance of a complete and effective mail directory service.

f. Conduct investigations of postal complaints as necessary.

g. Ensure monthly and quarterly audits or inspections of post offices are conducted as required.

2. Organizational Relationship. The Postal Branch Officer reports to the Services Division Officer.

729. POSTAL FINANCE CHIEF

1. Duties, Responsibilities and Authority. The Postal Finance Chief will:

a. Review change of custodian of postal effects postal audits.

b. Process stamp requisitions and fixed credit account overages remitted by military post offices.

c. Verify money order and meter reports.

d. Maintain a tickler file of all correspondence routed through the postal admin office. Route, log and track special request chits, leave papers and exchanges of duty. Prepare travel orders and TAD requests.

e. Represent the Postal Branch Officer during absence.

f. Process and format outgoing messages.

g. Update, as required, postal instructions, notices, and memoranda, including standard operating procedures and postal operating procedures.

h. Control AT&T and Viacards. Verify monthly phone and Viacard bills for accuracy and abuse.

i. Submit POW notes.

j. Prepare smooth evaluations and award nominations.

k. Schedule appointments and training when necessary.

l. Prepare and maintain summer hire and civilian personnel records and files including SF52s, evaluations, time-cards and leave requests.

2. Organizational Relationship. The Postal Finance Chief reports to the Postal Branch Officer.

730. CUSTODIAN OF POSTAL EFFECTS. The Custodian of Postal Effects is charged with the financial responsibility of the post offices and will hold a proper receipt from those holding fixed stamp credit accounts in subcustody. Serves as custodian of accountable equipment issued by the U.S. postal service.

1. Duties, Responsibility and Authority. The Custodian of Postal Effects will:

a. Prepare duty section watch bills.

b. Prepare required monthly/quarterly reports.

c. Ensure proper maintenance of postal files.

d. Ensure proper control of leave, TAD and special liberty requests to ensure adequate manning of office at all times.

e. Enforce lunch hours, smoking restrictions, personal appearance, safety practices and noise levels.

f. Properly rotate all military and civilian postal clerks between finance, registry, general delivery, directory and deck operations on a consistent schedule in writing.

g. Ensure tight security of the Military Post Office, protection of funds, registered mail and other accountable equipment.

h. Ensure proper answering of forwarding to Postal Officer or Federal Post Office of customer complaints, even minor ones.

i. Assign Postal Clerks in writing as representatives/assistants for divisional collateral duties and coordinate their proper training.

j. Supervise the deck supervisor to ensure required reports and surveys are conducted and submitted in a timely matter.

2. Organizational Relationship. The Custodian of Postal Effects reports to the Postal Branch Officer.

731. FILLER STOCK CLERKS. The Filler Stock Clerks are in charge of the Finance Section in the absence of the Custodian of Postal Clerks (COPE).

1. Duties, Responsibilities and Authority. The Filler Stock Clerks will:

a. In the absence of the COPE, fill stamp requisitions and verify daily money order reports.

b. Be in charge of the finance section in the absence of the COPE.

c. Perform the same functions as Finance Clerks.

2. Organizational Relationship. The Filler Stock Clerks report to the COPE.

732. FINANCE CLERKS. The Finance Clerks are officially designated and are authorized by public law to perform postal finance functions.

1. Duties, Responsibilities and Authority. Finance Clerks will:

a. Identify, properly classify and understand weight and size limitations for mailing of articles at all rates.

b. Understand the different services available to all classes of mail.

c. Possess a working knowledge of the international and domestic mail manuals and other applicable postal instructions.

d. Understand customs procedures and forms required for mailing.

e. Be familiar with money order issuing, cashing and associated reports procedures.

f. Process customer claims/inquiries.

g. Operate, remit funds and process reports associated with postage meters and postage IRTs.

2. Organizational Relationship. The Finance Clerks report to the COPE.

733. REGISTERED MAIL CLERKS

1. Duties, Responsibilities and Authority. Registered Mail Clerks will:

a. Maintain established security of registered mail when in their custody.

b. Receive, sort, store and dispatch, as necessary, registered mail within the post office.

c. Comply with current dispatch and routing schemes provided by the routing authorities.

d. Operate the registry section following standard post office procedures.

e. Prepare a daily accounting and inventory of daily transactions conducted in registry operations.

2. Organizational Relationship. The Registered Mail Clerks reports to the Custodian of Postal Effects.

734. SUPPLY CLERK. The Postal Supply Clerk receives and issues U.S. Postal Service expendable supplies and forms. This position requires expertise in the area of supply procedures and familiarization with Department of the Navy and U.S. Postal Services directives.

1. Duties, Responsibilities and Authority. The Postal Supply Clerk will:

a. Maintain a three-month level of postal supplies.

b. Maintain and properly complete PS Form 1586 supply inventory cards.

c. Care for the preserve supplies.

d. Dispose of and replace obsolete forms and supplies.

e. Monitor stock levels of postal supplies to prevent overstocking and to ensure proper requisitioning of necessary supplies to maintain postal operations.

2. Organizational Relationship. The Supply Clerk reports to the Custodian of Postal Effects.

735. DECK SUPERVISOR/SECTION LEADER. The Deck Supervisor/Section Leader is responsible for day to day deck operations of the post office.

1. Duties, Responsibilities and Authority. The Deck Supervisor/Section Leader will:

a. Direct and supervise deck operations.

b. Prepare messages, container receipt reports, TTISM reports, postal net alerts and deck staffing standard surveys.

c. Initiate trouble calls for post offices and coordinate vehicle maintenance, trip tickets, and fueling.

d. Coordinate mail call/dockside delivery.

e. Be responsible for mailbox collection schedules, security and pickup.

f. Supervise directory, general delivery and the issuing of mailboxes.

g. Coordinate mail orderly training/designation, ensure program is strictly enforced and unauthorized personnel are denied access.

h. Ensure proper preparation of manifests and mail on hand reports.

i. Maintain up-to-date ships routing information and review routing of each fleet unit.

j. Formulate a standard package to be distributed to command mail orderlies at training, which instructs how to properly directories mail.

k. Ensure daily check-off lists are completed prior to securing each day.

l. Ensure duty Postal Clerk coordinates with COPE on all leave, liberty and TAD requests prior to forwarding to the chain of command.

m. Supervise and train volunteers and summer hire personnel.

n. Maintain deck files, etc. in the postal admin office and maintain tenant command rosters.

o. Provide first draft of evaluations and award recommendations and first chop on request chits.

p. Ensure sharp personal appearance and professional conduct is maintained at all times by deck personnel. Enforce safety and smoking regulations.

q. Ensure mail is properly handled at all times.

r. Check bags, boxes and pallets for damage due to weather or pilferage; and ensure damaged mail and rewrapped material section is maintained properly and proper logs are kept.

s. Ensure section and deck personnel are properly trained and aware of changes on flight or ground schedules.

t. Ensure incoming mail is scanned daily for Streamlined Automated Logistics Transmission System (SALTS) transmissions.

2. Organizational Relationship. The Deck Supervisor/Section Leader reports to the COPE.

736. DIRECTORY CLERKS. Directory Clerks deliver mail to personnel and ensure forwarding or other disposition of mail addressed to persons no longer at the command.

1. Duties, Responsibilities and Authority. Directory Clerks will:

a. Maintain a complete directory file of OPNAV Form 5110/5 for every individual receiving mail through the post office.

b. Promptly directs mail, which is undeliverable and redispatch.

c. Purge the directory file monthly for out of date cards.

d. Dispatch dead mail to the appropriate serving gateway dead letter or parcel branch daily.

e. Ensure the holding period for accountable mail is strictly adhered to and delivery receipts are completed properly.

f. Issue and maintain general delivery mail boxes.

g. Maintain liaison with tenant commands and ensure up to date rosters are on hand from all locations, including prospective gain/loss lists.

2. Organizational Relationship. The Directory Clerk reports to the Deck Supervisor/Section Leader.

737. POSTAL CLERKS. Postal Clerks are responsible for receiving, sorting, storing (staging) and dispatching incoming and outgoing mail.

1. Duties, Responsibilities and Authority. Postal Clerks will:

a. Prepare and maintain a mobile unit status board.

b. Prepare daily work sheets and inventories of mail received and dispatched.

c. Conduct mail call for local commands.

d. Load, stack, and unload mail trucks; including containers.

e. Operate U.S. government official vehicles while performing duties.

f. Prepare mail movement reports, mail manifests and other postal related paperwork.

g. Consolidate, sort, tray, cancel, label, and bag all classes of retrograde mail from fleet units.

h. Ensure post office spaces are kept clean and free from hazardous materials and other safety hazards.

2. Organizational Relationship. The Postal Clerks reports to the Deck Supervisor/Section Leader.

Chapter 8

PUBLIC WORKS DEPARTMENT

801. PUBLIC WORKS OFFICER (PWO). The PWO is responsible for the effective and efficient operation of the Public Works Department and the maintenance of Real Property owned and/or leased by NAVSUPPACT Naples. The PWO is also the Officer in Charge of Construction responsible to the NAVFACENGCOM European Field Activity (EFA) Mediterranean. He is the delegated contracting authority for the NAVFACENGCOM EFA.

1. Duties, Responsibilities and Authority. The Public Works Officer will:

a. Act on matters pertaining to the Public Works Department (PWD) organization, operations, administration and supervision.

b. Act on matters relative to the Real Property Maintenance Activity (RPMA) as directed by prevailing NAVFAC instructions.

c. Act on all aspects of planning, design, construction, maintenance and repair of shore facilities.

d. Be responsible for PW operations and state of maintenance on owned and leased Real Property facilities and utility systems.

e. Act on matters relating to lease administration as defined by prevailing letters of appointment as Administrative Lease Officer.

f. Act on matters relative to the duties and responsibilities as the Resident Officer in Charge of Construction (ROICC).

g. Act on matters relating to the administration of the command's Transportation operation and maintenance mission in support of host and tenant commands.

h. Maintain liaison and coordinate among host departments and tenant commands matters relative to mission and tasking of the PWD.

2. Organizational Relationship. The Public Works Officer reports to the Commanding Officer.

802. ASSISTANT PUBLIC WORKS OFFICER. The Assistant Public Works Officer (APWO) is responsible for the effective and efficient conduct of day-to-day operations of the Public Works Department. The APWO is responsible for all organizational components of the PWD and acts in the absence of the PWO in all capacities with the exception of ROICC responsibilities, which are non-delegating to the APWO.

1. Duties, Responsibilities and Authority. The Assistant Public Works Officer will:

a. Direct the day-to-day operations of the PWD coordinating the tasking of Public Works organizational components.

b. Act in the absence of the Public Works Officer.

c. Assist in the formulation of and preparation of PWD budget submissions.

d. Prepare management and analysis reports for the department and the PWO.

e. Prepare and review outgoing departmental correspondence. Ensure incoming message traffic and correspondence are properly distributed among the PWD divisions.

f. Act to ensure the timely formulation and submission of officer and enlisted fitness reports and civilian performance appraisals.

g. Direct, supervise and manage the efforts of the PWD division directors, prioritize work plans and operational tasking as directed by the Public Works Officer.

2. Organizational Relationship. The Assistant Public Works Officer reports to the Public Works Officer.

803. BUSINESS MANAGER. The Business Manager is responsible for the administrative, local area network (LAN), financial and managerial support to the Public Works Department (PWD).

1. Duties, Responsibilities and Authority. The Business Manager will:

a. Act on personnel management matters and Public Works hiring actions.

b. Liaison with the Human Resources Office and manage the department's position management program.

c. Be responsible for accounting and budgeting on PWD expense operating budgets and provide financial control of job orders written against such budgets.

d. Be responsible for analysis support to components within PWD conducting internal management analysis studies and serve as the PWD Management Control Program focal point.

e. Liaison with Internal Review and maintain reports and records on the department's minor and plant property accounting program.

f. Serve as the PWD's primary point of contact for customer meetings and quality management boards.

2. Organizational relationship. The Business Manager reports to the Assistant Public Works Officer.

804. ENGINEERING GROUP DIRECTOR. The Engineering Group Director consists of three individual and several branches: Engineering, Planning and Naples Improvement Initiative (NII). The Engineering Group Director provides a full range of engineering services including; design of construction and maintenance/repair projects, facilities planning, engineering studies and program management of new facilities coming on line at Capodichino and the Gricignano Aversa Support Site.

1. Duties, Responsibilities and Authority. The Engineering Group Director will:

a. Direct, manage, supervise and coordinate the efforts of the Engineering, Planning and NII branches.

b. Act as Deputy Director of the NII, directing and supervising the functions and responsibilities.

2. Organizational Relationship. The Engineering Group Director reports to the Public Works Officer.

805. ENGINEERING DIRECTOR. The Engineering Director supervises and acts on matters pertaining to Public Works Department Engineering and Planning Branches.

1. Duties, Responsibilities and Authority. The Engineering Director will:

a. Supervise, administer and act on matters pertaining to the Engineering Division to include in-house development of plans, specification and engineering studies as tasked by the PWO. Supervise efforts of planners, engineers and architects and technicians.

b. Ensure proper review and approval of plans, specifications for military construction (MCON) and special projects and other engineering studies and construction documents as prepared by outside engineering and architectural firms.

c. Accept and approve final acceptance of constructed facilities and provide technical guidance and professional architectural and engineering services for NATO and other tenant commands when requested.

d. Maintain technical plan files and as-built record drawings for base facilities.

e. Be responsible for architect/engineer contract management and engineering studies and as the Command's focal point, liaison with local authorities on facility related issues.

2. Organizational Relationship. The Engineering Director reports to the Assistant Public Works Officer.

806. PLANNING OFFICER. The Planning Officer is responsible for the management of facilities planning and programming services.

1. Duties, Responsibilities and Authority. The Planning Officer will:

a. Be responsible for the preparation and maintenance of shore facilities planning and programming documents.

b. Maintain basic facility requirements and facility planning documents.

c. Provide facilities planning services for host and tenant commands.

d. Prepare project documentation for the Military Construction and special projects programs.

e. Prepare the Command's Shore Base Readiness Reports.

f. Maintain plant property record cards and update the FASCO (P-164) facilities data base.

g. Prepare and process mixed commission documentation as required.

2. Organizational Relationship. The Planning Officer reports to the Engineering Director.

807. FACILITIES SUPPORT CONTRACTS/REALTY DIVISION DIRECTOR. This branch is responsible for the day-to-day administration and management of the Facility Support Contract Division and the Real Estate Division. The Facility Support Contract Division provides a full range of maintenance, repair, construction, and service support contracts for host and tenant commands. The Real Estate Division is responsible for the lease administration of the host and tenant command's leased real property.

1. Duties, Responsibilities and Authority. The Facility Support Contracts/Realty Division Director will:

a. Act on matters pertaining to contract procurement procedures (i.e.: maintenance of bidders list; conduct of pre-bid conferences and site visits; receipt, opening and evaluation of bids; conduct of pre-award surveys; issuance of contract modifications; issuance of contractual documents obligation of funds; certification of contract payment; and resolving of contractor claims) relating to facility support contracts.

b. Act on matters pertaining to administration (i.e.: monitoring contractor progress, performing quality assurance inspections and obtaining technical reviews and approvals) of facility support contracts.

c. Provide liaison between contractors and customers.

d. Ensure performance of work statements are accurately developed.

e. Ensure quality assurance plans in conjunction with contract performance work statements are accurately developed.

f. Ensure appropriate cure actions are taken on matters relating to contractor performance.

g. Act on matters involving the monitoring, execution negotiation and quality assurance measures for real property lease administration.

h. Ensure lessor performance of extraordinary maintenance as provided for under prevailing lease agreements.

i. Prepare annual real property lease budgets, make utility and lease payments, and maintain records for real property facilities.

j. Maintain liaison with Italian lessors and maintain condition reports for leased real property.

k. Ensure lessor compliance with terms and conditions of the lease contract.

l. Issue letters of warning addressing nonperformance and cue notices as required by real property lease administration and in accordance with federal acquisition regulations.

2. Organizational Relationship. The Facility Support Contract/Realty Division Director reports to the Assistant Public Works Officer.

808. WORK CONTROL DIRECTOR. The Work Control Director directs, manages, coordinates and evaluates all PW real property maintenance actions.

1. Duties, Responsibilities and Authority. The Work Control Director will:

a. Act on matters pertaining to establishment and execution of a Shore Facilities Inspection Management System in accordance with MO-322.

b. Direct and supervise functions and responsibilities of work control, identifying minor construction, repair and maintenance requirements for the preparation of the Type "A" Annual Inspection Summary.

c. Develop and maintain a Long Range Maintenance Planning Program and formulate the annual Maintenance Action Plan (MAP) and Real Property Maintenance Activity budget exhibits.

d. Ensure the command's MAP includes all critical and deferrable deficiencies.

e. Be responsible for work reception and input for real property emergency services and specific work requests for host and tenant commands.

f. Ensure planning, estimating and project documentation (including job plans, specifications and contracts for new work) is performed on behalf of host and tenant commands.

g. Maintain constant liaison with customer representatives on matters relating to their construction, maintenance and repair requests and real property facilities maintenance management.

h. Act on matters pertaining to the Real Property Maintenance Activity as dictated by prevailing NAVFACENGCOM instructions.

2. Organizational Relationship. The Work Control Director reports to the Assistant Public Works Officer.

809. FACILITY MAINTENANCE DIVISION DIRECTOR. The Public Works Maintenance Division Director is responsible for the maintenance and repair of facilities and utility systems.

1. Duties, Responsibilities and Authority. The Facility Maintenance Director will:

a. Act on matters pertaining to the maintenance of the Real Property Maintenance Activity (RPMA). His realm of responsibility extends to all facilities located throughout a 60-mile radius including Agnano, Capodichino Detachment, Pinetamare, Naples Port Authority, Nisida Island and select NATO facilities as detailed under prevailing ISSA agreements. The Director is responsible for providing maintenance services to over 100 Naples area tenant commands and activities.

b. Provide PWD maintenance functions including performance of preventive maintenance inspections, pest control services, emergency service work and specific work are accomplished according to specified schedules and work plans.

c. Monitor the effectiveness and efficiency of shop production levels and shop load plans. Ensure minor work, preventive maintenance inspections (PMI) and specific work is scheduled monthly.

d. Establish performance indicators to monitor the performance of shop forces in the execution of real property maintenance, repair and minor construction for facilities maintenance inclusive to all utility distribution systems.

e. Be responsible for real property routine and emergency service work reception for host and tenant commands.

2. Organizational Relationship. The Facility Maintenance Director reports to the Assistant Public Works Officer.

810. SEABEE MILITARY DIVISION OFFICER. The Seabee Military Division Officer is responsible for the day-to-day operation of the Seabee Division.

1. Duties, Responsibilities and Authority. The Seabee Military Division Officer will:

a. Act on matters pertaining to the execution of the RPMA (maintenance, repair and minor construction for facilities and utility distribution systems and subsystems).

b. Direct and supervise responsibilities and efforts of the Seabee Military Division.

c. Execute the command's Self Help Program.

2. Organizational Relationship

a. The Seabee Military Division Officer reports to the APWO in matters pertaining to military personnel and performance matters.

b. The Seabee Military Division Officer reports to the APWO on matters pertaining to the RPMA.

c. Seabees report to the Seabee Military Division Officer.

811. TRANSPORTATION DIVISION DIRECTOR. The Transportation Division Director is responsible for effective and efficient operation of the Transportation Division providing transportation and equipment services to the command and tenant commands.

1. Duties, Responsibilities and Authority. The Transportation Director will:

a. Act on matters pertaining to supervision and administration of the Transportation Division.

b. Ensure vehicle and equipment pools are operated per NAVFAC P-300.

c. Ensure maintenance of automotive and civil engineering support equipment (CESE) assigned to the Command and tenant commands is completed in an efficient and effective manner.

d. Conduct testing and licensing of vehicle operators.

e. Provide operator and chauffeur services for the Command and tenant command's operational tasking and light armored vehicles (LAV) for visiting dignitaries and CNE assigned local area Flag and General Officers.

2. Organizational Relationship. The Transportation Division Director reports to the APWO.

812. ENVIRONMENTAL DIVISION. The Environmental Director is responsible for the implementation of the Navy-wide programs for the protection of the environment, conservation of natural resources and the preservation of cultural and historical resources as well as administration of the Navy's energy Conservation Program.

