



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5216.3GG  
N1

**13 SEP 2010**

NAVSUPPACT NAPLES INSTRUCTION 5216.3GG

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

Subj: "BY DIRECTION" SIGNATURE AND MESSAGE RELEASING AUTHORITY

1. Purpose. To delegate authority for signing official correspondence "By direction" of the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and for releasing messages.

2. Cancellation. NAVSUPPACT NAPLES INST 5216.3FF

3. Action.

a. The Commanding Officer will sign all correspondence and release messages concerning the following:

(1) Matters addressed to a higher authority relating to the efficiency, mission, and operation of the command.

(2) Matters of policy, morale, readiness, and commitments.

(3) Matters of a commendatory or condemnatory nature.

(4) Matters of a controversial nature.

(5) Matters of a congressional interest.

(6) Replies to incoming correspondence signed by Flag Officers.

(7) Correspondence to the Commandante, Italian Military Base.

b. Personnel listed below may sign official correspondence of a routine nature and release messages pertaining to their assigned duties "By direction" of the Commanding Officer. (NOTE: PERSONNEL WITH ASTERISK (\*) FOLLOWING THEIR TITLE ARE THE ONLY PERSONNEL AUTHORIZED TO RELEASE MESSAGES DURING MINIMIZE IMPOSITION.)

13 SEP 2010

- (1) Executive Officer\* (N01)  
Command Master Chief (N00E)  
Staff Judge Advocate\* (N01J)  
Public Affairs Officer\* (N01P)  
Religious Ministries Department (N01R)
- (2) Administration Department (N1)  
Administrative Officer\*  
Administrative Leading Chief Petty Officer\*
- (3) Special Assistants (N16)  
Command Career Counselor (1306s and message  
releasing authority only)
- (4) Security Department (N3AT)  
Security Officer\*  
Assistant Security Officer  
Force Protection Officer
- (5) Operations Department (N3)  
Operations Officer\*  
Air Operations Officer  
Assistant Operations Officer\* (Message releasing  
authority only)
- (6) Supply Department (FISC) (N33)  
Supply Officer\*  
Assistant Supply Officer  
Tax Free Products Program Administrator  
Director, CMVRO
- (7) Occupational Safety and Health (N35)  
Safety Officer
- (8) Public Works Department (N4)  
Public Works Officer\*  
Assistant Public Works Officer
- (9) Business and Financial Office (N5/N8)  
Business and Financial Manager\*
- (10) Information Systems Department (N6)  
Director, Information Systems

13 SEP 2010

- (11) Fleet and Family Support Center (N91)  
Director, FFSC
- (12) Morale, Welfare, and Recreation Department (N92)  
Director, MWR
- (13) Housing Office (N93)  
Director, Housing
- (14) Command Duty Officer (CDO)\* (SITREPS and messages  
relating to watchstanding duties only)



R. B. RABUSE

Distribution:

NAVSUPPACT NAPLES INST 5216.4Y

Lists: I and II

Electronic via NAVSUPPACT NAPLES web site:

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