DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 1754.6A
N91

17 MAY 2012

NAVSUPPACT NAPLES INSTRUCTION 1754.6A

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

Subj: INSTALLATION CROSS-FUNCTIONAL SERVICE COMMITTEE

Ref: (a) SECNAVINST 1754.6 (Series)
(b) OPNAVINST 1900.2 (Series)
(c) DODINST 1338.19 (Series)
(d) Public Law 101-510/189

Encl: (1) Installation Cross-Functional Service Committee

1. Purpose. To establish the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Commanding Officer's Installation Cross-Functional Service Committee (ICFSC) to provide a forum which will assess needs, plan, implement, review, and improve the efficiency and effectiveness of current relocation, transition, and other quality of life support services.

2. Cancellation. NAVSUPPACT NAPLES INST 1754.6.

3. Background. Due to the diversity of commands providing information during the transition and relocation processes, Installation Commanders, in accordance with reference (b) are directed to establish an ICFSC. The Installation ICFSC meetings will be conducted on a quarterly basis to ensure integration, cooperation, and coordination with the various transition and relocation services involving, but not limited to, those services provided by the Fleet and Family Support Center (FFSC), Housing and Bachelor Quarters Offices, Child and Youth Program Office, Medical and Dental Services, Chaplain, and Military Personnel Support Detachments.

4. Responsibilities

a. A NAVSUPPACT Naples Chief Petty Officer or above is the designated chairperson of the ICFSC and will ensure all transition and relocation programs required by references (a)

and (b) are available to military personnel transitioning or transferring to or from the Naples area.

b. Representatives from agencies listed in enclosure (1) shall:

(1) Serve as ICFSC members, providing expertise in their functional areas.

(2) Review resources and delivery of programs to ensure quality service is provided to military personnel and their families.

(3) Ensure availability, accuracy of transition and relocation information; ensure compliance with this instruction and references (a) through (d).

(4) Ensure military personnel and their families are informed of transition and relocation services, with particular emphasis on junior service members and their families, for optimum use and resource benefit.

(5) Prior to meetings, mandatory committee members will inform the chairman by email if ADHOC members or local organizations not listed are needed at the next meeting. After determination is made on who is needed to attend, the chairman will send an invite by e-mail or letter, for ICFSC meetings.

5. Procedures.

a. The Commanding Officer will designate in writing a Command Transition Officer (CTO) (Chief Petty Officer or above) for enlisted personnel who will coordinate the command's transition program and will work closely with the Transition Assistance Management Program (TAMP) staff identified in the paragraph below.

b. CTO, with assistance from FFSC Work and Family Life Coordinator, will request ICFSC representative to be designated by function from agencies listed in enclosure (1). Representatives shall be identified by name to the ICFSC Chairperson. Per reference (b), all Navy/Department of Defense commands serviced by the NAVSUPPACT Naples FFSC must have a representative assigned to the ICFSC.

c. The Chairperson will maintain a roster of ICFSC members and coordinate meeting agendas. Minutes will be recorded, forwarded to the Installation Commanding Officer for review and address any recommendations made by the ICFSC. Minutes will be provided to all ICFSC members within two weeks after each meeting.

d. The ICFSC will meet at least quarterly, at a time, date, and site to be designated by the Chairperson. The location should be convenient for the majority of participants in order to ensure maximum participation.

e. The ICFSC shall make appropriate recommendations to the represented organizations; however, the ICFSC is not a policy making body and will not direct individual activities of any of the represented organizations.

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Distribution:
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https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

INSTALLATION CROSS-FUNCTIONAL SERVICE COMMITTEE

MANDATORY COMMITTEE MEMBERS

1. NAVSUPPACT Naples Chair Person:
   a. An Installation Chief Petty Officer or above.
2. Tenant Command Career Counselors
3. Tenant Command Sponsor Coordinators
4. NAVSUPPACT Naples, Fleet and Family Support Center (FFSC):
   a. Employment Specialist or representative
   b. Transition Specialist or representative
   c. Relocation Specialist or representative
   d. Ombudsman Program Coordinator or representative

AD HOC COMMITTEE MEMBERS (AS NEEDED)

1. NAVSUPPACT Naples, Command Master Chief
2. NAVSUPPACT Naples, Personnel Support Detachment (PSD)
3. NAVSUPPACT Naples, Navy Legal Services Office Representative
4. NAVSUPPACT Naples, Housing Assignment Representative.
5. Tenant U.S. Naval Hospital, Naples, Italy.
   a. Medical Liaison
   b. Exceptional Family Member Coordinator
6. NAVSUPPACT Naples, Chaplain.
7. NAVSUPPACT Naples, Morale, Welfare and Recreation (MWR):
   a. Childcare Development Center
8. Tenant Navy College Office, Naples, Italy:
   a. Educational Services Representative