1. Duties, Responsibilities and Authority. The Environmental Director will:

a. Provide technical assistance on environmental, hazardous, waste and energy matters to host on all activities and tenant commands.

b. Act on matters pertaining to environmental and energy regulations.

c. Monitor host and tenant commands' compliance with respect to regulatory procedures and law.

d. Advise the Public Works Officer on matters pertaining to environmental compliance, law and regulation.

3. Organizational Relationship. The Environmental Director reports to the Public Works Officer.

Chapter 9

FLEET AND FAMILY SERVICE CENTER DEPARTMENT

901. DIRECTOR. The Fleet and Family Service Center (FFSC) Director is responsible for operating Fleet and Family Service Center programs, plan for and effectively use resources allocated, identify and report community needs, and program resource requirements as required.

1. Duties, Responsibilities and Authority. The Director will:

a. Direct the work of the FFSC.

b. Plan, formulate and recommend policies to the Commanding Officer on development and maintenance of assistance programs and services to Navy personnel and their families.

c. Advise and assist commands and activities on support services to individuals and families.

d. Directs the FFSC staff.

e. Establish and maintain liaison with tenant commands and other armed services stationed in Naples, Italy.

f. When directed, serve as base or station coordinator and principle point of contact for agencies such as the American Red Cross, Navy Relief Society and Navy Family Ombudsman Program.

g. Establish and maintain liaison with related agencies and organizations in the civilian community. When directed serve as principle base or station point of contact for these agencies.

h. Ensure ongoing public relations programs.

2. Organizational Relationship. The Director reports to the Commanding Officer.

902. DEPUTY DIRECTOR. The Deputy Director assists the Director in planning, implementing and administering the FFSC and assumes duties of the Director in their absence.

1. Duties, Responsibilities and Authority. The Deputy Director will:

a. Provide direction for planning, developing, implementing, operating, administering, promoting and evaluating the FFSC Program.

b. Conduct continuing research and evaluation of Navy community needs.

c. Develop and maintain liaison, coordination and information exchange between the FFSC and other military and civilian organizations relevant to the objectives of the FFSC.

d. Assist in development of the FFSC budget.

e. Serve as personnel manager for FFSC staff.

f. Serve as Contract Officer.

g. Serve as coordinator for staff training programs.

2. Organizational Relationship. The Deputy Director reports to the Director.

903. SUPPORT SERVICES SUPERVISOR. The Support Services Supervisor assists the Director and Deputy Director as technical advisor; acts as publications contact representative, coordinator and liaison on printing and reproduction matters; and perform duties as administrative assistant.

1. Duties, Responsibilities and Authority. The Support Services Supervisor will:

a. Manage, formulate and justify the manage-to-payroll funding for department U.S. and local national employees.

b. Attend weekly staff meetings, provide budget updates, spending abilities, and section workflow. Be responsible for the review of incoming/outgoing mail, files, printing and duplication, office supplies and equipment, correspondence and reports control, records management/disposal and suspense/tickler system.

c. Supervise staff, to include receptionists/clerks and provide guidance and leadership. Be responsible for performance evaluations and make recommendations for hiring/termination.

d. Identify, maintain and update directives and publications to be used by the department and direct procurement.

e. Read clerical and administrative directives and instructional material to familiarize staff with new, revised or amended procedures such as preparation and processing of correspondence, report forms, filing, mailing procedures, travel voucher preparation and security procedures.

f. Be responsible for conducting/maintaining inventory of minor property and department computer systems and software.

g. Act as Civilian Personnel Manager, responsible for writing and updating position descriptions, explaining personnel procedures and maintaining personnel records.

2. Organizational Relationship. The Support Services Supervisor reports to the Deputy Director.

904. OFFICE AUTOMATION CLERK/RECEPTIONIST. Office Automation Clerk/Receptionist provides administrative and reception support to the Director, Deputy Director, Clinical and Transition Assistance Divisions under direction of the Support Services Supervisor.

1. Duties, Responsibilities and Authority. The Office Automation Clerk/Receptionist will:

a. Direct clients to appropriate personnel. Schedule appointments for new or follow-up clients for Clinical and Community Services Divisions. Maintain statistical information on services provided for use in quarterly reports.

b. Create, copy, edit, store, retrieve and print a variety of correspondence and documents from handwritten drafts into final copy using various types of software. Have knowledge of one or more types of software (word processing, calendar, spreadsheets, databases, etc). Enter data into a predefined spreadsheet or database.

c. Receive and answer routine telephone inquiries or referrals to staff members; maintain office files in subject and chronological order; receive, route and distribute mail to appropriate individuals; maintain and order supplies, as requested; and update manuals on policies, directives, studies, etc.

d. Assist the Support Services Supervisor with preparation and/or revision of various documents.

e. Maintain an accurate account of supply items. Complete and submit supply requisitions as necessary.

2. Organizational Relationship. The Office Automation Clerk/Receptionist reports to the Support Services Supervisor.

905. CHIEF OF CLINICAL SERVICES. The primary purpose Chief of Clinical Services is to provide assessment and assistance for those experiencing difficulties. There is major emphasis on cooperation with other staff in the clinically oriented programs in response to, or in recognition of, community needs.

1. Duties, Responsibilities and Authority. The Chief of Clinical Services will:

a. Be responsible for the overall supervision of clinical staff.

b. Be responsible for clinical program requirements which include meeting or exceeding DON and/or BUPERS quality standards and ensuring accreditation of the clinical division of FFSC, Naples and Gaeta.

c. Support the Family Advocacy Program by ensuring treatment services for family violence are available and offered.

d. Be responsible for submitting, justifying and defending any specific budget requirements; as well as tracking and utilizing any special/reimbursable clinical program funds subject to final approval by the Deputy Director.

e. Be responsible for the professional development/training of the clinical staff.

f. Provide assessment and assistance services on a group and individual basis to community members who are experiencing distress and emotional disturbance such as marital, child abuse, family, personal and budget problems.

g. Design and implement educational and proactive workshops for all facets of the community.

h. Provide information, referral, and follow-up services on such community resources as Red Cross, Alcohol Rehab, Navy Relief, Naval Regional Medical Center, etc., as determined necessary during counseling.

i. Serve as Family Advocacy Treatment Team Representative on COMFAIRMED Family Advocacy Committee.

j. Prepare required reports on Clinical Services.

2. Organizational Relationship. The Chief of Clinical Services reports to the Deputy Director.

906. FAMILY ADVOCACY REPRESENTATIVE (FAR). The FAR is a Navy, active duty, 0-3 or above, licensed clinical social worker who is responsible for implementing and managing the intervention/rehabilitation aspects of the installation FAR. The FAR ensures FAP provides prevention, identification, reporting, assessment, intervention, treatment and follow up on all cases of child and spouse maltreatment.

1. Duties, Responsibilities and Authority. The FAR will:

a. Ensure the FAP receives all reports of known child and spouse maltreatment and functions as the FAP liaison for unit Commanding Officers concerning crisis intervention assessment, case management and treatment of FAP cases.

b. Ensure Commanding Officers are notified of suspected or known child and spouse maltreatment of service members within their commands and other notifications are made in accordance with OPNAV Instruction 1752.2A.

c. Ensure adequate programs or services are provided for the protection of victims of child and spouse maltreatment such as emergency shelter program and coordinating with commands to place alleged offenders in barracks, etc.

d. Be responsible for FAP requirements which include meeting or exceeding DON and/or BUPERS quality standards and ensuring accreditation of FAP Division of FSC.

e. Be responsible for submitting, justifying, and defending any specific budget requirements and tracking and utilizing any special/reimbursable FAP funds subject to approval by the Deputy Director.

f. Be responsible for overall supervision of FAP staff.

g. Be responsible for the professional development training of FAP staff.

h. Serve as liaison with FAP issues to other programs and services in the community, such as; U.S. Naval Hospital, Mental Health, CAAC, AFSFC, Chaplains Office, Navy Relief, CDC, etc. Promote coordinated community response to child and spouse maltreatment.

i. Serve as FAR on the NAVSUPPACT Naples Family Advocacy Committee and the Case Review Committee.

j. Prepare required reports on FAP services.

2. Organizational Relationship. The FAR reports to the Deputy Director.

907. FAMILY ADVOCACY PROGRAM (FAP) SOCIAL WORKER. The FAP Social Worker is a licensed, professional counselor/therapist who provides advance level case management and independent practitioner level treatment for domestic violence cases including investigation, evaluation, treatment and closure or termination of referred cases. Provides technical expertise in planning, implementing and promoting the FAP Division and assumes the duties of the FAR in their absence.

1. Duties, Responsibilities and Authority. The FAP Social Worker will:

a. Act as the level case manager of FAP by serving as the primary specialist, initiator and coordinator for FAP programming for domestic violence and spouse/child abuse/neglect.

b. Receive referrals of alleged spouse/child abuse/neglect, complete safety assessment and initial risk assessment to determine if referrals are eligible for FAP services. Continues to follow risk assessment when indicated.

c. Provide intervention through making appropriate notifications on FAP cases and coordinate with military commands and community resources as needed to prevent further abuse.

d. Provide assessment and evaluations to present at Case Review Committees and follow cases with appropriate treatment plans until cases can be closed.

e. Provide counseling services to victims of spouse/child abuse/neglect and to their abusers/offenders as indicated, to include but not limited to; assessment, evaluation, crisis intervention, safety planning, counseling and referral for additional services or consultations.

f. Document history and intervention data and maintain a confidential separate case file for each individual client (victim) in accordance with BUPERS Instruction 1752 series and the Privacy Act, and dispose of them under the same provisions and others that apply. Ensure completeness, accuracy and coherency of records.

g. Provide in-service prevention, education, training and consultation to all relevant agency personnel within the scope of NAVSUPPACT Naples and the community.

h. Prepare, as required, reports on FAP services.

2. Organizational Relationship. The FAP Social Worker reports to the FAR.

908. FAMILY ADVOCACY TREATMENT (FAT) SPECIALIST. The FAT Specialist is a licensed professional counselor/therapist who provides professional services to and develops/implements prevention programs for; military members, spouses, other family members and qualified civil service employees under the auspices of the FAP as a part of the FSC. The goal of the program is identification, treatment and prevention of spouse/child maltreatment in the Department of the Navy. Establish and coordinate a comprehensive FAP for the command and maintain quality assurance standards.

1. Duties, Responsibilities and Authority. The FAT Specialist will:

a. Provide clinical services to victims of spouse/child abuse/neglect and/or sexual assault and to their abusers/assailants as indicated. These services include, but are not limited to; assessment, evaluation, crisis intervention, counseling individuals and/or groups, follow-up treatment and referral for additional services or consultations.

b. Utilize treatment modalities, which include individual, family and group counseling; using appropriate theoretical perspectives to accomplish treatment goals in a timely and efficient manner.

c. Document historic and intervention data, maintain confidential updated case files for each individual client in accordance with OPNAV Instruction 1752.2 and the Privacy Act and dispose of them in accordance with these same provisions and any others that may apply. Ensure completeness of records.

d. Develop and conduct child/spouse abuse prevention/education seminars/briefs for military personnel and train command Family Advocacy Representatives.

e. Assist and provide for a comprehensive FAP treatment program geared toward meeting the needs of the local community. This will include, but not be limited to; establishing and monitoring support group meetings for parents and spouses who abuse, are abused or determined to be at risk.

f. Participate in ongoing needs assessments with other professional treatment providers in the FSC and the community at large with a view toward developing proactive and preventative programs for military families.

g. Cooperate and coordinate with other commands and agencies in the Naples area, regarding domestic violence cases with the goal of fostering a uniform, base-wide FAP.

h. Serve on committees and attend meetings in the area of domestic violence, as directed and publicize programs and services through the preparation of articles and presentations and use of local media.

i. Provide assessments and evaluations to present to the Case Review Committee (CRC) and follow cases under the supervision of the FAP Social Worker and FAR.

j. Attend FAP-specific training on an annual basis to maintain high quality standards of quality assurance within the FAP.

k. Attend weekly FAP staff meetings.

2. Organizational Relationship. The FAT Specialist reports to the FAP Social Worker.

909. FAMILY ASSISTANCE SPECIALIST. The Family Assistance Specialist is responsible for conducting interviews to provide basic assessment of individual and family problems to determine resources needed and appropriate referral and to provide follow-up and case management services as indicated; providing marriage, family, individual and or group counseling and to develop and implement educational and proactive (preventative) workshops.

1. Duties, Responsibilities and Authority. The Family Assistance Specialist will:

a. Provide professional intake services and assist clients in determination of needs and appropriate resources.

b. Provide services to clients, as indicated by the assessment and plan of action, to include; advocacy, support, case management, non-medical counseling, etc., for personal, marital, family, financial, career and abusive situations, etc.

c. Conduct preventative programs designed to improve the quality of life for single and married personnel and their families in the following areas; personal effectiveness, problem solving, communication, relationships, stress management, parenting skills, career skills, issues specific to the military lifestyle, personal and family financial education, family advocacy, spouse employment and others.

d. Maintain complete and appropriate case records and complete required forms, letters, etc.

e. Conduct on-going assessment and identification of client/community/command needs based on information received during interviews, workshops, training sessions and collateral contacts; and advocate or plan for programs/resources/services/policy to meet identified needs.

2. Organizational Relationship. The Family Assistant Specialist reports to the Chief of Clinical Services.

910. NEW PARENT SUPPORT TEAM (NPST) MANAGER. The NPST Manager is responsible for the effectiveness and efficient operation of the NPST Program, including administrative, personnel management and program development functions.

1. Duties, Responsibilities and Authority. The NPST Manager will:

a. Act on matters pertaining to administrative and personnel functions of the NPST at FFSC, ensuring compliance with applicable policies, procedures and regulations of the FAP Management Information System.

b. Supervise record keeping and quality assurance audits for the NPST. Maintain case files in accordance with local FAP requirements. Compile statistics to document work and program data in accordance with local FAP requirements.

c. Implement, maintain and market prenatal and postnatal support programs. Provide nursing assessment services to identified clients in order to determine the need for intervention and referral. Provide health care education and assist families in using local military health care resources appropriately.

d. Act as case manager for clients of NPST, consulting with other members of the team and Military Treatment Facility staff to meet the needs of service members and their families in relation to pregnancy, early childhood development and family skills for living. Ensure cases are handled in a timely manner.

e. Develop programs geared toward meeting the needs of new parents in coping with the demands of parenthood. These programs include, but are not limited to, home/child management and child growth/development.

f. Coordinate home visits to clients of the NPST and provide home visits to referred families and those in crisis; providing support, education and guidance. On an "as needed" basis, assess the development status of children in client families and develop a nursing care plan to address identified delays.

g. Assist team members in the resolution of more difficult and/or more complex cases by consulting with them or serving as co-therapist.

h. Supervise and make provisions for training the home visitor and secretary.

i. Participate in FFSC staff and other related meetings.

2. Organizational Relationship. The NPST Manager reports to the Chief of Clinical Services.

911. NEW PARENT SUPPORT TEAM (NPST) OFFICE AUTOMATION CLERK. The NSPT Office Automation Clerk is responsible for routine office management of the FSC and clerical support of the NPST.

1. Duties, Responsibilities and Authority. The NPST Office Automation Clerk will:

a. Schedule appointments for new or follow-up clients for the NPST. Maintain file system for clinical case records. Maintain statistical information on services provided for use in the quarterly report.

b. Create, copy, edit, calculate, revise, retrieve, store and print myriad documents for final form from handwritten drafts (e.g.; correspondence, reports, graphs, calendars, statistics mailing labels, tables, etc.). Know various functions of more than one software type such as word processing, calendars, electronic mail, spreadsheets, databases and graphics.

c. Prepare a wide range of documents using advanced word processing features similar to desk-top publishing. Update and revise existing client and material database.

d. Provide timely and accurate responses to a variety of inquiries by helping military, civilian and dependent personnel identify and understand programs, services, information sources and procedures of organizations available to the community. Advise inquirers about the applicability, responsibility, and operation of assistance programs, particularly those related to the NPST.

e. Prepare a monthly calendar for a quick and easy visual reference for clients and employees and schedule the conference room for meetings and workshops.

f. Answer the telephone, take and relay messages and refer callers to the appropriate staff member. Personally supply information to callers when the request is for information they have has been instructed to give out.

2. Organizational Relationship. The NPST Office Automation Clerk reports to the NSPT Manager.

912. COMMUNITY HEALTH NURSE (CHN)/HOME VISITOR. The CHN/Home Visitor is responsible for assessment, referral, and post care of military families serviced under the NPST program. They will interact with other professionals to evaluate clients, assessing their specific and individual needs.

1. Duties, Responsibilities and Authority. The CHN/Home Visitor will:

a. Provide home visits, support, education and guidance to selected families.

b. Provide preventive educational materials and training under the supervision of the NPST manager, in areas such as: parenting skills, infant care and supervision of specific health areas, such as nutrition and parent infant interaction.

c. Assist with referrals to, and use of, community based resources (e.g.; financial assistance, respite care, transportation, recreational programs, etc.).

d. Model and teach clients to use new coping skills (e.g.; reaching out and making use of appropriate resources whenever necessary).

e. Provide support to clients in a wide range of personal day-to-day life situations with emphasis on parenting skills.

f. Report to supervisor any unusual observations or assessments of client status or other situations deemed appropriate by incumbent, nature and objective of program or other direction.

g. Record visits and maintain case files in accordance with the local FAP Quality of Life Management Information System's and host command's policies.

h. Compile statistics to document work and program data.

i. Educate and train.

2. Organizational Relationship. The CHN/Home Visitor reports to the NPST Manager.

913. TRANSITION PROGRAM MANAGER. The Transition Program Manager (TPM) is responsible to plan, direct, formulate, organize, develop, administer, evaluate, train, consult, publicize and coordinate congressional mandated relocation and transition programs within the FFSC at the command. These services are available to service members, DoD civilian employees and their dependents.

1. Duties, Responsibilities and Authority. The TPM will:

a. Plan, direct and implement a comprehensive installation of TAMP/RAP, to provide a full range of services, benefits, programs, information, and assistance to relocating, transitioning and retiring military personnel and their family members. Coordinate appropriate on and off base resources to provide a comprehensive program including information and referral (and follow up), education and training and counseling.

b. Establish the installation's RAP/TAMP goals, objectives, and procedures; and coordinate the same with appropriate installation resources, such as; Command Career Counselor, Education Service Office, Personnel Support Detachment, Human Resource Office, Housing Referral Office, etc. Serve as overall coordinator for RAP/TAMP programs and services.

c. Perform RAP/TAMP needs assessments and data analysis. Plan, coordinate, and implement workshops, programs and services in response to identified needs. Evaluate effectiveness of the workshops, services and programs provided and report program progress to FFSC Director.

d. Design an effective marketing strategy and public relations program to ensure target population is informed of RAP/TAMP programs and policies. Initiate meetings to discuss problems of the service population and their families. Define the role and responsibility of overlapping responsibilities of service at the installation, such as; military and civilian personnel offices, hospital services, etc.

e. Maintain updated automated resource information base on RAP/TAMP services/resources available on installations and in the local community, to include both state and federal, and maintain a current network of services and trends in relocation, transition and employment industries, worldwide.

f. Represent the interests of the population served by initiating contacts that establish conditions for cooperative relationships with other agencies, associations, businesses and educational institutions within and outside the immediate geographic parameters of the installation. These may include organizations such as local employment agencies, State Departments of Health and Human Services, the Department of Veterans' Affairs, international human resources companies and corporate job placement services.

g. Serve as coordinator for the installation Department of Labor (DOL) Transition Assistance Program (TAP).

h. Provide oversight for development, implementation and maintenance of the RAP/TAMP portions of the FFSC management information system. Prepare required narrative and statistical reports on RAP/TAMP and perform data analysis.

i. Develop and write appropriate instructions, policies, program guidance and materials for the RAP/TAMP programs. Develop and write technical instructions and administrative materials governing program requirements, procedures and funding.

j. Interview/counsel individuals and their families to identify their goals, plans, and needs; to provide them with sufficient information from internal and external resources that will direct them to the appropriate service provider. The range of referral options include career options, financial assistance, continuing education, assistance with housing and transportation needs associated with relocation, etc.

k. Supervise and provide guidance and leadership to subordinate staff. Ensure goals of the command RAP/TAMP are met efficiently and effectively by staff. Ensure staff is well trained in duties and understands the requirements/realities of the mobile military lifestyle and impact of mobility/transition on personnel and families.

l. Plan, program, monitor and track RAP/TAMP resources (funding, materials, equipment, etc.). Identify resources required to support the program and prepare annual budget input/reports.

m. Prepare narrative and statistical reports as required.

