



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES NOTE 1500

N7

**6 MAY 2016**

### NAVAL SUPPORT ACTIVITY NAPLES NOTICE 1500

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

Subj: INSTALLATION TRAINING PROGRAM

Ref: (a) OPNAVINST 3120.32D  
(b) OPNAVINST 1500.22H  
(c) CNICINST 3000.1  
(d) CNICINST 3502.1  
(e) CNIC Shore Training Team Handbook  
(f) COMNAVREGEURINST 3500.1B

Encl: (1) Installation Annual Training Program  
(2) Training Petty Officer Listing  
(3) Installation Training Team Listing  
(4) Fiscal Year 2016 Annual Training

1. Purpose. To provide guidelines and procedures supporting a comprehensive installation training program for U.S. Naval Support Activity, Naples, Italy in IAW references (a) through (f).

2. Responsibility. Reference (a) assigns responsibility for the training program to the Executive Officer. The Installation Training Officer (ITO) is responsible for day-to-day program execution.

3. Action. The ITO will publish an updated command annual training program manual each year after annual training requirements are published IAW reference (b). Personnel tasked with managing aspects of the ITP will become familiar with the contents of the command annual training program manual and carry out their assigned duties accordingly.

4. This notice will remain in effect for one year or until it is superseded by another notice.

  
D. W. CARPENTER

NAVSUPPACT NAPLES INST 5216.4BB

Lists: I through IV

Electronic via NAVSUPPACT NAPLES G2 site:

<https://g2.cnic.navy.mil/nsanaplesit/N1/corepages/leadershipcorner.aspx>

**Installation Annual Training Program Manual**

1. The Executive Officer (XO), Command Master Chief (CMC), and Installation Training Officer (ITO) will meet annually to coordinate changes to this training manual.

2. Departments will annually appoint a Training Liaison (TL). Civilian personnel may be appointed to fulfill TL responsibilities. Responsibilities include:

a. Assist the Department Head in planning, developing, and coordinating the department training program.

b. Maintain training records for military, civilian, local national, and contractor personnel within their department.

c. Communicate annual training requirements to the department, track training completion, and provide training topic completions to the ITO.

d. Attend training meetings.

e. Document personnel training and Personnel Qualification Standards (PQS) progression if applicable.

3. The Integrated Training Team (ITT), as described in references (c) and (e), is exercise dependent with each exercise determining ITT composition. The ITT leader is the XO. The ITO will assist the XO to coordinate, plan, execute and assess integrated exercises. Departments will annually designate training team members. The ITO will ensure the ITT is composed of PQS qualified members and will provide training when required. The ITO is authorized to sign the PQS "Final Qualification" page.

a. The ITT meeting is the main forum to plan and develop integrated exercises. All designated U.S. Naval Support Activity Naples, Italy departments will be represented. The ITT meeting will take place on a monthly basis or as needed to ensure adequate planning and scenario development prior to an integrated exercise.

b. Integrated exercises are conducted per reference (f). Working with subject matter experts, the ITO is responsible for planning, writing and executing base-wide exercises. The purpose of exercise development and execution is to assess base capabilities for the mission areas under evaluation, integration of mission areas, adequacy of specific response plans, and Emergency Operation Center (EOC) members' level of proficiency in the response and recovery phases of a crisis situation. For an exercise to be integrated, it must include the EOC and two or more mission areas during the exercise.

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c. After each integrated exercise the ITO will write an after action report (AAR) and include any lessons learned (LL). ITT members and Department Heads will be given an opportunity to revise the AAR/LL before the XO's review. Solutions involving more than one department must be coordinated before the XO's review and completion dates must be realistic.

d. ITT Qualification standards:

(1) Interim Qualified (IQ). Personnel assigned to the team, but have not yet begun the PQS qualification process. These personnel can attend meetings and assist in planning sessions, but cannot be a safety observer or conduct official grading of exercises.

(2) Under Instruction (UI). Personnel who have begun the PQS qualification process, but have not yet fully completed all the requirements. These personnel can attend meetings and assist in planning sessions, but cannot be a safety observer or conduct official grading of exercises unless accompanied by a fully qualified ITT member.

(3) Qualified (Q). Personnel who have completed all of PQS qualifications. They can act as a safety observer and can be assigned to conduct official grading of exercises.

4. Planning Board for Training (PB4T). Reference (e) requires that the PB4T should be comprised of the XO, CMC, Department Heads, and the ITO. During the monthly meeting, members de-conflict integrated exercises and departmental or public activities, review scheduled events that impact other departments, and discuss training requirements.

a. The XO serves as the PB4T chairperson.

b. The ITO assists the XO prepare meeting materials and publishes meeting notes.

