DEPARTMENT OF THE NAVY
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NAVSUPPACT NAPLES INST 3440.2
N3

5 APR 2012

NAVSUPPACT NAPLES INST 3440.2

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

Subj: TENANT COMMAND PERSONNEL CATEGORIZATION

Ref: (a) OPNAVINST 3440.17
(b) CNICINST 3440.17
(c) COMNAVREGEURINST 3440.17

Encl: (1) Tenant Commands Personnel List

1. Purpose. To create and promulgate a staff personnel categorization roster for all personnel assigned to NAVSUPPACT Naples and tenant commands utilizing enclosure (1).

2. Background. In accordance with references (a) and (b), personnel categories will be used to identify the targeted audience of specific requirements. The CNREURAFSWA Emergency Management (EM) Program focuses its efforts on protection of Category 1-4 personnel and the preparedness, mitigation, response, and recovery capabilities of Category 5 personnel. The EM Program supports the ability of Category 1 personnel to continue mission essential functions for at least 12 hours at either their primary or alternate site. The EM Program protects Categories 2 through 4 personnel primarily through the evacuation, safe haven, shelter, and shelter-in-place procedures identified in reference (c). This protection strategy is coupled with the proper employment of organized, trained, equipped, exercised, evaluated, and sustained Category 5 personnel.

3. Information. Every member of staff is categorized in order to execute the plan described above. These categories are defined below:

a. Category 1: Emergency-Essential U.S. Military personnel, Department of Defense (DoD) Civilians, and DoD contractor personnel who perform Mission Essential Functions (MEFs) supporting the National Military Strategy, to include:

(1) Emergency-essential U.S. Military service members.

(2) Emergency-essential DoD Civilian employees.

(3) Navy contractors (or subcontractors) or employees of Navy contractors (or subcontractors) performing emergency-essential Navy contractor services.

(a) Only the specific individuals who are performing tasks that may not be interrupted due to their National significance and importance to ongoing combat operations or supporting command and control operations shall be designated as Category 1 (Critical Operations) personnel.

(b) Personnel providing essential services in support of MEFs, to include facilities management, public works/engineering, or other support services, are to be designated as Category 1 (Essential Operations) personnel. First/emergency responders, including public personnel directly supporting a preplanned response and/or recovery effort, shall remain designated as Category 5 personnel.

b. Category 2: Other U.S. personnel, such as:

(1) U.S. military family members living on and off a military installation.

(2) Non-essential emergency military personnel, Navy civilian employees, and other persons.

(3) Navy contractor (and subcontractor) employees other than those performing essential Navy services.

(4) Employees of other U.S. Government (USG) agencies.

(5) Other USG contractor (and subcontractor) employees.

c. Category 3: Other personnel supporting U.S. military operations, such as:

(1) Non-U.S. citizens who are employees of the Navy or a Navy contractor (or subcontractor) and who are not included in Categories 1 or 2.

(2) Foreign military personnel employed by the host nation government or by contractors of the host-nation government.

d. Category 4: Allied/Coalition Nation personnel, including host-nation personnel and third country nationals that the U.S. may assist pursuant to an international agreement approved by the Department of State (DOS) or as directed by the Secretary of

Defense, such as allied/coalition military forces, government officials, and emergency response personnel.

e. Category 5: First responders and emergency responders who are U.S. military personnel, DOD civilians, and/or contractor personnel, such as:

(1) EM personnel, Fire & Emergency Services personnel, Hazardous Material Teams, Naval Security Forces (NSF), Emergency Medical Services (EMS) personnel, Explosive Ordnance Disposal (EOD) Teams, Medical Treatment Facilities (MTF) providers, Public Health Emergency Officers (PHEO), Emergency Dispatch (Dispatch) staff, Regional Operations Center and Emergency Operations Center (ROC/EOC) staff, Emergency Response Teams (ERT), Fire Brigades, mass care personnel, mortuary affairs personnel, and Oil and Hazardous Substance (OHS) spill response teams.

(2) Category 5 personnel may include Occupational Safety and Health (OSH), Industrial Hygiene (IH), public works, public affairs, supply/logistics individuals, contract security personnel, and any other personnel designated to perform response or recovery tasks in support of the EM Program.

4. Action. Tenant commands will use enclosure (1) to designate the category of every employee. It will be updated on a quarterly basis and will be due on the 5th working day of January, April, July, October. The updated list will be submitted to the NAVSUPPACT Naples' EMO with a copy to CNREURAFSWA Code N1.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I, III
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

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<TENANT COMMAND> PERSONNEL CATEGORY LIST

LNAME	FNAME	COMMAND	TITLE	CAT
				5
				1
				2
				3
				4

Enclosure (1)

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<TENANT COMMAND> PERSONNEL CATEGORY LIST