2. Organizational Relationship. The TPM reports to the Deputy Director.

914. COMPUTER SPECIALIST

1. Duties, Responsibilities and Authority. The Computer Specialist will:

a. Serve as departmental computer specialist and provide programming services and advice on computer applications.

b. Maintain the relocation module of the FFSC Quality of Life Management System (QOLMS).

c. Suggest modifications to the relocation schedule if necessary.

d. Maintain current knowledge of ADP standards and design requirements. Ensure program changes or modifications are documented and kept current.

e. Advise on computer requirements and limitations.

f. Assist in connecting QOLIMS to the other military services' automated systems via modem.

g. Interview clients to determine how QOLIMS can serve their needs.

h. Assist in the development of new or modified program objectives and policies.

i. Input and monitor data collection and data functions in support of the RAP/TAMP branch of FSC. Support operations and procedures for receiving, compiling, verifying and editing of data received from clients on a daily basis.

j. Prepare a variety of recurring internal and external reports and documents from information obtained from the staff, files and other sources.

k. Type correspondence, reports, forms, and statistical data in final form from rough drafts. Ensure correct punctuation, grammar, capitalization, spelling and compliance with policies, regulations and instructions.

l. Operate/assist clients at the Job Assistance Center with computerized DoD employment assistance initiatives, Job Opportunity Bank Service, mini-resumes and automated data input and referral.

m. Act as Terminal Area Security Officer for the RAP/TAMP Division of FSC.

n. Train/assist RAP/TAMP staff on computers/ADP requirements.

o. Respond to directives issued by Congress, DoD and Department of Navy.

2. Organization Relationship. The Computer Specialist/ADP Assistant reports to the Transition Program Manager.

915. RAP/TAMP COUNSELOR/INSTRUCTOR

1. Duties, Responsibilities and Authority. The RAP/TAMP Counselor/Instructor will:

a. Assist in implementation of the installation's RAP and TAMP, providing a full range of services, benefits information and assistance to relocating and transitioning military personnel and their family members.

b. Perform data analysis, evaluate effectiveness of services provided, and report program progress to RAP/TAMP Program Manager.

c. Assist in marketing and public relations program to ensure target population is informed of RAP/TAMP policies, programs, services and procedures.

d. Maintain updated, automated information based on RAP/TAMP services available on installation and in the local, state and federal communities. Maintain a current network of services and trends in the relocation and the transition industries worldwide.

e. Assess needs of relocating/transition personnel and family members, determine services required and develop a relocation/transition plan tailored to an individual member or family by identifying appropriate resources to meet specific needs. Interview/counsel individuals and families to identify their goals, plans and needs and provide them with sufficient information from internal and external resources that will direct them to the appropriate service provider. The range of referral options include, career options, financial assistance, continued education, assistance with housing and transportation needs associated with relocation, etc.

f. Plan/coordinate/implement services, programs and workshops, which address relocation and transition needs of personnel and their family members. For RAP, services/workshops/counseling are offered both during pre-departure (to prepare members/families for the next duty station) and upon arrival.

g. Represent the interests of the population served by initiating contacts that establish conditions for cooperative relationships with other agencies, associations, businesses and educational institutions within and outside the immediate geographic parameters of the installation. These may include organizations such as local employment agencies, State Departments of Health and Human Services, the Department of Veterans' Affairs, International Human Resource Companies and Corporate Job Placement Services.

h. Serve as installation coordinator for Department of Labor (DOL) Transition Assistance Program (TAMP). Schedule TAP seminars in coordination with the State Employment Commission Representative. Make facility arrangements to include an appropriate seminar room and any audio-visual equipment. Maintain list of participants. Publicize the TAP in base newspapers, daily bulletins, etc.

i. Analyze and evaluate on a quantitative basis the effectiveness of the training/counseling program in meeting established RAP/TAMP objectives.

j. Prepare required RAP/TAMP reports.

2. Organizational Relationship. The RAP/TAMP Counselor/Instructor reports directly to the TAMP Program Manager.

916. RELOCATION ASSISTANCE PROGRAM LEADING CHIEF PETTY OFFICER (RAP LCPO). The RAP LCPO is responsible for the effective and efficient operation of the Relocation Program, its staff and functions.

1. Duties, Responsibilities and Authority. The RAP LCPO will:

a. Act on matters pertaining to the administration of relocation programs.

b. Direct and supervise functions and responsibilities of relocation program staff.

c. Maintain efficient and effective programs in area orientation, indoctrination division (I-DIV), sponsorship training, relocation assistance training and financial management training/counseling.

d. Per SECNAVINST 1754.6, act as member of Relocation Assistance Coordinating Committee (RACC). Serve as liaison with area commands to establish continuous improvements in relocation programs.

2. Organizational Relationship. The RAP LCPO reports to the TAMP Manager for program related matters and to the Director, FSC for administrative matters.

917. RELOCATION ASSISTANCE PROGRAM (RAP) ASSISTANTS. The RAP Assistants are responsible for assisting in all areas of the Relocation Assistance Program.

1. Duties, Responsibilities and Authority. The RAP Assistants will:

a. Facilitate relocation assistance programs in area orientation, I-DIV, sponsorship training and relocation assistance training.

b. Schedule, document and coordinate General Military Training (GMT) for all area commands in matters of relocation assistance.

2. Organizational Relationship. RAP Assistants report to the RAP LCPO.

918. RELOCATION ASSISTANCE PROGRAM ASSISTANT/FINANCIAL MANAGEMENT ASSISTANT. The Relocation Assistance Program Assistant is responsible for assistance in all areas of the Relocation Assistance Program and the Command Financial Management Assistance Program.

1. Duties, Responsibilities and Authority. The RAP Assistant/Financial Management Specialist will:

a. Facilitate RAP in area orientation, I-DIV, sponsorship training, relocation assistance training and financial management specialist training.

b. Schedule, document and coordinate General Military Training (GMT) for area commands in matters of relocation assistance training and Financial Management Specialist training.

c. Act as financial counselor to personnel assigned to area commands who do not have a trained Financial Management Specialist.

2. Organizational Relationship. The Relocation Assistance Program Assistant/ Financial Management Assistant reports to the Relocation Assistance Program Leading Chief Petty Officer.

919. INTER-CULTURAL RELATIONS (ICR) PROGRAM MANAGER. The primary task of the ICR Program Manager is to manage the ICR Division of FFSC, coordinate and plan Intercultural programs and provide technical expertise to FFSC, maintaining quality control.

1. Duties, Responsibilities and Authority. The ICR Program Manager will:

a. Manage the ICR Division of FSC by providing technical expertise and coordinating and scheduling ICR Division programs.

b. Maintain quality control of ICR Division by analyzing program content and validity, rewriting programs, and reviewing ICR projects.

c. Assess needs of the American community. Originate, develop, monitor and implement continuing expansion of ICR programs, seminars and workshops of ICR to encourage appreciation for the local culture, enhance tour satisfaction, provide support and identify practical skills for living in Italy.

d. Supervise and train local national secretary, technicians and ICR volunteers ensuring quality control.

e. Facilitate two day presentations on a rotating basis with training technician to include Italian language, customs and tradition, nonverbal communication and overview of Italy.

f. Coordinate activities with the American Studies Center aimed at promoting positive interaction between Americans and Italians.

g. Coordinate, plan, schedule and implement, upon request of other departments or commands, special briefs/seminars/workshops on inter-cultural topics to assist them in accomplishing their mission.

h. Establish and maintain contacts (written or personal) with Italian Government officials and agencies, local tourist bureaus and other contact points in the community to elicit support and assistance in organizing special interest events, encouraging adjustment and understanding of the host country culture.

2. Organizational Relationship. The ICR Program Manager reports to the FSC Deputy Director.

920. INTER-CULTURAL RELATIONS (ICR) ASSISTANT. The ICR Assistant's primary purpose is to provide administrative and inter-cultural assistance to one or more individuals in an office setting, in the classroom and on downtown field trips.

1. Duties, Responsibilities and Authority. The ICR Assistant will:

a. Facilitate two day class presentations on a rotating basis with ICR technicians and ICR Program Manager.

b. Facilitate two-day ICR field trips on a rotating basis.

c. Take program attendance and appointments and manage the division filing system.

d. Act as point of contact with commands.

e. Receive visitors and phone calls.

f. Be responsible for printing and duplications, orders of supplies and equipment, publications, timekeeping, review incoming/outgoing mail, files and records management/disposal.

g. Originate and prepare publicity to promote ICR programs.

h. Compose correspondence.

i. Make arrangements for travel, reservations and schedules. Process travel claims and orders.

j. Advise on computer requirements and limitations.

2. Organizational Relationship. The ICR Assistant reports to the ICR Program Manager.

921. TRAINING TECHNICIANS. Training Technicians provide assistance to the ICR Division in developing, implementing and reviewing of programs.

1. Duties, Responsibilities and Authority. The Training Technicians will:

a. Facilitate two day class presentations on a rotating basis with other local national ICR Technicians, ICR Assistant and ICR Program Manager.

b. Facilitate the two day field trip portion of the ICR Course on a rotating basis.

c. Assist ICR Program Manager in designing, developing, and implementing workshops and seminars to further individual, family and community awareness and understanding of local culture.

d. Schedule ICR volunteers for field trips to include maintaining records, tabulating monthly hours, and completing reports.

e. Develop and revise training aids for ICR programs.

f. Assist ICR Program Manager in establishing and maintaining contacts with U.S. nationals and non-U.S. nationals.

2. Organizational relationship. Training Technicians report to the ICR Program Manager.

922. INFORMATION AND REFERRAL (I&R) COORDINATOR. The I&R Coordinator is to provide assistance and services which support and enrich the lives of active duty U.S. military, civilian personnel and their families, and retired military members and their eligible dependents. To develop and maintain a system which will provide comprehensive, in-depth information and referral to the public concerning programs, procedures, organizations and other data on resources available to the community.

1. Duties, Responsibilities and Authority. The I&R Coordinator will:

a. Supervise development and management of a data bank on personal and family enrichment, support services and activities available to the community.

b. Provide timely and accurate responses to a variety of inquiries by helping military and civilian personnel and their families identify and understand programs, services, information sources and procedures of organizations available to the community. Advise inquirers about the applicability, responsibility and operation of programs of assistance and interest. Receive and respond to inquiries by telephone, personal visit and in writing.

c. Develop procedures for continuous dissemination of FSC information via radio, television, newspaper and other media. Serve as FSC coordinator for the various media efforts, including supervising production of art/graphics material used to announce or advertise FFSC programs and services.

d. Serve as the editor/manager of FFSC Newsletter and package other FSC publications.

e. Review periodicals, newspaper, etc., to keep abreast on developments, anticipating what will be of interest to military and civilian personnel and their families and prepare detailed information responding to inquiries. Brief other staff members on new information gathered to prepare them to handle inquiries on the subject.

f. Supervise development and administration of a variety of service programs, including the Relocation Library of Welcome Aboard packets from military duty stations worldwide, the Loaner Closet, the Baby Sitters Referral Guide and the Odds Jobs Directory.

g. Supervise one I&R Assistant.

2. Organizational Relationship. The I & R Coordinator reports to the Deputy Director.

923. INFORMATION AND REFERRAL (I & R) ASSISTANT. The I & R Assistant is responsible for the effective publicity of FFSC activities and programs along with overseeing key elements of the relocation and transition process for incoming and outgoing personnel.

1. Duties, Responsibilities and Authority. The Information and Referral Assistant will:

a. Be responsible for publicizing FFSC programs. The publicity efforts encompass continuous advertising on all available media within the Naples area, i.e. radio, television and local newspapers. Additional vehicles for publicity include flyers, plan of the day announcements and weekly input at the NAVSUPPACT Naples Department Head meeting.

b. Assemble/type the FFSC newsletter.

c. Provide various community reference lists to ensure the community is informed on available services within the area. Maintain Odd-Job List. This is a non-FSC endorsed list of personnel who have provided a short description of what service they offer and how they can be reached. A similar list is maintained of local baby sitters, their location preference, age limitations and English speaking abilities. House sitting is a service that is needed from time to time and a list of those individuals willing to work in that capacity is maintained as well.

d. Answer telephonic inquiries about other resources and community life enhancing programs. Answer telephonic inquiries about the Naples area and provide telephone numbers, points of contact or appropriate reference depending on the inquiry their families and prepare detailed information responding to inquiries. Brief other staff members on new information gathered to prepare them to handle inquiries on the subject.

2. Organizational Relationship. The I&R Assistant reports to the I&R Coordinator.

924. EMPLOYMENT ASSISTANCE AND VOLUNTEER COORDINATOR. The Employment Assistance and Volunteer Coordinator is responsible for the planning, implementation, promotion and evaluation of the Navy Employment Assistance and Volunteer Programs for the Naples area.

1. Duties, Responsibilities and Authority. The Employment Assistance and Volunteer Coordinator will:

a. Plan and implement the Employment Assistance Program.

b. Interview prospective candidates for general assessment of skills, knowledge and abilities and direct them to employment offices for consideration.

c. Develop contacts with overseas bases and stateside FFSC's, HRO's, OPM and other recruiting agencies. Maintain a resource library and provide employment information to relocating spouses.

d. Develop publicity and establish working relationship with employers and other activities to foster information sharing and referral.

e. Organize workshops, lesson plans and training aids on vocational opportunities, re-entry training, goal or interest identification, career planning, job search skills and assertiveness training.

f. Assist with transition assistance job search seminars.

g. Develop and implement a volunteer program which meets the needs of the community. Initiate publicity to recruit volunteers through media network of community contacts. Work closely with supervisors to write job descriptions, training plans and evaluations.

h. Coordinate and manage the volunteer recognition program.

i. Preside as Command Ombudsmen Training Counselor and American Cancer Society Representative.

2. Organizational Relationship. The Employment Assistance and Volunteer Coordinator reports to the TAMP Manager.

925. SEXUAL ASSAULT VICTIM INTERVENTION COORDINATOR. The Sexual Assault Victim Intervention (SAVI) Coordinator is responsible for the establishment and execution of the SAVI program. This position is responsible for establishing prevention and awareness educational programs aimed at sexual assault. Also this position is tasked with providing a volunteer program to provide emergency assistance to victims of sexual assault within the NAVSUPPACT community.

1. Duties, Responsibilities and Authority. The SAVI Coordinator will:

a. Execute the instructional requirements of the SAVI program.

b. Plan, formulate and recommended policies to the Director, concerning development and promulgation of the SAVI program at NAVSUPPACT.

c. Advise and assist commands in prevention and awareness of sexual assault as it pertains to command responsibilities.

d. Establishes, directs and educates a cadre of SAVI volunteers who will respond immediately to calls for assistance to victims of sexual assault in the NAVSUPPACT community.

e. Insures reporting of case findings and statistics to BUPERS IAW instructions pertaining to standing reports.

f. Insures provision of GMTs and briefings to various commands and community activities.

2. Organizational Relationship. The SAVI Coordinator reports to the Deputy Director.

Chapter 10

HUMAN RESOURCES DEPARTMENT

1001. DIRECTOR, HUMAN RESOURCES OFFICE (HRO). The Director, HRO, is responsible for providing a full range of civilian personnel (U.S. and local national (LN)) and Equal Employment Opportunity (EEO) advisory services to NAVSUPPACT Naples; most of its tenant commands/activities; and activities located in NAVSUPPACTS Gaeta, La Maddalena and Souda Bay, Greece.

1. Duties, Responsibilities and Authority. The Director, HRO will:

a. Provide civilian personnel and EEO advice to the Commanding Officer and all other serviced commands/activities.

b. Develop, implement and evaluate civilian personnel programs and policies for U.S. and LN employees of serviced commands/activities.

c. Represent U.S. Naval activities in Italy in the work of the Joint Civilian Personnel Committee (JCPC), Italy.

d. Serve as the COMFAIRMED Labor Advisor for Italy on Italian labor management matters.

e. Provide staff support to CINUSNAVEUR in the discharge of his responsibility as chair and coordinator for the tri-service, for Italy. Chairs the Labor Relations Employment Practices subcommittee of JCPC, Italy.

f. Provide civilian personnel policies, procedures and regulatory guidance to serviced activities.

g. Provide NAVSUPPACT Naples and serviced activities with a wide variety of Defense Civilian Personnel Data System (DCPDS) reports.

2. Organizational Relationship. The Director, HRO reports to the Commanding Officer.

1002. DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICER (DEEOO)/BENEFITS AND TRAINING DIVISION HEAD

1. Duties, Responsibilities and Authority. The DEEOO/Benefits and Training Division Head will:

a. Advise the Commanding Officer and all other serviced commands/activities on EEO and sexual harassment matters.

b. Assist in the development and implementation of and training on EEO and sexual harassment policies and procedures.

c. Brief COMFAIRMED on the civilian EEO/sexual harassment climate.

d. Prepare and submit reports as required by higher headquarters.

e. Ensure EEO and sexual harassment complaints are processed per applicable laws and regulations.

f. Assist community organizations with special events to promote cultural diversity and EEO awareness.

g. Coordinate training and employee development for all serviced command/activities.

h. Administer overseas allowances, including those entitlements, which accrue in conjunction with permanent change of station.

i. Administer local national benefit programs such as family allowances.

j. Provide advice and guidance on, and administration of, incentive awards programs (beneficial suggestions, monetary awards, honorary recognition) and performance appraisal systems.

k. Administer retirement, insurance, workers compensation and related programs.

l. Coordinate Civilian Employee Assistance Program.

m. Prepare appropriate publicity regarding above programs.

2. Organizational Relationship. The DEEOO and Benefits and Training Division Head report to the Director, HRO.

1003. LABOR & EMPLOYEE RELATIONS DIVISION HEAD

1. Duties, Responsibilities and Authority. The Labor/Employee Relations Division Head will:

a. Administer a U.S. and Italian labor and employee relations program which includes union negotiation, local national wage administration, discipline and adverse actions, grievances and appeals, hours of work and third party case representation.

b. Formulate policy and manage the Italian Labor Relations Program for all Navy activities in Italy.

c. Plan and conduct local national wage surveys for all Navy activities in Italy.

d. Develop the command's position and representation during third party actions (e.g., MSPB, EEOC, court actions).

e. Handle day-to-day negotiations with local union officials on working conditions and general interpretation of Conditions of Employment (COE).

f. Serve as Labor Advisor to the JCPC.

g. Provide labor and employee relations support to CINCUSNAVEUR Human Resources Service Center (HRSC) European Region.

h. Serve as CINCUSNAVEUR Drug Free Work Place Program Coordinator and Drug Program Coordinator for local Navy activities.

i. Forecast information on Government of Italy political trends and events, which might affect conditions of employment for Italians.

2. Organizational Relationship. The Labor/Employee Relations Division Head reports to the Director, HRO.

1004. DEPUTY DIRECTOR, EMPLOYMENT AND CLASSIFICATION DIVISION HEAD

1. Duties, Responsibilities and Authority. The Deputy Director, Employment and Classification Division Head will:

a. Serve as Acting Director during absence of the HRO Director.

b. Provide recruitment, staffing and classification services for appropriated fund employees.

c. Offer advice and guidance to employees, managers and activity heads on functional areas and alternatives available within applicable regulations and guidelines.

d. Process personnel action requests.

e. Advertise vacancies to ensure public awareness of career opportunities.

f. Coordinate with former/future employing activities for incoming/departing employees.

g. Train/orient incoming personnel regarding civilian employment opportunities.

2. Organizational Relationship. The Employment and Classification Division Head reports to the Director, HRO.

1005. LA MADDALENA DIVISION HEAD. The La Maddalena Division is a satellite office of HRO Naples.

1. Duties, Responsibilities and Authority. The La Maddalena Division Head will provide the full range (including EEO) of services described above to the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), La Maddalena, Sardinia, Italy and tenant activities.

2. Organizational Relationship. The La Maddalena Division Head reports through the Commanding Officer, NAVSUPPACT, La Maddalena to Director, HRO, Naples.

