



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 11103.7

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NAVSUPPACT NAPLES INSTRUCTION 11103.7

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

Subj: PROCEDURES TO RE-OCCUPY BLDG 446 AT U.S. NAVAL SUPPORT ACTIVITY
NAPLES, ITALY, CAPODICHINO

1. Purpose. To provide standard operating procedures to re-occupy Building 446 (a former Capodichino BEQ) at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Capodichino in support of contingency operations or other missions as directed.

2. Scope. This instruction is applicable to NAVSUPPACT, Naples departments and tenant commands, and identifies the specific support requirements for re-occupancy of Building 446 in support of emergent, or planned temporary lodging and support requirements.

3. Background. In Fiscal Year (FY) 2015, NAVSUPPACT Naples, in coordination with Commander, Navy Region Europe, Africa, Southwest Asia (CNREURAFSWA) and Commander, Navy Installation Command (CNIC) leadership, directed the relocation of Sailors residing in Building 446 (BEQ) on Capodichino to family housing units diverted for unaccompanied housing use aboard Support Site. The move, intended to increase access to support services and save cost, resulted in the vacancy and reduced facility maintenance requirements of Building 446. Minimal sustainment, utility and facility service requirements remain funded/executed to prevent the accelerated deterioration of the facility and significantly improve options for potential re-use. In support of integrated Component and Fleet Commander mission assurances, NAVSUPPACT Naples developed this instruction to clearly identify the steps necessary to enable facility re-use upon order.

4. Immediate action plan. Upon Notification, the Installation Commanding Officer (ICO) shall notify the respective departments for action to make ready Building 446. Public Works Department (PWD) will secure funding from customer and notify each of the divisions listed below for appropriate tasking.

a. Facilities Maintenance Division (FMD). Task service personnel to conduct inspections of berthing rooms, common rooms and common areas to include;

(1) Check fire alarms, carbon dioxide (CO²) alarms, fire suppression systems, and egress, inspect lights, lamps, bulbs, windows and screens, door handles and locks and power sources

(2) Perform start-up maintenance and necessary deferred maintenance.

- (3) Make necessary repairs of fan coils, fans, bleed chiller lines.
- (4) Test heating and cooling systems and restore HVAC set-points to occupancy comfort levels.

(5) Re-establish Building 446's PMI schedule and long range requirements

b. Facilities Engineering & Acquisition Division (FEAD). Perform contract negotiations for additional BOS cleaning requirements

(1) Janitorial initial cleaning and disposal, anticipation of two week duration

(2) Janitorial regular cleaning costs

(3) Production

(4) Base Support Vehicles and Equipment Branch (BSVE) – Increase bus service accommodations for personnel transport to/from Support Site

(5) Utilities and Energy Management Branch (UEM) – Advise water treatment plant and test utility meters for new requirements

c. Housing Department will purchase, deliver, and install berthing furniture items including toiletry items and needed cleaning supplies.

d. Emergency Management (EM) prepare on-hand supply of cots and blankets for delivery to Building 446.

5. Responsibilities. When directed by Higher Headquarters (HHQ) to provide berthing for additional personnel, the ICO shall task NAVSUPPACT Naples departments and tenant commands as necessary and remain accountable to Component, Fleet and Region leadership for supporting operational requirements. Specific supported command, NAVSUPPACT Naples departments and tenant command responsibilities are outlined below:

a. Commander, U.S. Naval Forces, Europe/Commander, U.S. Naval Forces, Africa/Commander, U.S SIXTH Fleet and Commander, Navy Region Europe, Africa, Southwest Asia. Provide operational requirements and tasking, to include specific space/berthing and timeline requirements, to the ICO with as much notice as possible.

b. Installation Commanding Officer. Officer in tactical command of contingency operations support on NAVSUPPACT Naples.

c. Public Works Department (PWD). The PWD delivers base operations support and facility services during normal operating conditions and as required in support of contingency operations. The Public Works Officer (PWO) will task PWD divisions appropriately to provide maintenance, acquisition, transportation, utilities and other services as directed to support contingency or other operational requirements.

(1) Facilities Management Division (FMD). The FMD shall develop requirements for maintenance, repair and recapitalization of facilities, and set the priorities for work assigned to the PWD.

(a) FMD Requirements Branch shall manage the backlog of maintenance and repair, determine the most appropriate work execution method, and coordinate necessary resources for labor and work requirements.

(b) FMD Asset Management Branch shall develop both short and long range plans for space management.