5. Personnel Qualification Standard (PQS). PQS is an established program used in commands throughout the Navy. The program is intended to provide Qualification Standards and a method of record keeping for professional and safety training. PQS use is mandatory in units to which an applicable PQS is available, except as may be suspended by Fleet Commanders with concurrence of the Chief of Naval Operations.

a. Department Heads execute the PQS program for applicable installation personnel and will annually submit a list of PQS qualifiers to the ITO for consolidation and maintenance.

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b. The ITO performs duties as PQS Unit Coordinator in accordance with reference (d). These duties include maintenance of the command PQS qualifiers list and spot checking watch bills during exercise events.

6. The LL program is administered by the ITO. The ITO will collect LLs during exercises, real-world incidents, and integrated events (i.e. Festa Americana and National Night Out).

a. LL's will be centrally maintained online under G2 Portal under Training (N7) and should be reviewed by all incoming personnel.

b. The ITO will provide a report to the XO on a quarterly basis. The report will include progress on proposed solutions, justification for overdue items, and items proposed for "closed" status.

7. General Military Training (GMT) requirements are established each year in reference (b) and published on the Navy Knowledge Online (NKO) website. This list is supplemented when required by law, Commander, Navy Installation Command (CNIC) instruction, and local instructions. Beginning in fiscal year 2016, GMT was divided into Standardized Core Training (SCT) and Command-Assigned Readiness-Enhancement (CARE) training. Chart the Course (CTC) training is command facilitated training.

a. CTC training combats destructive behaviors across the fleet while reinforcing and building upon Navy Core Values and Navy Ethos. CTC blends scenario-based videos with facilitator-led discussions addressing the idea that all hands must take ownership of enhancing a positive and professional climate within commands and work environments.

b. Standardized Core Training is limited primarily to those topics which are mandated by higher authority for annual delivery to all uniformed personnel. A few support topics are retained as annual requirements due to their direct ties to other annual training requirements. These lessons will be delivered using standardized training materials. A portion will require face-to-face delivery while the rest will allow completion by each individual. Topics with an asterisk are delivered face-to-face:

- Sexual Assault Prevention and Response Awareness\*
- Equal Opportunity / Sexual Harassment Grievance\*
- Suicide Awareness and Prevention\*
- DOD Cyber Awareness Challenge V2
- Privacy and Personally Identifiable Information
- Antiterrorism Level I Awareness
- Operational Security (Uncle Sam's OPSEC)

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Records Management  
Combating Trafficking in Persons General Awareness  
Counterintelligence Awareness and Reporting

c. CARE training is a flexible, locally-run training program, operating within a minimal framework, which ensures coverage of key topics to enhance individual and command readiness. CARE training allows command triads to prioritize and customize training. Topics with an asterisk are delivered face-to-face.:

Alcohol, Drugs, and Tobacco Awareness (included in CTC)\*  
Stress Management\*  
Domestic Violence Prevention and Reporting  
Sexual Health and Responsibility  
Hazing Policy and Prevention (included in CTC)\*  
Personal Financial Management\*  
Operational Risk Management (included in CTC) Energy Policy\*  
Voter Training (required for uniformed personnel)\*

d. Additional Training topics are required by CNIC and other Department of Defense organizations:

Whistleblower Reprisal  
Annual Security Brief  
Training and Readiness - The Active Shooter  
Ready Navy Emergency Preparedness Course

e. Command delivered GMT will be coordinated by an individual appointed by the CMC. Trainers/presenters will use material supplied by the NKO website. In accordance with reference (d) the Fleet Training Management and Planning System (FLTMPS) Learning Event Completion Module (LECM) will be used to record command delivered training completion.

f. The ITO will report training completion results to the XO on a quarterly basis.

g. FLTMPS access requests will be routed through the ITO to the administrative officer and LECM access will require justification. FLTMPS training will be provided by the ITO upon request.

h. Fiscal Year 2016 annual training requirements by training topics and by personnel category.