1006. SOUDA BAY DIVISION HEAD. The Souda Bay Division is a satellite office of HRO Naples.

1. Duties, Responsibilities and Authority. The Souda Bay Division Head will provide the full range (including EEO) of services described above to the Commanding Officer, Naval Support Activity (NAVSUPPACT), Souda Bay, Crete, Greece and tenant activities.

2. Organizational Relationship. The Souda Bay Division Head reports through the Commanding Officer, NAVSUPPACT, Souda Bay to the Director, HRO, Naples.

CHAPTER 11

SECURITY DEPARTMENT

1101. SECURITY OFFICER. The Security Officer is responsible for providing area law enforcement, physical security, investigative services, installation access program, motor vehicle registration and liaison with Italian and other U.S. military physical security, law enforcement and investigative agencies.

1. Duties, Responsibilities and Authority. The Security Officer will Establish and administer policy programs for the protection of naval personnel and their families, facilities and other material resources from terrorist acts for NAVSUPPACT Naples.

1. Organizational Relationship. The security officer reports to the executive officer.

1102. DEPUTY SECURITY OFFICER. The Deputy Security Officer (DSO) directs and supervises the operation of the department.

1. Duties, Responsibilities and Authority. The Deputy Security Officer recommends administrative procedures for department's staff and assists and advises the Security Officer on all personnel and manning matters for the staff and subordinate activities.

2. Organizational Relationship. The Deputy Security Officer reports to the Security Officer.

1103. SENIOR ENLISTED ADVISOR. The Senior Enlisted Advisor advises the Security Officer on all matters pertinent to the welfare and morale of enlisted members and their dependents.

1. Duties, Responsibilities and Authority. The Senior Enlisted Advisor *Promotes* effectiveness and efficiency of the chain of command.

2. Organizational Relationship. The Senior Enlisted Advisor reports to the Security Officer.

1104. BUDGET ANALYST/SUPPLY MANAGER. The Budget Analyst/Supply Manager is the Contracting Officer for the department for computers and equipment.

1. Duties, Responsibilities and Authority. The Budget Analyst/Supply Manager shall manage the department's budget, supply related matters and facilities maintenance.
2. Organizational Relationship. The Budget Analyst/Supply Manager reports to the Deputy Security Officer.

1105. ADMINISTRATIVE DIVISION OFFICER. The Administrative Division Officer plans, directs and administers the operation of the Administrative Division.

1. The Administrative Officer is Responsible for all military personnel management, manpower, evaluations, fitness reports, message traffic, alert recall roster, records and forms control, mail and customer services, PSD liaison.

2. Organizational Relationship. The Administrative Division Officer reports to the Deputy Security Officer.

1106. ADMINISTRATIVE ASSISTANT

1. Duties, Responsibilities and Authority. The Administrative Assistant is responsible for incoming and outgoing correspondence, civilian timekeeping, civilian performance appraisals and awards, incident complaint reports program, department's calendar, HRO liaison and departmental personnel actions.

2. Organizational Relationship. The Administrative Assistant reports to the Security Officer.

1107. OFFICE AUTOMATION ASSISTANT/ISSO OFFICER. Information System Security Officer for department computers and equipment.

1. Duties, Responsibilities and Authority. The OA Assistant/ISSO Officer will process all incident reports.

2. Organizational Relationship. The Office Automation Assistant/ISSO Officer reports to the Administrative Assistant.

1108. TRAINING OFFICER. The Training Officer is responsible for Security Department's training program.

1. Duties, Responsibilities and Authority. The Training Officer Oversees the training program of naval and auxiliary security forces, DoD and local nationals guard forces in weapons handling, combat marksmanship, terrorist tactics and unarmed self-defense. Instruct and certify personnel in hazardous materials response and handling. Recommend corrective actions for deficiencies in procedures, strategy or techniques and tactics during emergencies.

2. Organizational Relationship. The Training Officer reports to the Deputy Security Officer.

1109. FORCE PROTECTION ASSISTANT. Collect and disseminate time sensitive and specific threat warnings to appropriate commands.

1. Duties, Responsibilities and Authority. The Force Protection Assistant ensures that force protection conditions are uniformly implemented and disseminated in accordance with Navy policy. Point of contact with federal agencies, U.S. embassies and host nation officials on matters involving anti-terrorism and force protection policies and measures.

2. Organizational Relationship. The Force Protection Assistant reports to the Security Officer.

1110. DISASTER PREPAREDNESS DIVISION

1. Duties, Responsibilities and Authority. The Disaster Preparedness Division Officer will develop and implement the area disaster evacuation and survival plan for all U.S. military and civilian personnel stationed in the Naples geographical area.

2. Organizational Relationship. The Disaster Preparedness Division Officer reports to the Deputy Security Officer.

1111. PHYSICAL SECURITY DIVISION. Responsible for providing physical security program planning and for developing, implementing, maintaining, testing and evaluating a large number of physical security systems, methods and procedures to safeguard a variety of operation, facilities and information.

1. Duties, Responsibilities and Authority. The Physical Security Officer controls and administer the security access program of Building 440 (C4I). Responsible for missing, lost, stolen or recovered property program. Monitoring, testing and evaluation of IDS for Naples area. Physical security assessments of Government buildings, parcos flag villas, etc.

2. Organizational Relationship. The Physical Security Officer reports to the Deputy Security Officer.

1112. MOTOR VEHICLE REGISTRATION DIVISION. Liaison with Italian authorities on duty free vehicle registration and customs matters.

1. Duties, Responsibilities and Authority. The MVRO Officer is Responsible for a central U.S. Motor Vehicle Registration Office for the entire territory of Italy and Island of Sardinia

2. Organizational Relationship. The Motor Vehicle Registration Director reports to the Deputy Security Officer.

1113. OPERATIONS DIVISION. Provide safety and security of both personnel and property, enforce internal regulations, maintain good order and discipline and act as liaison with Italian police.

1. Duties Responsibilities and Authority. The Operations Division will Provide law enforcement support of NAVSUPPACT Naples compounds and areas to include traffic control and accident investigations. Identify on calls for service, either through direct observation, by telephone, walk-in or fax, and respond accordingly via vehicle, bicycle or foot patrol to assist as needed. Investigate crimes and develop Incident Complaint Reports. Monitor the Alarm Control Center for building 440 (C4I) and all activities pertaining there to. Validate the identity of all personnel attempting entry. Monitor IDS system continuously. Monitor the Closed Circuit Television for building 440 (C4I) and respond to any emergency. Establish an Immediate Response Force for building 440. Coordinate, disseminate all regular and emergency 911 calls for service and dispatches personnel and/or mobile units to respond to any and all incidents.

2. Organizational Relationship. The Chief of Police for Operations reports to the Deputy Security Officer.

1114. PASS AND ID. DIVISION. Manage and control access and vehicle registration program for NAVSUPPACT Naples.

1. Duties, Responsibilities and Authority. The Pass and ID Division will Issue DOD vehicle decals, visitor passes, houseguest passes and LN identification cards.

2. Organizational Relationship. The Pass and I.D. Petty Officer reports to the Physical Security Officer.

1115. ARMORY DIVISION. Responsible for maintenance of ordnance and explosive material for the department.

1. Duties, Responsibilities and Authority. The Armory Division will Train and qualify security personnel in the use of small arms. Coordinate safe and efficient transfer of ordnance material.

2. Organizational Relationship. The Armory Chief reports to the Deputy Security Officer.

116. KENNEL DIVISION. Manage the Military Working Dog (MWD) program.

1. Duties, Responsibilities and Authority. The Kennel Master will supervise and manage the operation of assigned teams and evaluate on-duty-performance of handlers and assigned MWD's.

2. Organizational relationship. The Kennel Master reports to the Deputy Security Officer.

1117. INVESTIGATIONS DIVISION. Investigate all offenses, fraud, waste and abuse, which fall under the UCMJ, U.S. and Italian laws for NAVSUPPACT Naples and tenant commands. Completes and processes investigative reports.

1. Duties, Responsibilities and Authority. The Investigation Chief will Liaison with local commands. Organize, conduct and process surveillance operations on and off base in regards to narcotics trafficking and theft of government property in conjunction with NCIS.

2. Organizational relationship. The Investigations Chief reports to the Deputy Security Officer.

1118. DRUG ABUSE RESISTANCE EDUCATION (DARE) FACILITATOR.

1. Duties, Responsibilities and Authorities. The DARE Facilitator shall conduct lectures for Department of Defense Dependent School (DODDS) students within the Naples area. Instruct children on drug abuse resistance.

2. Organizational relationship. The DARE Facilitator reports to the Deputy Security Officer.

Chapter 12

MORALE, WELFARE AND RECREATION DEPARTMENT

1201. MORALE, WELFARE AND RECREATION DIRECTOR. The Morale, Welfare and Recreation Director (MWR Director) is responsible for the general management of the Command's Recreation and Athletic Programs, Common Support Services Office, Youth Activities, Child Development Centers, Family Home Care, the Single Sailor Program, base library, base theater and Carney Park.

1. Duties, Responsibilities and Authority. The MWR Director will:

a. Oversee operational, financial and personnel management of the above-stated activities.

b. Coordinate various services into a single, cohesive MWR Program for NAVSUPPACT Naples and its tenant activities.

c. Be responsible for effective and efficient managing of a recreation and club program.

d. Be responsible for appropriated and non-appropriated funds.

e. Be responsible for MWR operations at the support Site, Carney Park and Capodichino.

f. Develop programs, personnel and financial policies and establish objectives for the management of non-appropriated activities.

g. Serve as primary staff advisor to COMFAIRMED and assume duties as assigned in matters relative to the administration of Navy Non-Appropriated Funds (NAF).

h. Act as Central Mediterranean Coordinator for USO/AFPTO Dept of Defense Showcase shows.

2. Organizational Relationship. The MWR Director reports to the Commanding Officer.

1202. COMMON SUPPORT SERVICES OFFICER (CSSO). The CSSO supervises, directs and coordinates functions of the CSSO servicing the Nonappropriated Fund Instrumentality, which consists of more than 45 separate recreational activities, 13 mess activities, two resale outlets and the consolidated bachelor quarters.

1. Duties, Responsibilities and Authority. The CSSO will:

a. Provide advice and assistance to the MWR Director, Comptroller, Executive Officer, Commanding Officer, Department Heads, Special Assistants and tenant activities regarding funding matters.

b. Administer the Financial Management Program with budget administration of appropriated and non-appropriated funds annually.

c. Determine monetary requirements of operational and maintenance funds.

d. Recommend amounts to be divided in departmental OPTAR.

e. Manage procurement, solicitation preparation, negotiations, cost and price analysis with local, European and U.S. based vendors.

f. Assist in interpreting financial data and review annual and periodic requirements for operation and maintenance funds.

g. Provide input and information regarding internal review functions.

2. Organizational Relationship. The CSSO reports to the MWR Director.

1203. PERSONNEL MANAGEMENT SPECIALIST. The Personnel Management Specialist serves as the personnel specialist for approximately 300 nonappropriated fund employees, both U.S. and local national.

1. Duties, Responsibilities and Authority. The Personnel Management Specialist will:

a. Provide ongoing service to managers and employees regarding recruitment, placement, classification and wage administration, employee benefits and employee development.

b. Interpret local policies, directives and NAF rules and regulations.

c. Develop and implement NAF policies, procedures, systems and methods.

d. Provide management advisory services on individual personnel cases. Assist management in manpower planning. Review specific job assignments and positions.

e. Coordinate and confer with representatives of inspection and survey teams.

2. Organizational Relationship. The Personnel Management Specialist reports to the CSSO.

1204. HOSPITALITY MANAGER. The Hospitality Manager is responsible for mess operations at Capodichino, Carney Park and Support Site. The Hospitality Manager is also responsible for the accomplishment of broad management functions associated with the administration of the mess social and recreational programs.

1. Duties, Responsibilities and Authority. The Club Manager will:

a. Plan, direct and supervise operations of the Enlisted Mess. Prepare and disseminate operational and management policies.

b. Review local policies and standard operating procedures in order to improve operations and achieve the most efficient and economical service.

c. Prepare budget and financial management programs for the mess operation.

d. Monitor and schedule mess activities. Be responsible for funds generated from all sources.

e. Select, assign and supervise a staff of U.S. and local national employees.

f. Evaluate staff training needs and provide required training.

2. Organizational Relationship. The Club Manager reports to the MWR Director.

1205. ASSISTANT CLUB MANAGER. The Assistant Club Manager is responsible for assisting the Club Manager in the overall management of the Enlisted Mess and all annexes.

1. Duties, Responsibilities and Authority. The Assistant Mess Manager will:

a. Assist in planning, development and implementation of procedures for mess administration, patron/employee relations, maintenance conditions and related mess activities.

b. Develop procedures and instructions concerning social and recreational activities within mess facilities.

c. Prepare evaluations and reports for the Club Manager's review with regards to management practices, operating costs, program modifications and related budget proposals.

d. Recommend improvements to local and agency policies, procedures or amendments.

e. Schedule activities of the Mess including entertainment. Advise the Club Manager concerning the application of new programs, menus, etc.

f. Be responsible for the protection of funds generated from all sources.

2. Organizational Relationships. The Assistant Club Manager reports to the Club Manager.

1206. FOOD AND BEVERAGE MANAGER. The Food and Beverage Manager is responsible for the direct supervision of the employees which include cook supervisors, cooks, warehouse workers, bartenders, waiters, waitresses and food service workers.

1. Duties, Responsibilities and Authority. The Food and Beverage Manager will:

a. Plan, direct and supervise the food and beverage operation.

b. Develop and implement menus, programs and internal controls necessary for a successful operation.

c. Manage operational costs.

d. Ensure proper percentage of cost of goods is planned for labor, food, waste and spoilage. Monitor stock levels, daily inventories, deliveries and supplies.

e. Supervise and train a staff of U.S. and local national employees.

2. Organizational Relationships. The Food and Beverage Manager reports to the Assistant Club Manager.

1207. RECREATION SERVICES DIRECTOR. The Recreation Services Director oversees the operation of the following branches within the Recreation Division: auto hobby shop, child development centers, theaters, Carney Park, pro shop, gyms, youth activities, travel and tours and libraries.

1. Duties, Responsibilities and Authority. The Recreation Director will:

a. Provide a varied program of wholesome and constructive off-duty leisure activities, which will effectively contribute to the mental and physical well-being of U.S. personnel.

b. Develop overall administrative policy of the Recreation Division.

c. Assist in preparation of the annual expenditure budget.

d. Supervise the operation of the Recreation Division. Offer constructive criticism to supervisors and evaluate their performance.

e. Within existing resources, ensure facilities and equipment are kept in the best state of repair.

f. Evaluate present programs to ascertain whether they are providing a worthwhile leisure time activity. Ensure present programs are continued where patron demand warrants and budgetary limitations permit.

g. Serve as Fleet Recreation Coordinator.

2. Organizational Relationship. The Recreation Services Director reports to the MWR Director.

1208. CHILD DEVELOPMENT CENTERS DIRECTOR. The Child Development Centers Director (CDC Director) executes a comprehensive and ongoing developmentally appropriate curriculum of individual and group development activities that stimulate and sustain social, cognitive, physical and emotional growth of children and youth.

1. Duties, Responsibilities and Authority. The CDC Director will:

a. Provide a secure and healthy environment that includes an early childhood development program which stimulates, sustains and contributes to the growth and development of the total child.

b. Recommend and implement all local administrative and operational policies and procedures.

c. Develop and supervise the administration of a comprehensive child care program at three centers that respond to the developmental needs of children aged six weeks to six years.

d. Oversee a Family Home Care program, which includes children from four years.

e. Develop a structured developmental program designed to promote readiness skills for three to six year old children.

f. Assist in the preparation of appropriated and non-appropriated fund budgets.

g. Participate in meetings, councils, committees and maintain liaison with local institutions and national organizations to obtain and maintain state of the art programs.

2. Organizational Relationship. The CDC Director reports to the Recreation Services Director.

1209. LIFE IS BETTER EVERYWHERE RECREATION TAKES YOU (LIBERTY). This Recreation Specialist manages the LIBERTY Program and provides a varied program of recreation activities for afloat personnel, their dependents and DoD civilians stationed in the Naples area. The coordinator also provides recreation programs for the fleet's leisure time activities and aquatic program.

1. Duties, Responsibilities and Authority. The LIBERTY Coordinator will:

a. Assist in developing and coordinating administrative policy for recreation programs and facilities.

b. Interpret general recreation policies and amplify, supplement, relate and adapt these policies to functions of the Recreation Program.

c. Evaluate fleet recreational needs and be responsible for maintaining good community relations.

2. Organizational Relationship. The LIBERTY Coordinator reports to the Recreational Services Director.

1210. INFORMATION, TOURS AND TRAVEL (ITT) DIRECTOR. The ITT Director is responsible for planning, developing, organizing, implementing and evaluating the base-wide ITT programs. ITT provides travel for the military and DoD civilian community.

1. Duties, Responsibilities and Authority. The ITT Director will:

a. Plan, schedule and coordinate an annual tour calendar.

b. Coordinate tour itineraries. Act as agent for selling and collecting payment for a variety of travel related services.

c. Seek and investigate new tour sites, hotels, places of interest and arrange for community participation.

d. Schedule special tours for fleet personnel.

e. Coordinate DoD and USO shows for the Mediterranean area.

2. Organizational Relationship. The ITT Director reports to the Recreational Services Director.

1211. PUBLIC AFFAIRS SPECIALIST. The Public Affairs Specialist assists in determining the department's marketing plans through focus groups, interviews and surveys and implements those plans through administration of the marketing office.

1. Duties, Responsibilities and Authority. The Public Affairs Specialist will:

a. Organize and coordinate marketing surveys and focus groups.

b. Develop quality standards and ensure these standards are maintained.

c. Direct writing and editing of feature articles and news releases for publication and dissemination.

d. Inform the chain of command of significant program initiatives and status.

e. Develop and execute a fiscally responsible business plan for the marketing office.

2. Organizational Relationship. The Public Affairs Specialist reports to the Recreational Services Director.

1212. HEAD LIBRARIAN. The Head Librarian develops, administers and implements library services for the command.

1. Duties, Responsibilities and Authority. The Head Librarian will:

a. Plan and develop the library collection.

b. Keep abreast of developments in the profession and review and evaluate all areas of the library staffing.

c. Recommend and implement procedures for improvement.

d. Prepare long-range plans and goals.

e. Prepare yearly inventory. Plan and direct improvements to the library.

f. Plan and coordinate programs to encourage maximum use of library facilities.

g. Plan and supervise preparation and execution of the library budget.

h. Direct and coordinate library services with various educational, cultural and recreational groups.

2. Organizational Relationship. The Head Librarian reports to the Recreational Services Director.

1213. GAETA RECREATION DIRECTOR. The Gaeta Recreation Director provides on site management of the recreation facilities for a small military/civilian community and visiting ships.

1. Duties, Responsibilities and Authority. The Gaeta Recreation Director will:

a. Be responsible for the full range of technical, administrative and operational management of the combined recreational and mess facilities.

b. Select, devise, improvise and adapt various activities to the wide range of participant interests and needs.

c. Plan and coordinate details of recurring/nonrecurring activities and special events.

d. Evaluate the effectiveness of ongoing activities.

2. Organizational Relationship. The Gaeta Recreation Director reports to the Recreational Services Director.

1214. FLEET RECREATION LIAISON. The Fleet Recreation Liaison for Sixth Fleet ships visits is responsible for assisting servicemen in the liberty port of Cairo, Egypt.

1. Duties, Responsibilities and Authority. The Fleet Recreation Liaison will:

a. Review afloat command recreation requirements. Visit afloat commands upon or prior to their arrival.

b. Initiate proactive messages to Sixth Fleet afloat units to ensure they are aware of the local programs, special interests activities etc. during their visit.

c. Provide ships at sea pre-arrival orientation and indoctrination of recreational services in the Med area.

d. Maintain close liaison with various military and civilian agencies to broaden program scope and to integrate new programs.

2. Organizational Relationship. The Fleet Recreation Liaison reports to the Recreational Services Director.

1215. AUTO HOBBY SHOP DIRECTOR. The Auto Hobby Shop Director is responsible for the supervision of the Auto Hobby Shop personnel. plans and directs the work, enforces disciplinary regulations, shop safety, good housekeeping practices and performs minor body work.

