



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5216.3JJ
N1

28 JAN 2015

NAVSUPPACT NAPLES INSTRUCTION 5216.3JJ

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 5216.3HH

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 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 when a minimize

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message traffic has been directed). Personnel that are in an "Acting" capacity for the positions listed below are not authorized to sign "by direction."

- (1) Executive Officer* (N01)
Command Master Chief* (N00E)
Staff Judge Advocate* (N01J)
Public Affairs Officer (N01P)
Command Chaplain (N00R)
- (2) Administration Department (N1)
Administrative Officer*
Assistant Administrative Officer*
Command Career Counselor (electronic 1306s)
- (3) Security Department (N3AT)
Security Officer*
Assistant Security Officer
Force Protection Officer
- (4) Operations Department (N3)
Operations Officer*
Air Operations Officer
Assistant Operations Officer* (Message releasing authority only.)
- (5) Supply Department (N33)
Tax Free Products Program Administrator
- (6) Occupational Safety and Health (N35)
Safety Officer
- (7) Public Works Department (N4)
Public Works Officer
Assistant Public Works Officer
- (8) Information Systems Department (N6)
Director, Information Systems
- (9) Business and Financial Office (N5)
Business and Financial Manager*
- (10) Fleet and Family Support Center (N91)
Director, FFSC
- (11) Morale, Welfare, and Recreation Department (N92)
Director, MWR

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- (12) Housing Office (N93)
Director, Housing
- (13) Command Duty Officer (CDO)* (SITREPS and messages
relating to watch standing duties only)
- (14) Other UICs (DETS)
National Element JFC* (NELM)
Gaeta* (N01G)

c. Personnel will be designated by separate correspondence to sign "by direction" on command letterhead for a letter in Italian. Those personnel not authorized can only provide a unsigned translated letter.

d. All previous "by direction" letters issued before the date of this instruction are hereby cancelled.



D. W. CARPENTER

NAVSUPPACT NAPLES INST 5216.4AA

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

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