(2) Facilities Engineering & Acquisition Division (FEAD). The FEAD acquires contract solutions to operational requirements and provides contract performance oversight with regards to scope, schedule, cost and quality assurance. The FEAD Contracting Officer will solicit necessary Requests for Proposals (RFP), negotiate and award contracts as required.

(a) The Facilities Management and Facilities Services Branch

1. Develops and provides oversight for facility service requirements such as janitorial, grounds maintenance, pest control, refuse and facilities operations and maintenance services.

2. Contracts for a start-up/thorough cleaning throughout all rooms and common areas, as well as refuse disposal.

(3) Production Division. Provides continuous facilities management and sustainment, utilities, and transportation in support of routine or contingency operations.

(a) Facilities Management and Sustainment Branch

1. Provides in-house shops workforce, tools and equipment to respond to emergency, urgent and routing maintenance and project requirements.

2. Performs initial facility/safety inspection to identify work required to enable occupancy. Actions include checking door locking systems, lights, fan coils, heating, cooling, water valves, fire alarms, and CO² detectors; inspect windows, screens, and egress.

(b) Base Support Vehicles and Equipment Branch

1. Provides transportation support, through a fleet of nearly 400 vehicles varying from sedans to shuttle buses.

2. Provides routine shuttle services to support transportation of additional Capodichino personnel to Support Site for use of the commissary, Navy Exchange (NEX), gym, laundry services, theater, bowling alley, and other quality of life support facilities.

(c) Utilities and Energy Management Branch

1. Responsible for maintaining and operating electrical and mechanical distribution systems.

2. Restore Heating, Ventilation, Air Conditioning set-points to occupancy comfort levels when directed.

d. Operations Department, Emergency Management (EM). EM Division executes and supports emergent requirements, such as contingency bed-down of additional personnel.

(1) Coordinate the movement of available cots and linens from the Support Site storage location to Building 446, Capodichino. FY15 inventory includes 2,012 cots and 1,154 blankets.

(2) On order, support partial or full staffing of the Emergency Operations Center (EOC) to coordinate initial response and support.

(3) Provide a watch in the EOC to facilitate command and control.

(4) Establish integrated alarm/notification and response of emergency services (Fire Department, Security and Medical) to Building 446.

e. Housing Department. Housing Department supports Unaccompanied Housing (UH) by providing some temporary and/or long term furnishings and appliances.

(1) In an emergent situation, Housing can provide a limited amount of augmented furniture to be delivered, installed, and returned for short term use on a cost reimbursable basis.

(2) If long-term occupancy is anticipated, the amount of personnel to be housed and the number of rooms to be furnished must be identified to purchase adequate room furniture: beds, mattresses, dressers, nightstands, tables, under-bed storage units, desks, and chairs. Common use appliances such as washers, dryers, microwave ovens, and vacuums, will be considered dependent on the occupancy count and duration. These are long lead time items and prompt notification is paramount to successful support.

(3) The Housing department is responsible for notification of all key departments and tenant commands when new residents arrive in Building 446.

f. Security. Security Department will assess the specific patrol and response requirements needed and adjust operations accordingly to ensure the safety and security of personnel, equipment and property.

g. NEX Command. Provides customers quality goods and services at a savings and contributes to Navy quality of life programs. Dependent upon the specific situation and tasking requirements, the NEX Mini-Mart and Bella Napoli Food Court are prepared to extend hours of operation to support the needs of the Navy and the residents aboard NAVSUPPACT Naples, Capodichino.

h. Fleet and Family Support Center. Provides support services to military, civilian and dependent personnel within the NAVSUPPACT Naples AOR, to include oversight of the Area Orientation Program.

(1) Area Orientation (AO) Coordinator will plan an AO class for new residents.

(2) Offer support and counseling services as needed.

i. Other Support Departments. NAVSUPPACT Naples shall notify the following support services in advance of the arrival of new Building 466 residents, regardless of quantify and duration of stay.

(1) Fire Department

(2) U.S. Naval Hospital, Naples, Italy

(3) Moral Welfare and Recreation

(4) Religious Ministries

(5) Red Cross

(6) Personnel Support Detachment

(7) U.S. Naval Computer and Telecommunication Station, Naples, Italy

(8) United Services Organization (USO)

(9) Navy and Marine Corps Relief Society

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- (10) Public Affairs Office
- (11) Defense Commissary Agency
- (12) Command Career Counselor
- (13) Safety Department



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