1. Duties, Responsibilities and Authority. The Auto Hobby Shop Director will:

a. Supervise and assist the mechanics, interpret shop repair orders and inspect work performed.

b. Advise the Recreation Director on job progress and technical and personnel problems encountered.

c. Provide counseling in personnel matters concerning subordinates performance.

d. Perform maintenance and repairs on MWR vehicles.

e. Assist patrons in the diagnoses of problems.

2. Organizational Relationship. The Auto Hobby Shop Director reports to the Recreational Services Director.

1216. THEATER MANAGER. The Theater Manager is responsible for all equipment and motion pictures.

1. Duties, Responsibilities and Authority. The Theater Manager will:

a. Schedule motion pictures and other activities as requested.

b. Be required to perform as projectionist, as necessary.

c. Prepare monthly reports and schedule projectionists, ticket sellers and food service workers for weekly operation.

d. Inspect film, reels and projectors and report damages.

e. Order supplies and food for the theater snack bar.

2. Organizational Relationship. The Theater Manager reports to the Recreational Services Director.

1217. GYMNASIUM MANAGER. The Gymnasium Manager plans, organizes, implements and publicizes a comprehensive and competitive intramural sports program.

1. Duties, Responsibilities and Authority. The Gym Manager will:

a. Coordinate activities at the Capodichino sports complex, Carney Park Sports Complex and the Support Site Sports Complex.

b. Monitor, type and administer monthly inventories of athletic equipment.

c. Coordinate sporting activities, which take place in the gymnasium, at Carney Park athletic fields and Support Site athletic fields.

d. Monitor intramural contests to evaluate interest levels.

e. Schedule, coordinate and designate host for sports competitions.

2. Organizational Relationship. The Gymnasium Manager reports to the Recreational Services Director.

1218. YOUTH ACTIVITIES DIRECTOR. The Youth Activities Director is responsible for planning, developing, organizing, implementing and evaluating a youth activities program.

1. Duties, Responsibilities and Authority. The Youth Activities Director will:

a. Foster acceptable peer and adult relationships.

b. Introduce children to and help them adjust to local areas.

c. Provide structured classes that give youth opportunities to learn basic recreation skills.

d. Educate and acquaint youth with nature.

e. Provide before and after school programs.

f. Prepare and justify annual operating budget.

g. Develop, plan and coordinate fund raising activities.

h. Coordinate program efforts with managers of other recreation areas such as gymnasium, theater, auto hobby shop, club and park.

2. Organizational Relationship. The Youth Activities Director reports to the Recreational Services Director.

1219. CARNEY PARK MANAGER. The Carney Park Manager oversees the operation of a recreation park, retail proshop, youth and adult athletics, aquatics program and MWR Maintenance Division.

1. Duties, Responsibilities and Authority. The Carney Park Manager will:

a. Oversee and manage a 54-acre recreation facility.

b. Review and evaluate all areas to determine adequate staffing, facilities and funding.

c. Develop long and short range plans and goals for the athletic program.

d. Evaluate program's effectiveness and facility use to meet changing needs.

e. Be responsible for the oversight of the maintenance of athletic facilities.

f. Advise the Recreation Services Director regularly as to the schedule and status of the recreation program.

2. Organizational Relationship. The Carney Park Manager reports to the Recreation Service Director.

Chapter 13

INFORMATION SYSTEMS DEPARTMENT

1301. DIRECTOR, INFORMATION SYSTEMS DEPARTMENT (ISD). The Director, ISD is responsible for management of the department.

1. Duties, Responsibilities and Authority. The Director, ISD will:

a. Plan, direct and administer the work of the department.

b. Determine workload priorities and establish schedules and milestones.

c. Coordinate personnel actions and review individual performance initiating Incentive Awards or disciplinary measures as necessary.

d. Counsel employees, looking at mission requirements to determine developmental and training needs.

e. Carry out the policies of the Equal Employment Opportunity Program for civilians and military. Participate in the development of affirmative action plans.

f. Provide advice, guidance and liaison on all matters pertaining to information processing to NAVSUPPACT Naples management, tenant commands covered under an ISSA/MOV and supported activities.

g. Formulate the Information Systems Department budget and develop Program Objectives Memoranda (POM) inputs for new systems required for station mission accomplishment.

h. Create NAVSUPPACT Naples instructions and policy.

i. Coordinate and provide action response on correspondence concerning nontactical information systems.

j. Perform Business Risk Management for the department by ensuring Life Cycle Management, Information Security, Configuration Management and Resource Management programs are complied with.

k. Ensure effective management and efficient utilization of Information Systems Department resources in support of NAVSUPPACT Naples command mission.

2. Organizational Relationship. The Director, ISD reports to the Commanding Officer.

1302. SECRETARY. The Secretary, Information Systems Department is responsible for providing secretarial support to the Director and Division Heads.

1. Duties, Responsibilities and Authority. The Secretary will:

a. Provide administrative support to the Department.

b. Receive visitors and telephone calls to the office, determine the nature of requests and direct callers to the appropriate staff member.

c. Respond to routine nontechnical requests for information.

d. Receive incoming correspondence, screening material prior to distribution for suspense dates, establishing controls and follow up for supervisor.

e. Schedule appointments and make arrangements for time, participants, and location of meeting per instructions from the supervisor. Make necessary arrangement for travel.

f. Type narrative and tabular material from rough type or revised draft.

g. Locate and assemble information for various reports.

h. Maintain subject matter files, departmental records and track personnel actions.

2. Organization Relationship. The Secretary reports to the Director.

1303. PLANNING, SECURITY AND CONFIGURATION DIVISION HEAD. The Planning, Security and Configuration Division Head is responsible for developing Strategic Planning and Configuration Management for all command Information Systems (IS).

1. Duties, Responsibilities and Authority. The Planning, Security and Configuration Division Head will:

a. Serve as the principle advisor to the ISD Director for IS Configuration Management, Life Cycle Management, Long Range Planning and Resource Management.

b. Ensure that all Life Cycle Management and Configuration Management activities incorporate all appropriate Information Systems Security elements.

c. Develop and monitor long and short range financial plans and budgets concerning annual requirements projections for civilian personnel, facilities, equipment acquisition, acquisition of service contracts and managing to payroll resources.

d. Prepare Program Objective Memorandum for Resource Management.

e. Evaluate and analyze data for budget input.

f. Prepare annual Operation and Maintenance, Navy (OMN) appropriation apportionment/budget call.

g. Prepare other procurement, Navy (OPN) appropriation for acquisition of Industrial Plant Equipment (IPE) budget call.

h. Execute budget midyear review.

i. Prepare unfunded requirements input.

j. Be responsible for developing and monitoring IS support agreements and arrangements.

k. Serve as the command Database Administrator with responsibility for database architecture/data dictionary, re-engineering, integration, change control and standards.

l. Serve as the command IS Configuration Manager with responsibility for IS hardware and software configuration management policies and standards.

2. Organization Relationship. The Planning, Security and Configuration Division Head reports to the Director.

1304. INFORMATION SYSTEMS SECURITY MANAGER (ISSM). The ISSM is responsible for management of the Information System Security Program.

1. Duties, Responsibilities and Authority. The ISSM will:

a. Continually review, evaluate and update IS security requirements and procedures to meet operational requirements due to changes in security regulations and posture of IS environment.

b. Ensure all computer systems are operated, maintained, and disposed of in accordance with Navy wide and internal security policies and practices.

c. Acquire and disseminate IS security information throughout the command for the purpose of education, awareness and compliance.

d. Ensure proper accreditation of classified and unclassified Information Systems.

e. Ensure all LANs and microcomputers are guarded against virus infections. Investigate, clean and report virus incidents through proper chain of command.

f. Ensure departmental Information System Security Officers (ISSOs), ISSO Agents and Network Security Officers (NSOs) are trained annually and adhere to proper IS security regulations.

g. Conduct inspections on computer systems within NAVSUPPACT Naples for compliance with IS security directives. Monitor internal controls and procedures for the procurement, acquisition, installation, inventory control and documentation of hardware and software for the microcomputers and LANs.

h. Receive inquiries and incidents telephonically and in person and perform appropriate actions as necessary.

i. Communicate and support all levels of the organization and tenant commands covered under an ISSA/MOU effectively both orally and in writing.

j. Liaison with the Mediterranean theater ISSM, CINCUSNAVEUR London.

2. Organization Relationship

a. The ISSM reports to the Planning, Security and Configuration Division Head.

b. The ISSM reports to the Commanding Officer (Designated Authorizing Authority) on matters pertaining to IS security, risk and accreditation.

c. The ISSM reports to the NAVSUPPACT Naples Security Manager on matters pertaining to information security, classified material protection and violations.

d. NAVSUPPACT Naples Department ISSOs and NSOs report to the ISSM on matters pertaining to IS security, risk and accreditation.

1305. BUDGET ASSISTANT. The Budget Assistant performs accounting and procurement functions. Coordinates with the Comptroller and Supply Departments for procurement matters and problem resolution.

1. Duties, Responsibilities and Authority. The Budget Assistant will:

a. Coordinate and track computer hardware and software acquisitions.

b. Ensure material received is properly checked against accompanying shipment documents and/or manifests for correct quantities and any physical damage.

c. Ensure timely notification to the Customer Support Branch of the arrival of material lacking disposition instructions.

d. Execute funds distribution to the applicable cost account codes and job orders.

e. Type procurement request and related documents.

f. Research GSA catalogs, manufactures' catalogs and IDIQ Contract catalogs to find material and part numbers in order to purchase the material.

g. Establish adequate files and records for audit purposes.

h. Review and update cost account codes.

i. Ensure expenditures are charged to the appropriate cost account code.

j. Ensure internal controls are adequately established and continuously monitored.

k. Reconcile cost accounts at least monthly.

l. Prepare and submit financial reports.

2. Organizational Relationship. The Budget Assistant reports to the Planning, Security and Configuration Division Head.

1306. SYSTEM ENGINEERING DIVISION HEAD. The Head, System Engineering Division, is responsible for providing network and telecommunication systems analysis, project development and planning, technical support and supervision of the System Engineering Division.

1. Duties, Responsibilities and Authority. The Head, System Engineering Division will:

a. Develop detailed concepts to provide comprehensive analysis and functional, cost effective and efficient network systems.

b. Perform feasibility and application studies, cost analysis and benefits for network systems.

c. Project planning for application software work, review specifications for system analysis, design and implementation.

d. Establish objective and target dates for completion of studies and other products of system development.

e. Direct the formulation of plans for accomplishing varied and complex systems designs or the modification of existing Information Systems.

f. Assist the Customers Support and the Planning, Security and Configuration Division Heads in development of microcomputer software and hardware standards for NAVSUPPACT Naples.

2. Organizational Relationship. The System Engineering Division Head reports to the Director.

1307. NETWORK ENGINEERING BRANCH HEAD. The Network Engineering Branch Head is responsible for development and implementation of network hardware and software systems for NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU. This position requires expertise in all areas of microcomputers and networks, both hardware and software.

1. Duties, Responsibilities and Authority. The Computer Specialist will:

a. Assist the Division Head in the planning and development of command networking projects for NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

b. Install, configure and where applicable, manage network hardware and software for Information Systems.

c. Prepare program specifications from broad system plans, requirements and flow charts.

d. Identify methods to combine interacting systems using network and application integration, which extend across organizational or functional lines.

e. Identify and recommend action to be taken to either expand or contract major systems as a result of changes emanating from higher authority or changes in the business requirements.

f. Evaluate the desirability of automating work functions in terms of overall costs and efficiency.

2. Organizational Relationship. The Network Engineering Branch Head reports to the System Engineering Division Head.

1308. NETWORK ADMINISTRATORS. The Network Administrators are responsible for installation, configuration and administration of network hardware and software for NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

1. Duties, Responsibilities and Authority. The Network Administrator will:

a. Assist in configuration and installation of network hardware and software for departments.

b. Perform routine maintenance operations for Novell file servers.

c. Perform routine maintenance of UNIK systems.

d. Perform routine network management functions, including configuration, performance analysis, and diagnostics for infrastructure, servers and nodes.

e. Perform routine monitoring of the network security systems (e.g., Internet Firewall).

f. Using network tools, maintain the inventory and configuration of networked microcomputers.

2. Organizational Relationship. The Network Administrators report to the Network Engineering Branch Head.

1309. LAN POST OFFICE ADMINISTRATOR. The LAN Post Office Administrator is responsible for supporting Local Area Network cc: Mail software and user accounts.

1. Duties, Responsibilities and Authority. The LAN Post Office Administrator will:

a. Design, implement, and monitor the cc:Mail Automatic Directory Exchange configuration, including shared bulletin boards and mailing lists among cc: Mail Post Offices.

b. Perform trouble shooting, implement corrections and maintain of the cc:Mail hardware and software, (i.e., post offices, routers, gateways).

c. Monitor performance of the cc:Mail router connectivity. Design and implement changes to the architecture as necessary.

d. To evaluate and perform upgrades for both hardware and software in regards to the LAN Post Office.

e. Identify methods and perform the necessary steps to provide cc:Mail service to remote users and remote LAN connections.

2. Organizational Relationship. The LAN Post Office Administrator reports to the Network Engineering Branch Head.

1310. TELECOMMUNICATION BRANCH HEAD. The Telecommunication Branch Head is responsible for supporting all telecommunications systems for NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

1. Duties, Responsibilities and Authority

a. Serve as the command's Telephone Control Officer (TCO) responsible directly to the Commanding Officer, for the effective and efficient management and administration of the command's telephone program.

b. Assist the Division Head in the planning and development of telecommunication projects for NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

c. Install, configure and where applicable manage telecommunication hardware and software.

d. Prepare program specifications from broad system plans, requirements and flow charts.

e. Identify methods to combine interacting telecommunication systems, which extend across organizational or functional lines.

f. Identify and recommend action to be taken to either expand or contract major telecommunication systems as a result of changes emanating from higher authority or changes in the business requirements.

2. Organizational Relationship. The Telecommunication Branch Head reports to the System Engineering Division Head.

1311. TELECOMMUNICATION ASSISTANTS. The Telecommunication Assistants are responsible for administering the telecommunications system and work requests for NAVSUPPACT Naples and tenant commands covered under ISSA/MOU.

1. Duties, Responsibilities and Authority.

a. Serve as the command's Assistant Telephone Control Officer (ATCO) assisting the TCO and performing the function of TCO in the absence of the TCO.

b. Initiate and monitor telecommunication work requests.

c. Establish adequate files and records for audit purposes.

d. Prepare and submit work and financial status reports.

e. Assist in configuration and installation of telecommunication hardware and software.

f. Perform routine maintenance operations for telecommunication systems.

g. Perform routine telecommunication management functions, including configuration, performance analysis and diagnostics for telecommunication systems.

2. Organizational Relationship. The Telecommunication Assistants report to the Telecommunication Branch Head.

1312. CUSTOMERS SUPPORT DIVISION HEAD. The Customer Support Division Head is responsible for operation of the Customer Support Division and provides microcomputer hardware/software configuration, installation and maintenance services to NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

1. Duties, Responsibilities and Authority. The Customer Support Division Head is responsible for operation of the Customer Support Division and provides microcomputer hardware/software configuration, installation and maintenance services to NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

a. Administer the training and professional development program for ISD personnel.

b. Administer the Micro Training Lab for microcomputer training to support NAAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

c. Assist the Systems Engineering and Planning, Security and Configuration Division Heads in development of microcomputer software and hardware standards for NAVSUPPACT Naples.

d. Recommend development or acquisition of application software to support the functional and administrative needs of the user community.

e. Administer the microcomputer troubleshooting and repair program including repair contracts for NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU.

f. Administer the Plant Property for the department and the IS equipment Plant Property for the command.

2. Organizational Relationship. The Customer Support Division Head reports to the Director.

1313. OFFICE AUTOMATION BRANCH HEAD. The Office Automation Branch Head is responsible for providing systems analysis and programming for the department, special office automation projects and supervision of computer application development. This position requires programming expertise in all areas of microcomputers, both hardware and software and familiarity with networked systems and multi-user applications.

1. Duties, Responsibilities and Authority. The Office Automation Branch Head will:

a. Perform as lead programmer analyst in development or acquisition of application software to support the functional and administrative needs of the user community.

b. Manage the Office Automation Branch and perform technical support functions acting as an advisor and manager to the division.

c. Perform feasibility, application, cost analysis and benefits studies.

d. Perform project planning for computer application software work and review specifications for application analysis, design and coding.

e. Establish objectives and target dates for completion of software application projects and other special developments.

f. Direct the formulation of plans for accomplishing varied and complex application design or the modifications of existing IS applications/systems.

g. Coordinate IS research, analysis and development with departments concerning the collection and analysis of data. Present detailed economics and services derived from automation requests.

h. Maintain the function of existing software applications, which are already the responsibility of Office Automation Branch or are assigned as part of the programming Center of Excellence.

i. Coordinate with the Planning, Security, and Configuration Division Head, the Command Database Administrator, on matters pertaining to database configuration management.

2. Organizational Relationship. The Office Automation Branch Head reports to the Customer Support Division Head.

1314. COMPUTER SPECIALIST (APPLICATION MAINTENANCE). The Computer Specialist serves as a computer programmer analyst for both network multi-user and stand-alone single user application support.

1. Duties, Responsibilities and Authority. The Computer Specialist will:

a. Prepare functional descriptions and program specifications with all other associated developmental documentation from a business analysis of customer needs.

b. Develop process and dataflow diagrams from functional and program specifications.

c. Develop application programs from process and dataflow diagrams using CASE principles and tools, including reusable modules and change control.

d. Prepare test data and testing routines to thoroughly test programs prior to implementation.

e. Prepare, maintain and properly distribute all application software documentation for programs assigned.

f. Maintain existing application software both PC based and mainframe based, whether developed in-house or by central design agencies.

g. Investigate and resolve problems with production programs.

2. Organizational Relationship. The Computer Specialists report to the Office Automation Branch Head.

1315. CUSTOMER SERVICE BRANCH HEAD. The Customer Service Branch Head is responsible for providing microcomputer hardware and software support for NAVSUPPACT Naples and tenant commands covered under an ISSA/MOU. This position requires expertise in all areas of microcomputers, both hardware and software, and familiarity with networked systems and multi-user applications.

1. Duties, Responsibilities and Authority

a. Perform as lead computer specialist in support of the microcomputer needs of the user community.

b. Manage the Customer Service Branch and perform technical support functions acting as an advisor and manager to the division.

c. Manage the Customer Support Help Desk.

d. Manage the Field Service Representative program.

e. Perform project planning for microcomputer hardware and software installation and repair.

2. Organizational Relationship. The Customer Service Branch Head reports to the Customer Support Division Head.

1316. COMPUTER SPECIALIST (HELP DESK). The Computer Specialist serves as the Information Systems Department Help Desk representative acting as the entry point for all customer service requests into the department. This includes Office Automation support, LAN support, systems analyst support and microcomputer support.

1. Duties, Responsibilities and Authority. The Computer Specialist will:

a. Maintain Customer Support Help Desk acting as the primary entry point into ISD for all service requests.

b. Perform service request analysis and recommend redirection to Computer Specialists (Customer Support) or appropriate Division/Branch for additional action.

c. Investigate and resolve problems with microcomputer hardware and software.

d. Maintain the department Information Project Tracking System. Create and submit periodic reports on service request status, statistics, etc. for management review.

e. Maintain the Information Systems Computer Loan Library and Database.

2. Organizational Relationship. The Computer Specialist reports to the Customer Service Branch Head.

1317. COMPUTER SPECIALISTS (CUSTOMER SUPPORT). The Computer Specialists provide on-site microcomputer hardware and software support for NAVSUPPACT departments and tenant commands covered under an ISSA/MOU.

1. Duties, Responsibilities and Authority. The Computer Specialist will:

a. Investigate and resolve problems with microcomputer hardware and software.

b. Configure and install microcomputer hardware and software.

2. Organizational Relationship. The Computer Specialists report to the Customer Service Branch Head.

Chapter 14

COMPTROLLER DEPARTMENT

1401. COMPTROLLER/DEPUTY COMPTROLLER. The Comptroller develops, coordinates and maintains integrated financial management services for NAVSUPPACT Naples.

