DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 11300.3E
N4
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NAVSUPPACT NAPLES INSTRUCTION 11300.3E

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

Subj: PROCEDURES FOR SCHEDULED, URGENT, AND EMERGENCY UTILITY INTERRUPTIONS

Encl: (1) Procedure for Scheduled Utility Interruptions
(2) Procedure for Urgent Utility Outages
(3) Utility Interruption/Digging Permit Request Form
(4) Utility Interruption Notification Form

1. Purpose. To establish procedures and actions to be taken in instances of scheduled and emergency (unscheduled) interruption of certain installed utilities.

2. Cancellation. NAVSUPPACT NAPLES INST 11300.3D.

3. General. The U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy is responsible for support and maintenance of utilities installed in most activities in the Naples area. This instruction establishes procedures and provides guidance for personnel in instances of scheduled and emergency interruptions of certain installed utilities.

4. Action

a. Scheduled Interruptions. When a utility interruption is required, addressees will ensure that the procedures and guidance contained in enclosure (1) are carried out as applicable.

b. Urgent Interruptions. In the event of a critical situation requiring an urgent utility interruption, addressees will ensure that the procedures and guidance contained in enclosure (2) are carried out as applicable.

c. Emergency/Imminent Danger Interruptions. Should a case of imminent danger to life or property occur, utility services shall be interrupted without prior notice. In the event an imminent danger interruption becomes necessary, the following procedure will be followed:

(1) Public Works Department (PWD) will immediately mobilize forces necessary to execute the outage and determine the required duration of the interruption. Utilities will be restored when the imminent danger situation has been corrected.

(2) PWD will, as soon as possible, notify the NAVSUPPACT Naples Quarterdeck, the NAVSUPPACT Naples Commanding Officer, and all affected commands/departments of the cause and anticipated duration of the interruption.

d. Unscheduled/Non-Emergency Interruptions. Commercial utility services frequently fail without prior notification to PWD. In addition, equipment failures in the base utilities distribution systems can cause unscheduled interruptions of utility services. In the event of an unscheduled interruption of utility service, the following actions should be initiated:

(1) Activities experiencing an outage shall notify the 24 hours service line, PWD Full Service Desk, at DSN: 626-4981/Comm: 081-568-4981 of the type and location of service interrupted. DSN: 626-4981 is a 24 hours service.

(2) PWD will, as soon as possible, notify the NAVSUPPACT Naples Quarterdeck, the NAVSUPPACT Naples Command Duty Officer, and all affected commands/departments of the cause and anticipated duration of the interruption.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/Departments/Administration/Instruction/index.htm

PROCEDURE FOR SCHEDULED UTILITY INTERRUPTIONS

1. Utility (power, water, steam, gas, etc.) interruptions are a fact of life. Many are unforeseen "emergencies", such as the result of equipment failure or weather; however, some interruptions are intentionally scheduled to allow needed maintenance or repair of existing systems, or to install new systems (i.e., new construction).

2. In order to provide our customers with the best utility services possible and keep disruption of critical operations to a minimum, we have developed the following procedures for scheduled utility interruptions:

a. Authorization. Prior to scheduling a utility interruption, a Utility Interruption Notification/Digging Permit Request Form (enclosure (3)) must be submitted to PWD for approval at least ten working days in advance of the interruption. Enclosure (3) must include the date, time, duration required, facilities affected (if known), and justification for the interruption. It shall also include a funding cite (for reimbursable customers) to compensate PWD for services rendered. The points of contact at PWD are:

Support Site Facility Management Officer (N4B)	629-4149 fax 4204
Capodichino Production Division Director (N4)	626-5721 fax 5279
Capodichino Full Service Desk	626-4981 fax 4337

b. Notice of Utility Interruption. PWD will evaluate the effect of the interruption and determine the level and extent of notification appropriate. The following notifications are required:

(1) Notice Memorandum - PWD will circulate a memorandum to each affected customer group and have authorized representative sign to acknowledge the interruption. This measure is required for all interruptions. Enclosure (4) is a sample.

(2) Advertisement in the "Panorama", "Plan of the Week", and on "Armed Forces Network (Local)" - When the interruption affects numerous tenants, departments, and customer groups, PWD will advertise the interruption at least one week in advance.

c. Building 440 (C4I) - Due to the importance of this facility, no utilities shall be secured without the express written permission of one of the following: PWO or APWO.

PROCEDURE FOR URGENT UTILITY INTERRUPTIONS OUTAGES

1. In the event that an urgent interruption of utility service is required and cannot be scheduled to meet the notification criteria specified in enclosure (1), the procedures listed below must be followed. An urgent situation poses a threat to personnel safety or continued damage to Government property. Impaired operations may also constitute an urgent situation. Failing to plan ahead does not constitute an urgent situation.

a. Authorization. Prior to scheduling an urgent utility interruption, a Utility Interruption Notification/Digging Permit Request Form (enclosure (3)) must be submitted to and approved by PWD. The Interruption Form must include the date, time, duration required, facilities affected (if known), and justification for the interruption. It shall also include a funding cite (for reimbursable customers) to compensate PWD for services rendered. The points of contact at PWD are:

Support Site Facility Management Officer	(N4B)	629-4149 fax 4204
Production Division Director	(N45)	626-5721 fax 5279
Full Service Desk		626-4981 fax 4337
After Hours PW Duty Officer	Cell	335-714-3464

b. Notification. All affected Commanding Officers, and NAVSUPPACT Naples Department Heads, or their designated representatives, will be notified as much in advance as possible. PWD will obtain written concurrence from each command or department. Enclosure (4) serves as a sample for the memorandum.

UTILITY INTERRUPTION/DIGGING PERMIT REQUEST FORM

NAVSUPPACT NAPLES FORM 11300/1 (Rev. 10-10)

Date submitted: _____

From: _____
To: Public Works Department

Subj: UTILITY INTERRUPTION PERMIT

Ref: NAVSUPPACT NAPLES INSTRUCTION 11300.3E

1. Utility interruption is scheduled for _____.
(A minimum of ten working days advance notice must be provided.)

2. Utilities which will be affected are: _____
_____
_____

3. Valves/circuits/lines to be affected (Sketch(es) attached):
_____
_____
_____

4. Building/customers to be affected (if known): _____
_____
_____
_____

5. Funding Cite/Job Order Number: _____
(Reimbursable Customers Only)

Endorsements:
PW PRODUCTION DIRECTOR (N45) Concur/Non-Concur
Name: _____
Signature: _____
Comments or Reason for Non-Concurrence: _____
_____
_____

1. Comments as noted above.

UTILITY INTERRUPTION NOTIFICATION FORM

NAVSUPPACT NAPLES FORM 11300/2 (Rev. 10-10)

Date: _____

From: Public Works Department
To: _____

Subj: UTILITY INTERRUPTION NOTIFICATION

Ref: NAVSUPPACT NAPLES INSTRUCTION 11300.3E

1. A utility interruption is scheduled for _____.

2. Utilities which will be affected are: _____

_____

_____

_____
PWD Production Director

Acknowledged by:

Name	Command	Signature	Date