DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5420.15E
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NAVSUPPACT NAPLES INSTRUCTION 5420.15E

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

Subj: U.S. NAVAL SUPPORT ACTIVITY (NAVSUPPACT) NAPLES, ITALY WARDROOM

1. Purpose. This instruction issues and sets forth the Wardroom Mess by-laws for NAVSUPPACT Naples. It includes revisions to membership eligibility, and should be read in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 5420.15D.

3. Discussion. The United States Navy has provided its members with a heritage of leadership with inspiring traditions and ideals. This leadership begins at the command level, passes through the "Wardroom" and radiates throughout the entire organization.

4. Action. All eligible members of the NAVSUPPACT Naples Wardroom are invited to join and are encouraged to participate in wardroom activities based upon the by-laws set forth.

5. Membership. Membership in the NAVSUPPACT Naples Wardroom Mess (hereafter referred to as the Mess) is open to all military officers; U.S. civilians GS-11 (or equivalent) and above; and host National UA-2 (or equivalent) and above, who are permanently assigned to NAVSUPPACT Naples or a subordinate command. Membership, though highly encouraged, is optional for eligible officers and civilians.

6. Dues.

a. Dues will consist of a one-time $25 buy-in upon arrival at the command and then $5 per month beginning on the 1st day of every month after arrival.

b. The Mess Fund Treasurer shall have the responsibility to collect all proceeds from any Mess-sponsored function.

c. The Mess President, Mess Vice President, and Mess Fund Treasurer should be the only authorized signatures for access to the Mess bank account.

d. Dues will be used to purchase a pair of collar devices upon a member's promotion, and NAVSUPPACT Naples photo board for individuals departing and in good standing upon their farewell.

e. To be a member in good standing, all dues must be paid on a timely basis and remain current.

7. Mess Officials.

a. Mess President shall be the NAVSUPPACT Naples Executive Officer.

b. Mess Vice President shall be the Junior Officer who qualifies for Wardroom membership.

c. Mess Fund Treasurer will be a Commissioned Officer assigned to NAVSUPPACT Naples. The Mess President will appoint the Mess Fund Treasurer to hold office for 1 year. The Mess Fund Treasurer manages all monies under the direction of the Mess President and is responsible for maintaining accurate and organized records of all financial transactions associated with the Mess. In addition, the Mess Fund Treasurer must ensure that a semi-annual audit of the books is conducted by Command Evaluation and Review (N01E).

8. Mess Funds. Mess Funds consist solely from the dues collected pursuant to paragraph 2. Mess Funds operate in the interest of the well being and good morale of the Wardroom Mess members balanced by the demand for financial solvency.

a. Mess Funds may be used to purchase gifts for newborn children of its members. Additionally, funds may be used to purchase plants or make donations to a specified charity in the event that a wardroom member or a member of their immediate family is hospitalized or passes away.

b. Funds, up to $50 will be used to purchase other items as directed by the Mess President, anything greater than $50 will be voted on by the mess.

c. Command Evaluation and Review (N01E) will audit the financial transactions of the Mess semi-annually or more frequently as may be directed by the Mess President.

9. Hail and Farewell Responsibilities. The Hail and Farewell promotes esprit de corps among officers, civilians, and host Nationals of NAVSUPPACT Naples and recognizes new members and those detaching from the command. In addition, the Hail and Farewell offers a unique opportunity for members and their guests to honor fellow members who have earned special distinctions (i.e., promotions, awards, medals) since the last Mess function.

a. To promote greater member participation and interest, new and imaginative approaches are highly encouraged.

b. Use of Morale, Welfare and Recreation facilities are encouraged, though not required.

c. The Mess Vice President or an individual designated by the Mess President will be responsible for purchasing and engraving the NAVSUPPACT Naples photo boards for detaching members. Information for engraving should be provided to the NAVSUPPACT Naples Administrative Office at least two weeks in advance.

d. Wardroom members are entitled to bring their spouse and guests as appropriate for wardroom events. The cost of these events will be paid for by the members who are available to attend. Mess Funds will only be used to supplement these events when deemed appropriate by the Mess President.

R. B. RABUSE

Distribution:
All Officers