1. Duties, Responsibilities and Authority. The Comptroller will:

a. Ensure public laws and financial management regulations are followed.

b. Provide technical financial management guidance and direction to cost centers.

c. Develop the overall station financial plan.

d. Provide financial information, guidance and counsel to the Commanding Officer.

e. Directly supervise functions and responsibilities of the General Services Fund and OHA/COLA/Family Forces Forum elements of Comptroller Department.

f. Act as Bank Liaison Officer between the Activity and any credit union or banking facilities (U.S. or Italian) at NAVSUPPACT Naples.

g. Provide management and administrative support to all subordinate components of Comptroller Department.

h. Act as financial liaison between NAVSUPPACT Naples funded elements and CINCUSNAVEUR Comptroller (CNE 015).

i. Function in support of NAVSUPPACT Naples Departments, Navy Element (AFSOUTH), COMSIXTHFLT, SPACINC (AFSOUTH/CNE), AFSOUTH (Travel/U.S. Per Diem).

2. Organizational Relationship. The Comptroller/Deputy reports to the Commanding Officer.

1402. DEPUTY COMPTROLLER. The Deputy Comptroller is the direct representative of the Comptroller in maintaining general efficiency in the conduct of work in the Comptroller Department. He/she is the technical expert for all issues relating to budget, accounting and manpower. In the absence of the Comptroller, the Deputy Comptroller performs the duties of the Comptroller.

1. Duties, Responsibilities and Authority. The Deputy Comptroller will:

a. Provide technical financial information, guidance and counsel to the Comptroller, NAVSUPPACT Naples departments, and other various components.

b. Direct the day-to-day operations of the Comptroller Department coordinating the tasking of Comptroller divisions.

c. Assist the Comptroller in developing the Command's Financial Plan.

d. Serve as financial and accounting liaison between NAVSUPPACT Naples and major claimant, CINCUSNAVEUR.

e. Direct, supervise and manage the efforts of Comptroller division heads, prioritize workloads and operational tasking as directed by the Comptroller.

f. Ensure effective management and efficient utilization of Comptroller Department resources in support of NAVSUPPACT Naples command mission.

g. Review and edit outgoing departmental correspondence, budgets, and reports. Ensure incoming message traffic and correspondences are properly distributed among the Comptroller divisions.

2. Organizational Relationship. The Deputy Comptroller reports to the Comptroller.

1403. ADMIN ASSISTANT

1. Duties, Responsibilities and Authority. The Admin Assistant will:

a. Provide administrative support to the Comptroller/Deputy Comptroller.

b. Maintain tickler file for recurring reports and correspondence requiring response.

c. Maintain necessary levels of consumable supplies for the department.

d. Maintain personnel files and track personnel actions.

e. Act as department mail clerk.

2. Organizational Relationship. The Admin Assistant reports to the Deputy Comptroller.

1404. GENERAL SERVICES FUND (GSF) SUPERVISOR. The GSF is a nonappropriated instrument to facilitate the U.S. military and DoD civilian personnel obtaining rental housing and various public services by holding necessary deposits on behalf of the renters and utility agencies.

1. Duties, Responsibilities and Authority. The General Services Fund Supervisor will:

a. Hold in an interest bearing account private party housing deposits and utility (including telephone) company deposits.

b. Make final payments, as necessary, to utility companies.

c. Transact the sale of AFI license plates.

d. Transact the sale of tax-free petroleum products to authorized local nationals.

e. Maintain Euro and U.S. dollar interest bearing accounts at a local bank. Have excess EURO held in a negotiable instrument so as to earn a higher rate of return than regular checking/savings accounts. Have excess U.S. dollars held in a U.S. Treasury.

f. Produce and distribute a monthly balance sheet and profit/loss statement. The GSF is intended to be 100% self-supporting, although profits may be expended at CO, NAVSUPPACT Naples discretion in accordance with local directives.

2. Organizational Relationship. The GSF Supervisor reports to the Comptroller.

1405. STATION BUDGET OFFICER

1. Duties, Responsibilities and Authority. The Budget Officer will:

a. Prepare Operations and Maintenance, Navy (OMN) operating budgets, including Budget Activities 2 and 8 funding, Family Service Center family support reimbursable programs and work years distribution and expenditure.

b. Prepare and submit midyear review and Program Objectives Memorandum (POM) packages.

c. Issue operating targets.

d. Review program performance against financial plan throughout the year and report via budget execution after year closes.

e. Review proposed or requested personnel actions against financial plan and work year authorization.

f. Reprogram financial resources, when necessary, between cost centers, and labor and non labor. Track adjustments as reference for future programming.

g. Develop procedures and implement general and administrative cost reimbursement DBOF Program.

h. Develop and submit Other Procurement, Navy (OPN) budget.

i. Serve as financial and accounting liaison between NAVSUPPACT Naples-funded cost centers and the major claimant, CINCUSNAVEUR.

j. Review reimbursable funding requests (except DoDDS) and establish job order.

2. Organizational Relationship. The Station Budget Officer reports to the Comptroller.

1406. ACCOUNTING OFFICER

1. Duties, Responsibilities and Authority. The Accounting Officer will:

a. Direct and supervise the Stock Fund, Resource Management Services (RMS) and Payroll branches, via their respective supervisors.

b. Prepare weekly and monthly Fund Status Reports.

c. Conduct outstanding requisition validations and cost center requisition and expenditure reconciliation.

d. Develop and use local memorandum accounting procedures. Input requisition obligations into Authorization Accounting Activity automated system. Maintain local memorandum accounting records for six fiscal years.

e. Review official accounting reports for variances in memorandum accounting records and make appropriate corrections.

f. Ensure job order entries into the automated accounting system are timely and accurate.

g. Clear undistributed disbursements.

h. Develop and maintain a system of tracking transportation billings.

i. Ensure employees are trained in operations of the automated accounting system.

j. Validate biweekly U.S. civilian payroll, comparing actual payroll to timekeeping transmissions.

k. Review and adjust, as appropriate, labor distribution.

l. Manage station plant and minor property programs.

m. Prepare civilian PCS, POV and HHG accounting data memorandums. Obtain orders, claims and GBLs for obligation and expenditure.

n. Consolidate the annual TAD travel budget.

o. Perform reimbursable accounting.

p. Serves as financial liaison with the Authorization Activity.

q. Perform other duties as assigned.

2. Organizational Relationship. The Accounting Officer reports to the Deputy Comptroller.

1407. LOCAL NATIONAL (LN) PAYROLL BRANCH SUPERVISOR

1. Duties, Responsibilities and Authority. The LN Payroll Division Supervisor will:

a. Provide LN payroll services for NAVSUPPACT Naples and other DoD area activities, including La Maddalena, Gaeta and Rome.

b. Make payments and submit necessary reports to Italian tax agencies, retirement/Social Security and other servicing agencies.

c. Compute and adjust LN income taxes for the Italian Finance Office, for those who desire this service.

d. Insure compliance with Italian Government labor and fiscal laws.

2. Organizational Relationship. The Payroll Supervisor reports to the Accounting Officer.

1408. OVERSEAS HOUSING ALLOWANCE/COST OF LIVING ALLOWANCE (OHA/COLA) COORDINATOR. This position is responsible for accurate completion, accumulation and reporting of necessary information and survey data representing U.S. military personnel in Italy. This information is used by the Per Diem, Travel and Transportation Allowances Committee (PDTATAC) to determine the COLA index for various locations in Italy, which in turn determines actual allowances received by the service members.

1. Duties, Responsibilities and Authority. The OHA/COLA Coordinator will:

a. Act as liaison between NAVSUPPACT Naples and PDTATAC and between NAVSUPPACT Naples and the local community.

b. Coordinate information gathering efforts of OHA/COLA representatives from other station locations. Consolidate into acceptable formats and submit to PDTATAC.

c. Train or assist in training of OHA/COLA representatives.

d. Act as the OHA/COLA representative for the Naples area.

e. Coordinate the Naples area Family Forces Forum (FFF), scheduled annually.

f. Responsible for the department's Family Leave Act Report.

g. Assists the Deputy Comptroller with Special Projects, as assigned.

2. Organizational Relationship. The OHA/COLA Coordinator reports to the Deputy Comptroller.

1409. COMMERCIAL BILL PAYING (CBP) DISBURSING OFFICER. The CBPO was established in order to rationalize and streamline fiscal responsibilities and functions. In establishing the Commercial Bill Paying Office, computerized accounting systems were introduced to partially automate the process for more effective management control and efficiency. CBPO processes and distributes U.S. and Italian payrolls. The Naples CBPO was established in April of 1996.

1. Duties, Responsibilities and Authority. The CBP Disbursing Officer will:

a. Implement, controls and supervises application of the Standard Operating Procedures (SOP).

b. Ensure all documents, disbursements and reports are accurate and submitted on time.

c. Sign checks and authorizes direct debits.

d. Answer all inquiries that cannot be answered by Deputy Disbursing Officer, the Voucher Examiners and the Disbursing Clerk.

e. Ensure that deposits and payment lists are taken to local banks and that local bank checks are picked up for distribution to vendors where limited depository accounts are not available.

f. Assign work to the Voucher Examiners in the absence of the Deputy Disbursing Officer.

g. Arrange for initial and continuing training for all office personnel.

h. Certify time cards and approves leave requests.

i. Monitor the process of potential vulnerabilities to fraudulent or improper use of resources.

j. Establish and maintains security arrangements for the office including government checks, safes, documents and signature stamps.

k. Manage cash accounts including establishing monetary conversation rates.

l. Control access to the computerized systems including authorizing data entry privileges for voucher Examiners.

m. Accept local currency checks, but not cash, for deposit in the limited depository accounts and U.S. dollar checks for deposit in the proper Federal Reserve Bank.

n. Ensure the proper and smooth processing of paying both U.S. and Italian payrolls.

o. Perform other duties as assigned.

2. Organizational Relationship. The Disbursing Officer reports to the Deputy Comptroller.

Chapter 15

RELIGIOUS MINISTRIES DEPARTMENT

1501. COMMAND CHAPLAIN. The Command Chaplain is responsible for providing religious and personal ministry to military personnel, Department of State and DoD civilian employees and to family members of all U.S. Forces assigned in Naples.

1. Duties, Responsibilities and Authority. The Command Chaplain will:

a. Advise the Commanding Officer on matters related to religious ministries within the command.

b. Advise the command on matters pertaining to leadership, morale and the general moral climate of the command. Advise command on future needs and facilities of the Command Religious Program (CRP).

c. Administer the CRP (i.e., pastoral care, religious services, lay services and religious instruction) to meet the religious needs of all persons for whom the command has responsibility.

(1) Monitor to ensure the CRP is publicized through a variety of print, visual, and audio media.

(2) Implement religious ministry provisions of host tenant agreements and Memorandum(s) of Understanding/Agreement.

(3) Supervise the Duty Chaplain and Duty Religious Program Specialist (RP) watchbills.

(4) Supervise Chaplains in the execution of their ministries.

d. Serve as department head for the Chaplain's department. Direct and supervise the functions and responsibilities of the assistant command chaplain, and Senior Protestant or Catholic Chaplain and civilian employees. Indirectly supervise other military and civilian personnel assigned to the department.

(1) Oversee proper accountability of plant and minor property.

(2) Ensure timely preparation, staffing, submission and maintenance of reports, correspondence and records.

(3) Submit command evaluations for Chaplains and RPs (E-5 and above).

(4) Prepare officers and enlisted fitreps and evaluations.

(5) Oversee training programs for Chaplains and RPs.

e. Administer the Consolidated Religious Offerings Fund (ROF). Oversee the development and disbursement of ROF.

f. Administer the Chaplain Department OPTAR. Oversee the development of the spending plans for the CRP.

g. Advise the Claimant Staff Chaplain (CINCUSNAVEUR) of necessary actions concerning programming of Chaplains, RPs, reservists, civilian personnel billets, fiscal resources, and facilities requirements via the Force Chaplain (COMFAIRMED).

h. Coordinate a frequent visitation program with the Hospital Chaplain.

i. Maintain liaison with civilian community service organizations, social agencies, Navy and Marine Corps Relief Society, American Red Cross and the local ecclesiastical authorities.

j. Serve as Senior Chaplain responsible for the overall coordination of programs.

(1) Formulate and supervise policy and plans for the free exercise of religion for all whom the command has responsibility.

(2) Administer programs to meet identified needs.

(3) Supervise the preparation of programs.

(4) Develop OM&N budget requirements to support programs.

(5) Manage the CRP to include ministry to all (i.e., Women of the Chapel, youth, rite and sacraments, Bible studies, religious education, Vacation Bible School and worship services).

(6) Coordinate lay-led groups such as Gospel, Jewish and Islamic.

(7) Ensure pastoral care is provided to personnel in work spaces and homes, as well as in hospitals and confinement facilities.

(8) Provide leadership to advisory committees in the design and delivery of ministry and related policies.

k. Sit on command awards board.

l. Provide pastoral care for the entire staff.

m. Chair Religion Quality Management Board.

n. Serve as planning coordinator for future religious facilities and current plant modifications.

o. Maintain liaison with endorsing agency and meet obligations of denominations.

2. Organizational Relationship. The Command Chaplain reports to the Commanding Officer.

1502. ASSISTANT COMMAND CHAPLAIN. The Assistant Command Chaplain is responsible for executing the CRP policies for planning, supervising and facilitating the free exercise of religion.

1. Duties, Responsibilities and Authority. The Assistant Command Chaplain will:

a. Serve as acting Command Chaplain in the absence of the Command Chaplain unless another Chaplain is so designated in writing by the Command Chaplain.

b. Assist the Command Chaplain in the running of the CRP by:

(1) Providing pastoral care.

(2) Participating in the CRP.

(3) Developing and implementing training plan for Chaplains.

(4) Preparing ministry objectives and correlating fiscal requirements.

(5) Formulating spending plans for appropriated funds and ROF.

(6) Serving as Facilities and Maintenance Officer for the religious facilities at various locations.

(7) Monitoring management of correspondence, reports, files and directives.

(8) Providing input to all matters related to ministries in the command.

(9) Developing the OM&N budget.

(10) Supervising Chaplains and reservists, as appropriate.

(11) Supervising the lay, ministries, including the development of specific pastoral ministries/programs to meet identified needs in keeping with liturgical expectations.

(12) Providing pastoral care in hospital and confinement facilities as required.

(13) Preparing and submitting reports, correspondence and forms per faith group tradition.

(14) Developing and monitoring own faith group religious education classes and seminars.

(15) Maintaining liaison with local agencies, community organizations, Navy/Marine Corps Relief Society and American Red Cross.

(16) Maintaining liaison with local civilian hierarchy (Bishops, faith group leadership) and facilitating cooperative and effective working relationships.

(17) Establishing and providing leadership to their faith group.

(18) Administering programs according to their faith group.

c. Maintain liaison with endorsing agency and meet obligations of denomination.

1503. STAFF CHAPLAINS

1. Duties, Responsibilities and Authority. The staff Chaplains will:

a. Serve as CRP staff Chaplain.

(1) Promote the concerns and be an advocate for the religious needs of all U.S. military and DoD civilian personnel and their family members.

(2) Provide pastoral care to personnel in work spaces and homes as well as in hospitals and confinement facilities to include counseling, visitation and crisis care.

(3) Develop and oversee programs of religious outreach.

(4) Ensure programs are advertised.

(5) Advise staff regarding use and care of facilities utilized for worship or religious education.

(6) Stand duty Chaplain watches as required.

(7) Attend weekly Chaplain's staff meetings.

(8) Submit reports and correspondence as required.

b. Serve as chapel pastors according to faith tradition.

(1) Assisted by Directors of religious Education (DRE), ensure the provision and quality of religious education programs.

(2) Advise and coordinate chapel councils.

(3) Provide for and/of facilitate sacramental needs such as baptism, Holy Communion and Eucharist.

(4) Support the choirs.

(5) Develop the ROF mission and benevolent disbursements for own faith group.

c. Maintain close liaison with Naples area DoDDs schools to include:

(1) Oversee the Sunday transition of school spaces to worship and religious education spaces and ensure its return to original condition.

(2) Maintain open lines of communication between the chapel communities and school personnel.

(3) Provide ministry to school personnel.

(4) Provide ministry to students, when requested.

(5) Coordinate scheduling of Naples area DODD schools for chapel usage.

d. Serve an advisor to Women of the Chapel (WOC) and Men of the Chapel (MOC). Serve as an advocate for M/WOC interests, bringing needs and concerns to the attention of Command Chaplain. Attend board meetings and functions as often as possible. Provide guidance and recommendations to program leaders. Provide accountability for the program to the CRP.

e. Support laypersons who oversee the monthly visitation of newly arriving personnel. Provide guidance and recommendations to program leaders. Provide accountability for the program to the CRP.

f. Maintain close liaison with the Fleet Family Service Center (FFSC) to include:

(1) Assist with counseling and program inputs as needed.

(2) Coordinate needs and programs within the CRP.

(3) Integrate in FFSC/squadron/tenant units, as appropriate, to ensure maximum impact and availability of religious ministries.

g. Provide Chaplain coverage to USNH, as requested.

h. Maintain liaison with endorsing agency and meet obligations of denomination.

2. Organizational Relationship. Staff chaplains report to the Command Chaplain through the assistant Command Chaplain.

1504. CHAPEL MANAGER

1. Duties, Responsibilities and Authority. The chapel manager will be the leading Chief Petty Officer and will:

a. Assist and support the Command Chaplain in the planning, preparation and delivery of the CRP.

b. Ensure adequate training for advancement and job performance are available for department RPs.

(1) Establish a monthly training program for RPs.

(2) Ensure PARs are completed, updated and recorded in individual service records.

(3) Ensure occupational standards are mastered.

(4) Serve as Department Career Counselor.

c. Serve as office manager of chaplain's office.

(1) Oversee work requests, job orders and purchase orders.

(2) Prepare and ensure smooth administrative flow, timely handling of correspondence and reports, and accurate filing of office material.

(3) Ensure correct format, proofread and correctly route correspondence.

(4) Proof and ensure accuracy of chapel instructions.

(5) Maintain tickler file for reports.

(6) Supervise the day-to-day operation of the RPs.

(7) Submit enlisted evaluations to the Command Chaplain via Division Officer.

(8) Conduct midterm evaluation period counseling sessions.

(9) Ensure watch standing procedures are current and RPs are informed/trained concerning responsibilities.

(10) Ensure security of wine, ROF, facilities and records.

(11) Supervise the maintenance and accuracy of turnover files for RPs.

(12) Supervise the maintenance of inventories for consumable items.

(13) Supervise the preparation of religious facilities for religious activities.

(14) Inspect the preparation of religious facilities for cleanliness and safety.

(15) Assist in the preparation of the department fiscal requirements.

(16) Maintain close liaison with the DREs.

(17) Be secondary IMPAC cardholder, making authorized purchases in support of the CRP in the absence of the Supply Petty Officer.

d. Participate in the departmental staff meetings.

(1) Update staff meeting agenda to reflect issues within the CRP and with the RPs.

2. Organizational Relationship. The Chapel Manager reports to the Division Officer.

1505. LEADING PETTY OFFICER(LPO)

1. Duties, Responsibilities and Authority. The RP LPO will:

a. Assist the LCPO in fulfilling the duties in their billet description.

b. Supervise Chapel facilities and offices.

(1) Supervise maintenance and repair of religious facilities.

(2) Ensure security of equipment, keys and facilities.

(3) Monitor scheduling of religious facilities to ensure compliance with chapel usage instruction.

c. Provide support to the assigned Chaplains and DREs.

d. Maintain department ISD equipment. Provide updated computer information to staff.

e. Assist LCPO in the inspection of the preparation, cleanliness and safety of religious facilities.

f. Serve as duty RP as assigned.

g. Maintain turnover file for billet. Supervise maintenance of turnover files for other RPs in the department.

h. Prepare, proofread and route correspondence, reports and forms.

i. Updated chapel related instructions.

j. Proofread and prepare worship bulletins.

k. Supervise and submit evaluation and midterm counseling inputs for junior RPs to LCPO.

l. Supervise vehicle runs to and from various locations to ensure they are made on time and only required

m. Supervise security of wine log and other ecclesiastical items.

n. Supervise maintenance of inventions of administrative and other consumable items.

o. Supervise the maintenance, repair and cleaning of ecclesiastical vestments and all other support gear.

p. Maintain tickler file repots required.

q. Supervise day-to-day operations of RPs as assigned.

r. Serve as department representative to various command activities as assigned.

s. Serve as Chapel Manager in their absence.

2. Organizational Relationship. The RP LPO reports to the Chapel Manager.

1506. RELIGIOUS OFFERING FUND (ROF) CUSTODIAN

1. Duties, Responsibilities and Authority. The ROF Custodian will:

a. Work closely with the ROF Administrator in matters relating to custodial record keeping, procedures and authorized expenditures in strict adherence to current directives.