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**Training Liaison Listing**

The following individuals are designated as Training Liaisons:

<u>Name</u>	<u>Department</u>
Ms. Jenny Nalley	Housing
Mr. Travis Reynolds	FFSC
Mr. Howard Rapp	Information System
Mr. Paolo D'Alterio	Safety
LT Marian King	Chapel
Ms. Lella Sarnataro	MVRO
Ms. Clelia Vinario	MWR Gaeta
Ms. Filomena Palumbo	MWR Naples
Ms. Deborah Bergstrom	MWR CYP
MAC Michael Edenfield	Security (Military)
Ms. Tiziana Chianese	Security (Civilian)
ETC John Broughton	Ops
Mr. Randall Lowry	Fire
BM3 Terry Schoenherr	Admin
MA1 Adrian Bolden	Gaeta
LS1 Anthony Jacomo	JFC
ETC John Broughton	Latina

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**Installation Training Team Listing**

1. The following individuals are designated as Installation Training Team (ITT):

<u>Name</u>	<u>Rank/Rate</u>	<u>Qual</u>	<u>Department</u>
King, M.	LT	IQ	Chaplain
Lowry, R.	CIV	Q	Fire
Scribner, J.	CIV	Q	Fire
Bolton, P.	CIV	Q	Safety
D'Alterio, P.	CIV	Q	Safety
Pezone, P.	CIV	Q	Safety
Zeuske, E.	MA1	Q	Admin
Garza, R.	LCDR	Q	Security
Messiha, E.	LT	Q	Security
Edenfield, M.	MAC	Q	Security
Wallace, C.	MA1	Q	Security
Caseja, M.	MM1	Q	Emergency Management
Fajutrao, R.	CIV	Q	Emergency Management
Quinn, S.	CIV	Q	Emergency Management
Downs, R.	CIV	Q	FFSC
Hoover, K.	CIV	Q	FFSC
Reynolds, T.	CIV	Q	FFSC
Perrien, A.	LTJG	Q	PAO
Bailiff, J.	MAC	Q	Gaeta
Bolden, A.	MA1	Q	Gaeta
Brockmeyer, D.	MAC	Q	Gaeta
Penrod, A.	MA1	Q	Gaeta

2. The following personnel may augment the ITT and during exercise planning and evaluation:

<u>Name</u>	<u>Rank/Rate</u>	<u>Qual</u>	<u>Department</u>
Chang, M.	LTJG	Q	USNH Naples
Smith, K.	CIV	Q	USNH Naples

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Fiscal Year 2016 Annual Training

	SCT	SCT	SCT	SCT	SCT	SCT	SCT	SCT	SCT	SCT
	Sexual Assault Prevention and Response Awareness	Equal Opportunity /Sexual Harassment Grievance Procedures	Suicide Awareness and Prevention	DOD Cyber Awareness Challenge	Privacy and Personally Identifiable Information	Antiterrorism Level I Awareness	Operational Security (Uncle Sam's OPSEC)	Records Management Training	Combatting Trafficking in Persons (CTIP) General Awareness	Counter Intel Awareness and Reporting
<b>Due Date</b>	30-Sep-16	30-Sep-16	30-Sep-16	30-Jun-16	31-Aug-16	30-Sep-16	30-Sep-16	30-Sep-16	30-Sep-16	30-Sep-16
Uniform	X	X	X	X	X	X	X	X	X	X
US Civilian	N/A	N/A	X	X	X	X	X	X	X	X
Contractor	N/A	N/A	X	X	X	X	X	X	X	X
LN	N/A	N/A	N/A	X	X	N/A	N/A	N/A	N/A	N/A

	CNIC	DON	CNIC	CNIC	CNIC	OPNAV	DON	OPNAV	DOD
	Whistleblower Reprisal	Annual Security Brief	Training and Readiness The Active Shooter	Ready Navy Emergency Preparedness Course	CNIC Drug Free Workplace Program for Employees	Sexual Assault Prevention and Response (SAPR)	Equal Employment Opportunity (EEO)	Chart the Course Training	Voter Training
<b>Due Date</b>	30-Sep-16	30-Sep-16	31-May-16	30-Sep-16	30-Sep-16	30-Sep-16	30-Sep-16	30-Sep-16	30-Sep-16
Uniform	X	X	X	X	N/A	N/A	N/A	X	X
US Civilian	X	X	X	X	X	X	X	N/A	N/A
Contractor	X	X	X	X	X	X	X	N/A	N/A
LN	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	CARE	CARE	CARE	CARE	CARE	CARE	CARE	CARE	CARE
	Alcohol, Drugs, and Tobacco Awareness	Stress Management	Domestic Violence Prevention and Reporting	Sexual Health and Responsibility	Physical Readiness	Hazing Policy and Prevention	Personal Financial Management	Operational Risk Management	Energy Policy
	Every 2 Years	Every 2 Years	Every 2 Years	Every 2 Years	As Required	As Required	As Required	As Required	As Required
<b>Due Date</b>	30-Sep-16	30-Sep-16	30-Sep-16	30-Sep-16	N/A	30-Sep-16	30-Sep-16	30-Sep-16	30-Sep-16
Uniform	X	X	X	X	N/A	X	X	X	X