(1) Serve as ROF bookkeeper, change Euro to dollars, make deposits, maintain accurate records and submit required reports in a timely manner.

(2) Maintain background checks all benevolent organizations, which receive donations from the ROF.

(3) Maintain close liaison with the ROF alternate, ensuring a complete turnover is manageable at any time should the occasion arise.

b. Maintain custody cards to minor and plant property. Maintain signed custody (or sub-custody) cards and inventory account items quarterly, or as directed. See that items missing are properly reported and procedures for surveying lost or damaged items are carried out according to appropriate directives.

c. Serve as duty RP as assigned.

d. Maintain turnover file for billet.

e. Prepare, proofread and route correspondence, reports and forms.

f. Operate audiovisual equipment as required.

g. Ensure security of equipment, keys and facilities.

2. Organizational Relationship. The ROF Custodian reports to the LPO.

1507. SUPPLY PETTY OFFICER AND ALTERNATE ROF CUSTODIAN

1. Duties, Responsibilities and Authority. The Supply Petty Office and Alternate ROF Custodian will:

a. In the absence of the ROF Custodian, work closely with the ROF Administrator in matters related to custodial record keeping, procedures and authorized expenditures in strict adherence to current directives.

(1) In absence of the ROF Custodian, serve as ROF bookkeeper, change Italian lire to dollars, make deposits, maintain accurate records and submit required reports in a timely manner.

(2) In the absence of the ROF Custodian, maintain background checks of all benevolent organizations, which receive donations from the ROF.

b. Be primary IMPAC cardholder, making authorized purchases in support of the CRP.

(1) Maintain OPTAR record of all IMPAC purchases.

(2) Maintain close liaison with the Command Chaplain's administrative assistant in matters pertaining to funding and ordering supplies.

c. Maintain control of administrative and other consumable items.

d. Maintain tracking system for supplies ordered.

e. Serve as duty RP as assigned.

f. Maintain turnover file for billet.

g. Prepare, proofread and route correspondence, reports, and forms.

h. Operate audiovisual equipment as required.

i. Ensure security of equipment, keys and facilities.

j. Stand command duty as OOD/JOOD.

2. Organizational Relationship. The Supply Petty Officer and Alternate ROF Custodian reports to the LPO.

1508. ADMINISTRATION CLERK

1. Duties, Responsibilities and Authority. The Administration Clerks will:

a. Work closely with the LPO in support of the assigned Chaplains and the CRP as a whole.

b. Ensure repair of religious facilities at chapel locations, submitting work requests to Public Works for required action, keeping logs and following-up on outstanding work requests.

c. Maintain cleanliness and orderly storage of supplies, office equipment and other chapel equipment.

d. Serve as duty RP as assigned.

e. Perform appropriate collateral duties and other duties as assigned by the Command Chaplain.

2. Organizational Relationship. The Administrative Clerk(s) report to the LCPO.

Chapter 16

U.S. NAVY ELEMENT DETACHMENT AFSOUTH

1601. OFFICER IN CHARGE, U.S. NAVAL SUPPORT ACTIVITY DETACHMENT, U.S. NAVY ELEMENT, REGIONAL HEADQUARTERS, ALLIED FORCES SOUTHERN EUROPE, NAPLES, ITALY. The OIC, Navy Element, operates under the administrative direction of the Commanding Officer, U.S. Naval Support Activity, Naples, Italy.

1. Duties, Responsibilities and Authority. The OIC, Navy Element will:

a. Provide personnel, manpower, administrative and logistic support to approximately 420 U. S. Navy Corps personnel in 40 UICs throughout the Allied Forces Southern Europe area of responsibility, to include personnel assigned to Headquarters AFSOUTH, NAVSOUTH, AIRSOUTH, and STRIKEFORSOUTH in Bagnoli; various local sites including Castelvolturno and Lago Patria; Verona, and Vicenza in Northern Italy; Latina, Italy; Izmir; Turkey; Athens, Greece and Gibraltar.

b. Provide a Navy command structure in support of Navy programs and policies to personnel serving in a multiservice/multinational environment.

c. Serve as Administrative Commander for Navy enlisted personnel. Provide support to the following UICs:

UIC	Activity
31010	NATO DEFENSE COLLEGE
31566	CINCSOUTH BAND
31587	CSTS DET VERONA
31588	CFSS DET IZMIR
33209	LANDSOUTH EAST 6ATAF IZMIR
35314	CINCSOUTH
41664	SECGRU CNE DET
42072	HQ AFSOUTH NCISS LATINA
43022	COM STAFF NAV FOR MED DET HQ
44066	PEP Brindisi
44083	HQAF SIGONELLA
44085	CSFSDET SPEC PROOJ GAETA
44086	COMNAVSOUTH SUB GIBRALTAR
44087	COMMEDCEN SUB ROME
44088	COMMEDEAST SUB ATHENS
44089	COMMEDNOREAST SUB CRIMEAN
44277	NAVSUPPACT COMNAVSOUTH

45568 SPINTCOM
45848 PQ MESS SPEC NAPLES
46394 NATO COMM SCHOOL LATINA
46674 AFSOUTH LCO VERONA
47337 NAVEUR INTEL PLANS
47755 CNE SPECACT SJC
47756 CNE SPECACT ANKARA
48036 CNE SPECACT LOG COORD CEL ANKAR
57104 COMSUBMED
62709 NAVSUPPACT HQ AFSOUTH
64111 HQ 6ATAF IZMIR
64119 HQ 5ATAF VICENZA
64121 NATO DEFENSE COLLEGE ROME
64206 COMNAVSOUTH SUB NAPLES
64250 COMAIRSOUTH
64752 SACLANT UNDERSEA RESEARCH CENTER
64767 COMSTRIKFORSOUTH (CSFS)
64771 HQ AFSOUTH
66030 HQ NAVSOUTH
66148 HQ MARIT AF MED
81599 NCLSO CFM
81657 HQ LANDSOUTH VICENZA
82288 COMSUBMEDNOREAST TURKEY

d. Serve as the focal point for Officer placement to NATO billets.

e. Liaison with National Element Commanders at AFSOUTH.

2. Organizational Relationship. The OIC, Navy Element, reports to the CO, NAVSUPPACT Naples.

1602. ASSISTANT OFFICER IN CHARGE

1. Duties, Responsibilities and Authority. The Assistant Officer in Charge will:

a. Serve as Department Head for Navy Element Administrative Office.

b. Screen and review all correspondence and messages for signatures and review of the Officer in Charge.

c. Ensure that the Navy Element weekly and long range tickler is updated and that all pending personnel and pay issues are monitored and tracked.

d. Serve as the Manpower Officer, performing manpower/manning liaison for enlisted personnel with manpower claimants at CINCUSNAVEUR and the Commander of Navy Personnel Command (NPC); Manpower Control Authority at NPC; the Enlisted Personnel Management Center; Personnel and Administrative Branch at AFSOUTH; respective detailers and with Joint Chiefs of Staff and Supreme Headquarters Allied Powers Europe, if required.

e. Ensure the administration and integrity of all Navy programs applicable to personnel assigned to AFSOUTH.

f. Act as OIC in the incumbent's absence.

2. Organizational Relationship. The Assistant Officer in Charge reports to the Officer in Charge, U.S. Navy Element.

1603. SUPPLY OFFICER

1. Duties, Responsibilities and Authority. The Supply Officer will:

a. Plan, direct and administer the U.S. International Troop Mess, an AFSOUTH Post enlisted dining facility. Apply policies and directives as prescribed by the AFSOUTH Headquarters Commandant per Naval Supply Systems Command.

b. Plan, direct and administer the operation of U.S. Navy Element Supply Department; provide essential supply support to U.S. national activities assigned to the NATO Southern Regional Headquarters; apply policies and directives as prescribed by Naval Supply Systems Command Comptroller, U.S. Naval Support Activity, Naples and Officer in Charge, U.S. Navy Element, HQ AFSOUTH.

c. Coordinate and prepare Operating target (OPTAR); review and approve expenditures for multinational activities; prepare, estimate, revise, monitor, administer budget, maintain customer service accounts; and maintain minor property accounts.

d. Maintain NATO stationary, consumable, and janitorial operating budgets for the U.S. International Troop Mess, HQ AFSOUTH.

e. Procure, store and inventory TA-50 personal protective clothing for issue to U.S. Department of the Navy (DON) personnel deploying in support of contingency operations within the Southern European theater.

f. Liaison with AFSOUTH Financial Controller; advise and assist multinational activities concerning budget matters; verify and approve monthly/quarterly reimbursements for NATO services afforded to U.S. national activities.

g. Liaison with AFSOUTH Headquarters Command Purchasing and Contracting Branch for procurement or contracting actions in support of U.S. national activities.

h. Liaison with NRCC Naples and NAVSUPPACT Naples. Act as Agency Program Coordinator for the U.S. Navy International Merchant Purchase Agreement Card (IMPAC) Program. Administer the American Express Card program for DON assigned to NATO Southern Region.

2. Organizational Relationship. The Supply Officer reports to the Officer in Charge, U.S. Navy Element concerning U.S. national logistics and supply issues. As Officer in Charge, U.S. International Troop Mess, operational reports will be made to the Headquarters Commandant, HQ AFSOUTH with information copies provided to the respective U.S. national element commanders.

1604. COMMAND MASTER CHIEF

1. Duties, Responsibilities and Authority. The Command Master Chief will:

a. Advise and assist the OIC on matters pertaining to enlisted personnel assigned to AFSOUTH.

b. Provide open communications up and down the NATO and national chains of command.

c. Guide and assist enlisted members.

d. Represent the U.S. Navy Element at functions, inspections and meetings.

e. Liaison with Fleet/Force/Master Chief Petty Officers.

f. Administer sponsor programs.

2. Organizational Relationship. The Command Master Chief reports to the OIC.

1605. CAREER COUNSELOR/EDUCATIONAL SERVICES OFFICER (ESO)

1. Duties, Responsibilities and Authority. The Career Counselor/ESO will:

a. Implement Navy policy on maximum retention of quality personnel.

b. Advise enlisted personnel supported by the U.S. Navy Element Detachment on career options and act as liaison with detailer.

c. Provide guidance and administrative support to enlisted personnel for the advancement process to include courses, requirements and preparation for testing.

d. Coordinate with the NAVSUPPACT Naples Command Career Counselor in support of the area retention effort.

2. Organizational Relationship. The Career Counselor/ESO reports to the AOIC.

1606. ADMINISTRATIVE OFFICER

1. Duties, Responsibilities and Authority. The Administrative Officer will:

a. Provide services in support of standard Navy structure and policy and administrative support to U.S. Navy personnel assigned to AFSOUTH.

b. Act as Pass Liaison Representative with Personnel Support Activity, Detachment, Naples, Italy.

c. Provide legal support services.

d. Provide support services including: security clearances, interviews for special assignments and overseas screening, procurement management, review and update of publications and directives, reports management control, management of the leave control program, maintenance of a forms requisition service, liaison with Publications and Defense Printing Office, operation of a centralized mail/correspondence distribution point and maintenance of the U.S. Navy Element Telephone and Recall Directory.

e. Provide Emergency Red Cross notification services.

f. Provide manpower/billet management and analysis.

2. Organizational Relationship. The Administrative Officer reports to the OIC.

Chapter 17

U.S. NAVY EXCHANGE

1701. GENERAL. The mission of the Navy Exchange is to provide authorized Exchange resale items for sale to authorized customers; to enhance the quality of Navy life by responding to authorized Navy Exchange customers goods and services at a savings and/or convenience in modern and well-maintained facilities; to the extent budgetary considerations and the physical plant permits; to generate sufficient profit to maintain financial soundness of the system; to provide a reliable source of funds for morale, welfare and recreation activities; to promote morale for the command through well-managed resale operations; and to perform such other technical functions and tasks as may be directed by the Navy Exchange Services Command which serves as the technical support agency for exchange operations.

1702. GENERAL MANAGER

1. Duties, Responsibilities and Authority. The General Manager will:

a. Ensure the host command is apprised of significant operational changes and pertinent problems.

b. Respond to customer demand for authorized products and services at significant overall savings in a convenient shopping environment.

c. Ensure compliance with appropriate policies, directives, regulations and instructions from higher authority.

d. Maintain required organization to provide effective performance of activity functions, administration and training.

e. Maintain operational efficiency and general welfare and morale of activity personnel.

f. Generate sufficient profit to maintain financial soundness of the system and provide a reliable source of funds for morale, welfare and recreation activities.

g. Be responsible for directing operations of designated Exchange facilities.

h. Be responsible for monies and other assets as accountable officer, as defined in Navy Exchange Manual, paragraph 1105.

i. Manage assigned uniform operations including sales, issues, expenses, operating budgets, stock plans and inventory levels.

j. Provide technical support to Navy Exchanges at Sigonella, La Maddalena, Souda Bay, Gaeta and Pinetamare.

k. Serve as point of contact in host-tenant relationships.

l. Provide on-site military leadership for officer and enlisted personnel assigned to local exchange operations.

m. Provide administration/application of Uniform Code of Military Justice for assigned military personnel, within prescribed authority.

2. Organizational Relationship. The General Manager reports to CO, NAVSUPPACT Naples and NEXCEN Europe for control and technical support.

Chapter 18

WATCH ORGANIZATION

1801. GENERAL. Personnel attached to NAVSUPPACT Naples will stand watches assigned per existing regulations and procedures. The peacetime Watch Organization is second in importance only to the organization for battle. To ensure the ability to react to any given situation, the Watch Organization as set forth in NAVSUPPACT NAPLES INST 1601.4 series will be implemented. Watchstanders are the direct representatives of the CO, NAVSUPPACT Naples. Therefore, they have the authority to enforce regulations and instructions in his behalf. When dealing with senior personnel, watch standees will not be disrespectful nor will they violate previous instructions.

1802. SENIOR WATCH OFFICER (SWO). The SWO is usually a line officer eligible for command at sea who is designated by the Executive Officer. The SWO is assigned overall responsibility for the administration of the Watch Organization.

1. Duties, Responsibilities and Authority. The SWO will:

a. Exercise overall supervision of all command watches.

b. Ensure watchstanders are properly trained, fully qualified and properly instructed in their watch duties.

c. Coordinate the preparation of such standing orders or SOPs as necessary to direct watchstanders in the proper course of action to be taken to carry out the responsibilities and duties of the watch. Such orders and procedures shall not conflict with directives issued by higher authority.

d. Prepare the CDO watchbill by the 20th of each month.

e. Ensure watch bill assignments are submitted to the Administrative Department in time to consolidate and publish a watch list by the 20th of each month.

f. Perform other duties as assigned.

2. Organizational Relationship

a. The SWO reports to the Executive Officer.

b. The Watchbill Coordinator reports to the SWO.

1803. WATCHBILL COORDINATOR (WBC). The WBC is normally a senior E-6 permanently attached to the command who stands Junior Officer of the Day (JOOD) watch.

1. Duties, Responsibilities and Authority. The WBC will:

a. Assist the SWO with watch supervision.

b. Recommend specific watch assignments for assigned personnel and newly reported personnel.

c. Ensure equitable watch management and maintenance of necessary records.

d. Ensure OOD/JOOD watchstanders are properly trained, fully qualified and properly instructed in the performance of OOD/JOOD.

e. Prepare the Enlisted watch list and submit to the Senior Watch Officer by the 20th of each month.

f. Perform other duties as assigned.

2. Organizational Relationship. The WBC reports to the SWO.

1804. COMMAND DUTY OFFICER (CDO). The CDO will act for and make decisions in the name of the CO, NAVSUPPACT Naples. In matters of importance and in matters other than those in which policy is both established and known, the CDO will, if possible, communicate with the Executive Officer and/or Commanding Officer for their information and confirmation of proposed action.

1. Duties, Responsibilities and Authority. Standing orders for the CDO are contained in NAVSUPPACT NAPLES INST 1601.4 series.

2. Organizational Relationship

a. The CDO reports to the Executive Officer.

b. The Officer of the Day (OOD) reports to the CDO.

1805. OFFICER OF THE DAY (OOD). The OOD acts as the direct representative of the CO, NAVSUPPACT Naples. As such, he/she takes precedence over all watchstanders within this command and has full authority to exercise command in all situations arising on the watch during nonworking hours.

1. Duties, Responsibilities and Authority. Standing orders for the OOD are contained in NAVSUPPACT NAPLES INST 1601.4 series.

2. Organizational Relationship

a. The OOD reports to the CDO.

b. The Junior Officer of the Day (JOOD) reports to the OOD.

1806. JUNIOR OFFICER OF THE DAY (JOOD). The JOOD acts as a subordinate watch officer to the OOD and performs those duties that may be assigned by the OOD. Additionally, during working hours the JOOD has certain assigned functions and has authority commensurate therewith.

1. Duties, Responsibilities and Authority. Standing orders for the JOOD are contained in NAVSUPPACT NAPLES INST 1601.4 series.

2. Organizational Relationship. The JOOD reports to the OOD.

1807. DEPARTMENTAL DUTY OFFICERS. These are officers or Petty Officers who are responsible to their respective Department Head for the proper performance of departmental duties while on watch. In the absence of their Department Head during nonworking hours, Departmental Duty Officers may request the assistance of the CDO, OOD or JOOD for the functioning, safety, security, good order and discipline of their departments.

1808. EXCHANGE OF DUTY. Watchstanders may exchange duties with persons qualified for that duty. Approval for each change must be obtained from the cognizant watch coordinator. The watchstander initiating the request must also notify the NAVSUPPACT Naples. Exchanges are permitted for a total watch only, except as specifically authorized by the SWO or Watchbill Coordinator.

1809. OTHER WATCHSTANDERS. On occasion, it may be necessary or desirable to post additional watches, such as special security watches, parking lot watches, etc. These watches may be established on a onetime or semi-permanent basis as directed by the Commanding Officer, SWO or CDO. When established, these watches shall be under the direction of the CDO, OOD or JOOD.

Chapter 19

COMMUNICATIONS PROCEDURES

1901. OUTGOING MESSAGES. All outgoing messages will be prepared per Naval Telecommunications Publication, NTP 3(H) using Message Text Formatting, (MTF).

1. The message drafter is the individual who composes the message and is responsible for assigning proper security classification and precedence and for proper addressing of the message.

2. Message releasing authority, as well as authority to release message during periods of MINIMIZE imposition, is contained in NAVSUPPACT NAPLES INST 5216.3 (series).

1902. INCOMING MESSAGES. NAVSUPPACT Naples message traffic is received through NCTAMS 24 hours a day.

1. Twenty-four hours a day, NCTAMS will notify the NAVSUPPACT Naples CDO upon receipt of immediate or flash precedence message traffic. The CDO will immediately screen such traffic, log it and initiate any notification or other necessary action.

2. Message distribution throughout the command is accomplished by NAVSUPPACT Naples Admin Department.

3. Classified messages are controlled and distributed in strict accordance with NAVSUPPACT NAPLES INSTRUCTION 5511.2H.

4. During working hours all copies of "Personal For" messages for the Commanding Officer will be delivered immediately to the office of the Commanding Officer/Executive Officer. Personal For messages received after working hours will be delivered immediately the following morning.

1903. MESSAGE FILES. NAVSUPPACT Naples Admin will maintain a 30 day file of all NAVSUPPACT Naples outgoing messages.

Chapter 20

MILITARY BEARING AND COURTESY

2001. PERSONAL STANDARD OF MILITARY ETIQUETTE AND SMARTNESS. All officer and enlisted personnel will be models of military etiquette, courtesy and proper conduct at all times. They will be particularly attentive to their personal appearance, military bearing and deportment while on liberty. Any action, which tends to bring discredit to the Navy or the U.S. shall be viewed as a serious violation of regulations.

2002. SALUTES. The salute is a traditional mark of longstanding military courtesy throughout the world. It will be rendered by all personnel upon the occasions set forth in U.S. Navy Regulations. Division Officers will instruct their personnel in the background and the purpose of the salute, and will make clear circumstances under which they are expected to render it.

2003. HONORS TO COLORS. Military personnel will observe procedures for honors to the colors laid down in U.S. Navy Regulations. Civilian personnel are encouraged and expected, to observe appropriate civilian procedures.

2004. CUSTOMER SERVICE. This command is the supporting agency for a great majority of U.S. personnel in the Naples area. As such, this command is responsible not only for rendering support services, but also satisfying those receiving such services. To do this, it is imperative that personnel, both military and civilian, perform their duties cheerfully, willingly and courteously. All personnel performing customer services will assist their customers in a polite and helpful manner.

Chapter 21

UNIFORM AND CLOTHING

2101. GENERAL. Provisions of U.S. Navy Uniform Regulations will be strictly observed by all personnel.

2102. UNIFORM OF THE DAY. The uniform of the day will be prescribed by the Area Coordinator.

2103. CIVILIAN CLOTHING. Personnel are encouraged to wear civilian clothing while in a leave or liberty status. When worn, civilian clothing should be appropriate to the place and the occasion and should reflect credit upon the individual, the Navy and the United States.

2104. DUNGAREES. The dungaree working uniform can be worn while traveling to or from work utilizing government subsidized transportation or a personally owned vehicle; however, there may be no stops enroute to/from work while in the dungaree uniform. It will be worn at other times outside the confines of NAVSUPPACT Naples only with the approval of the Department Head.

2105. ALLIED FORCES SOUTHERN EUROPE INSIGNIA. The Allied Forces Southern Europe insignia will not be worn by personnel of the NAVSUPPACT Naples.

Chapter 22

INSPECTIONS

2201. GENERAL

1. Inspections are held to acquaint the Commanding Officer with the conditions existing within his command and to furnish similar information to department heads concerning their departments. The command itself and each department may thereby be more efficiently administered, defects may be corrected, and material and personnel conditions may be improved. Inspections play an important part in any military establishment and must not be regarded as an unpleasant chore to be completed as quickly as possible. There are three types of inspections: (1) the formal inspection which receives advance notice and for which appropriate preparations have been made; (2) the surprise inspection which is conducted with little or no advance notice; and (3) the everyday informal inspection which has the purpose of noticing defects or conditions which might be improved.

2. One of the greatest values of an inspection is lost if there is an inadequate follow-up. Follow-up must continue until the correction of defects has been made. For this reason, comments of all inspections will be written with copies addressed to the specific officers who are responsible for the correction of the defects. These officers will immediately initiate and complete corrective measures.

2202. PERSONNEL INSPECTIONS. Refer to NAVSUPPACT NAPLES NOTE 1010.

2203. BACHELOR ENLISTED QUARTERS INSPECTIONS. Refer to NAVSUPPACT NAPLES INST 11103.1 (series).

2204. SANITATION INSPECTIONS. Sanitation inspections of all food handling spaces will be conducted bimonthly by a representative of the U.S. Naval Hospital, Naples, per NAVMED P-5010 (Manual of Naval Preventive Medicine, Chapter 1).

Chapter 23

EMERGENCY BILLS

2301. FIRE BILLS FOR NAVY HEADQUARTERS AREA AND OTHER NAVSUPPACT NAPLES AREAS

1. All NAVSUPPACT Naples components, tenant and joint-user activities, transient personnel and contractors operating within the geographical boundaries of structures of NAVSUPPACT Naples shall be guided by the provisions of this bill.

a. The Commanding Officer or Officer in Charge of each component or tenant activity will be responsible for day-to-day fire protection and fire prevention measures required of them.

b. The NAVSUPPACT Naples Fire Chief will take the necessary steps to ensure tenant activities are informed of fire protection and fire prevention measures required of them.

c. In order for the Fire Chief to operate efficiently in serving all components, the Commanding Officers or Officers in Charge of all activities or their authorized representatives, will maintain close liaison with the Fire Inspector and be guided by him in fire protection and fire prevention matters.

d. The Fire Chief or his assistant will be available during normal working hours to answer questions or assist with any problem pertaining to fire protection, prevention or equipment.

2. Duties, Responsibilities and Authority

a. Commanding Officers or Officers in Charge of tenant activities will:

(1) Take continuous steps to ensure compliance with regulations contained in NAVSUPPACT NAPLES INST 11320.2 (series).

(2) Be ready to provide assistance by supplying personnel for fighting fires or eliminating fire hazards.

(3) Ensure local, trained fire parties are assigned to each large building, area or group of smaller buildings, and that such assignments are current and posted, using the Navy Standard Watch Quarter and Station Bill for this purpose.

(4) Appoint one or more area fire wardens to conduct inspections and fire drills in accordance with NAVSUPPACT NAPLES INST 11320.2 series.

(5) Ensure weekly fire hazard inspections of all assigned spaces are conducted by the area fire warden.

(6) Conduct monthly inspections of the fire fighting equipment installed in their area, including, where applicable, the weighing of CO2 bottles and recording on the Inspection Record (NAVDOCKS 2072). Scales can be obtained by area fire wardens on a custody basis from the NAVSUPPACT Naples Supply Officer.

(7) Review and update the Area Fire Bill monthly.

(8) Submit monthly inspection reports as outlined in NAVSUPPACT NAPLES INST 11320.2 series to the Fire Inspector the first working day of each month.

b. School Principals. School Principals will ensure all teachers and students are trained in the procedures to evacuate their buildings and
shall conduct monthly fire drills. Reports of each drill will be forwarded to the NAVSUPPACT Naples Fire Inspector within two working days.

c. Operations Officer. The Operations Officer is the administrative head of the Fire Department.

d. Fire Chief. The Fire Chief is the Technical Head and Supervisor of the Fire Department. He shall carry out duties and responsibilities as listed in OPNAVINST 11320.15 (Chapter 9, Section 0902 and Chapter 11, Section 1101.2b). The Fire Chief reports directly to the Operations Officer.

e. Fire Inspector. The NAVSUPPACT Naples Fire Inspector reports directly to the Fire Chief and is responsible for the performance of his duties as outlined in NAVSUPPACT NAPLES INST 11320.2 series.

f. Fire Alarm Response

(1) Officer of the Day. The OOD upon receipt of word of a fire will insure the NAVSUPPACT Naples switchboard operator has notified the Naples Fire Brigade. He will then notify the following:

- NAVSUPPACT Naples Fire Chief

- NAVSUPPACT Naples Public Works Officer

- U.S. Naval Hospital, Naples, Medical Officer of the Day

- NAVSUPPACT Naples Commanding Officer

- NAVSUPPACT Naples Executive Officer

- Operations Officer

- Security Officer

(2) Outside Assistance. The Italian structural Fire Department in Naples has agreed to provide fire fighting equipment and teams upon request. The Fuorigrotta-Mostra Fire Brigade is approximately two minutes from NAVSUPPACT Naples.

(3) Public Works Officer. The Public Works Officer will detail men who are familiar with utility control points to report to the Fire Chief at the scene of the fire to assist as needed.

(4) Security Police. The Marine Sergeant of the Guard will provide personnel for the control of traffic bystanders and/or guarding of property.

(5) Medical Officer on Duty. The U.S. Naval Hospital, Naples will be requested to dispatch one ambulance with personnel to the scene of the fire. Ambulance will remain at scene until dismissed by the Fire Chief.

(6) Local Fire Parties. Local fire parties will go immediately to assigned stations and make every effort to control or extinguish the fire. Such fire parties will cooperate with the Fire Department and on arrival, will be under the direction and control of the Fire Chief.

(7) Fire Bill. NAVEURNAVSUPPACTNAPLES 11320/1 (Rev 1-80), will be prominently posted near a telephone in all buildings, floors and areas.

g. Fire Drills. Fire drills will be held as directed by Commanding Officers and Officers in Charge of tenant activities or Department Heads and observed by the Fire Inspector or his representative. Drills will be held at least quarterly, unless otherwise recommended by the Fire Inspector. The Fire Chief should be notified at least one hour in advance of a scheduled drill, to prevent unnecessary response of fire apparatus, police, Public Works personnel and ambulance.

h. Fire Prevention Inspections

(1) Members of the Fire Inspector's team on inspection assignments will be granted access to all buildings, shops and other areas including security areas when accompanied by competent authority.

(2) Fire hazards and fire prevention defects reported by the Fire Inspector's team will receive prompt corrective action by persons responsible.

(3) Commanding Officers and Officers in Charge of tenant activities and Department Heads will designate responsible qualified personnel to make a thorough inspection of all buildings and areas prior to their securing to ensure that no hazardous conditions exist. These personnel will be Area Fire Wardens and will assist the NAVSUPPACT Naples Fire Inspector in the performance of his duties.

i. Additional Area Assignments. Additional area assignments will be in accordance with NAVSUPPACT NAPLES INST 11320.2 series.

2302. EMERGENCY DESTRUCTION PLAN (EDP). The suddenness with which natural disaster, civil disturbance or enemy action can occur makes it necessary for commanding officers of ships, planes, and shore establishments to have in operation a practical plan for the emergency destruction of classified matter. The EDP for NAVSUPPACT Naples is detailed in NAVSUPPACT NAPLES INST 5511.6.

1. Responsibility for Authorizing Emergency Destruction. The Commanding Officer, Executive Officer, or in their absence, the next senior officer present at the command have the authority to authorize emergency destruction. The Command Duty Officer/Officer of the Day assumes this responsibility during off duty hours.

2. Action. Once authorization is received, the CDO/OOD will notify all departments and special assistants holding classified material to commence destruction of all classified material identified in NAVSUPPACT NAPLES INST 5511.6. Emergency destruction should be complete within 60 minutes. ALL NATO classified documents (any classification) will be destroyed first followed by Top secret material, then secret and confidential material as the emergency situation allows. Under emergency conditions, classified material may be burned, shredded, mulched, pulverized, or destroyed by any other means, which can reasonably ensure destruction is complete and re-construction is impossible. Secure Telephone Units (STU) IIIs will be zeroized by the appropriate method defined in the governing SOP.

3. Departmental Responsibility. Department Heads will ensure all personnel in their department who have access to classified material are properly trained in the provisions of the EDP.

Chapter 24

GENERAL MILITARY REGULATIONS

2401. PUBLISHING AND POSTING DIRECTIVES. Division Officers are responsible for informing their personnel of all directives issued by the Commanding Officer and Executive Officer.

2402. ALCOHOLIC BEVERAGES

1. The consumption of alcoholic liquors or beverages in the headquarters area is confined to the BEQs and Capo Landing.

2. Personnel of the duty section or assigned a watch in the headquarters area, including all activities thereof, will not partake of alcoholic beverages, including beer and wine, during the period of duty; nor shall persons described above partake of alcoholic beverages during a period immediately preceding his watch or tour of duty, the effects of which would be evident during the period of duty.

2403. COMMITMENTS PROHIBITED. No commitments will be made to individuals, activities, commands or civilian agencies without the authority of the Commanding Officer.

2404. CONSTRUCTIVE SUGGESTIONS AND INVENTIONS BY NAVAL PERSONNEL

1. Every field of naval effort needs the creative thoughts of those who know its problem first hand. Naval personnel have positions of unique advantage for spotting needs and opportunities for improvement. Many are also in positions of advantage for originating practical solutions or suggestions. Do not hold back your ideas because you cannot offer a complete solution or a successful invention. It is possible for the Navy Department to get problems solved by specialists, but it can only get the benefit of your experience from you. What you alone contribute is to recognize from your experience what is needed and state problems and your suggested solutions. Put your constructive ideas to work. The command's Beneficial Suggestion Officer has complete details of the program.

2. Suggestions submitted by military personnel will be processed in the same manner and through the same channels as those provided for civilian personnel. However, as military personnel are not authorized to receive any of the incentive awards authorized under Public Law 763, existing military incentive measures will be used to recognize these suggestions.

2405. EMPLOYEE DEVELOPMENT PROGRAM. Military personnel who perform work similar to that done by civilian employees and whose work assignments bring them in close association with civilian personnel, are encouraged to participate in the Employee Development Program. It is recommended that Heads of Departments require military personnel who perform supervisory functions over civilian personnel to participate in the Supervisory Development training conducted by the Human Resources Office.

2406. EMPLOYMENT IN CIVILIAN ENTERPRISES. All Navy and Marine Corps personnel on active duty are in a 24-hour daily duty status and their naval duties take precedence upon their time, talents and attention. Further, while on military duty in a foreign country, any local participation in civil activities of a commercial nature must, of necessity, be in accordance with employment regulations and labor policies of the nation and/or community concerned and with its permission, if required. Service persons who desire to engage in civilian activities will refrain from engaging in civil pursuits or private business ventures unless such employment has been approved in writing by the Commanding Officer. Those persons interested in doing so should consult the Staff Judge Advocate for guidance.

2407. PURCHASING FIREARMS. Refer to NAVSUPPACT Naples Instruction 8370.1 (series).

2408. CARRYING OF DANGEROUS WEAPONS

1. The carrying of spring-opening knives, fixed "bowie" knives, straight edge razors, or similar weapons on leave or liberty is forbidden. Italian law states that pocketknives may be carried, but the blade must not exceed two inches in length.

2. The carrying of firearms in Italy is a violation of Italian law and may have very serious consequences. Under no circumstances will personnel carry firearms ashore, concealed or otherwise, except where expressly authorized by the Commanding Officer, NAVSUPPACT Naples as essential to the proper performance of duty or where specific authorization has been granted by Italian Police for hunting or to proceed to and from an area for target practice.

2409. REGISTRATION OF FIREARMS. All firearms purchased in or imported into Italy must be registered with the Italian Police. The applicant must provide a customs certificate or bill of sale when applying for registration.

2410. STOWAGE OF FIREARMS. Firearms owned by personnel living in a private dwelling must be securely stowed at the individual's residence. Firearms owned by personnel berthed in the Enlisted Barracks will be stowed in the armory of the Marine Barracks. Loss or theft of a registered firearm is to be immediately reported to Shore Patrol Headquarters or Provost Marshall, AFSOUTH Post.

2411. IMPORT AND EXPORT OF FIREARMS. Firearms imported into Italy in household effects not going through the customs must be registered with the Italian Police at the earliest possible date. Firearms that are imported through customs will be detained there until proper clearance authorization is granted by the police and the firearm is fully registered. Authorization is required from Italian Police before any firearms can be exported. The request to obtain authorization must be made at least 10 days prior to departure from Italy. The applicant must provide the registration document of the firearm to be exported.

2412. LOCAL ADDRESS LOCATOR FILE. A personnel locator file will be maintained by the NAVSUPPACT Naples Administration Department. All officer, enlisted and U.S. civilian personnel of the command are directed to keep the Administrative Officer or Civilian Personnel Officer informed at all times of his/her local address and the name, sex and date of birth and relationship of each dependent residing with him/her.

2413. CHECK-IN AND CHECK-OUT PROCEDURES

1. Check-in and check-out procedures will be per MILPERSMAN 1810560.

2. Check-in or check-out for officer/enlisted personnel will originate at Personnel Support Detachment, Naples, Italy and NAVSUPPACT Naples Administration Department.

3. To implement MILPERSMAN requirements, a check-in or check-out package will be provided each person reporting or being detached. These packages will provide for such additional check procedures as may be necessary for proper administration of command policies.

2414. EXTENSION OF TOUR OF DUTY

1. Department Heads and Division Officers, where applicable, are enjoined to fully analyze each request received for an extension of duty and if worthy of approval, give a complete and positive recommendation attached to the special request form. Recommendation will contain a statement of the service member's true value to the command and his/her reasons for requesting the extension as well as the Division Officer's personal comment as to the necessity for recommending the extension.

2. In order to justify a favorable endorsement, each application will be governed by at least one of the following requirements:

a. Billet exists in the present allowance and relief has not been ordered to report (must be coupled with another justification).

b. Humanitarian reasons not normally encountered by other members and the member's presence is necessary to alleviate a hardship.

c. The service member has a clear record, has performed his/her duties in an outstanding manner and is worthy of special consideration.

Chapter 25

DEPENDENT SCHOOLING

2501. GENERAL. The Naples dependent schools now consist of the Naples American High School, the Naples Elementary School located in Gricigano and the Gaeta American Elementary School in Gaeta. Gaeta's high school students, grades 9-12, attend the Naples American High School. Closely patterned after modern U.S. schools, the elementary and high schools offer a wide and varied curriculum similar to those found in large stateside schools. The high school and elementary schools are fully accredited by the North Central Association of Colleges, Secondary and Elementary Schools, which provides visitation and evaluation in Naples every five years. Educational direction of the Naples and Gaeta area schools is provided by the U.S. Department of Defense Dependent Schools, Italy District, headquartered in Vicenza, Italy. Logistics support of schools is the responsibility of the Commanding Officer, NAVSUPPACT Naples. Evaluation of curriculum, administration and teacher qualifications are continuously made by DODDS and assigned teachers must meet rigid qualification requirements for employment. A satisfactory or superior growth pattern is provided for each student.

2502. SCHOOL ATTENDANCE ELIGIBILITY. DoDDS 1342.10 establishes policy governing eligibility for attendance at DODDS schools. The determination for eligibility for enrollment is based on the status of the sponsor. Questions concerning eligibility should be addressed to the school principal.

2503. REQUESTS FOR USE OF SCHOOL FACILITIES. Use of school facilities during hours outside the school day by community sponsored activities not directly related with the school may be authorized on a not-to-interfere basis. Forms for making requests for use of school facilities are available in the offices of each school.

2504. THE SCHOOL YEAR. The school calendar is published by DODDS, who regulates the school day. The school year consists of two semesters totaling 190 days in length.

2505. COMMANDING OFFICER'S RESPONSIBILITIES. The Commanding Officer is responsible for providing all logistic support which includes the provision of suitable and adequate school facilities, all equipment other than unique school and mission support items, supplies and movable equipment, services, such as maintenance and repair of facilities, custodial, utilities and other logistic services necessary to enable DODDS, the geographical manager, to accomplish its educational mission. Detailed description of support services to be provided by the Commanding Officer is delineated in the Host and Tenant Agreement by and between NAVSUPPACT Naples and DODDS of 1 July 1973 and any amendments thereto. A full time civilian GS7/9 Schools Officer is appointed to assist with the liaison activities between the base and the schools.

2506. PRINCIPAL'S RESPONSIBILITY. Each principal is the local DODDS representative and has responsibilities for school operations including:

1. Organization, administration and supervision of school staff and student body.

2. Planning for unique school logistic and budgetary requirements of the school.

3. Providing for a school community public relations program in which objectives of the school are interpreted to parents.

4. Representation on Educational Advisory Committees and Councils, providing technical advice and guidance on matters concerning the school.

5. Liaison between the school and the North Central Association of Secondary and Elementary Schools and Colleges, as well as other educational organizations.

6. Representation of the school at Parent-Teacher Association meetings.

7. Administration of the tuition program and instructional funds.

2507. SCHOOLS OFFICER'S RESPONSIBILITIES. Refer to Chapater 3, para 301.

2508. SCHOOL ADVISORY COUNCIL. Under direction of DoD Instruction 1342.15, the Educational Advisory Committee and Council will:

1. Serve as the school representative for the U.S. military community in Naples, advising the Commanding Officer of significant opinions, recommendations or actions originating in the community concerning the schools.

2. Maintain close contact with the functioning of the school in the areas of academic curriculum, school calendar, school facilities, transportation, personnel, supplies and equipment; and advise and/or recommend to the Commanding Officer and coordinating Principal, as appropriate, any shortcomings as well as proposed corrective measures.

3. Review matters referred to the Council by the Commanding Officer, the Schools Officer or the military community.

Chapter 26

RESPONSIBILITIES OF OFFICERS

2601. GENERAL DUTIES AND RESPONSIBILITIES OF OFFICERS. Each major component of NAVSUPPACT Naples is headed by an officer or an equivalent grade civilian. These individuals are responsible to the Commanding Officer through the Executive Officer for the efficient functioning of their respective departments or offices. Throughout this manual, the term "officer" will apply equally to civilians of equivalent grade in positions of authority and responsibility.

1. In addition, officers will supervise the work of their departments or divisions and will be responsible for the proper indoctrination of personnel assigned. For matters under his/her cognizance, each officer is responsible to ensure adequate advance planning is undertaken; proper advice is given; necessary plans, orders, messages and letters are drafted and promulgated; and the Commanding Officer and Executive Officer are kept appropriately informed.

2. All officers will keep themselves fully informed of matters over which they have cognizance. In addition, each officer will be available for collaboration, since completed staff work directly or indirectly involves knowledge and coordination of various members of a staff other than the officer with principal cognizance. Mutual assistance, cooperation and exchange of information are essential.