



DEPARTMENT OF THE NAVY

NAVY EXCHANGE SERVICE COMMAND
3280 VIRGINIA BEACH BOULEVARD
VIRGINIA BEACH, VA 23452-5724

IN REPLY REFER TO:

NEXCOMINST 4060.7

A

AUG 24 2005

NEXCOM INSTRUCTION 4060.7

From: Commander, Navy Exchange Service Command

Subj: FLEET CONCESSIONAIRE PROGRAM

Ref: (a) COMSERVFORSIXTHFLT 4000.1S
(b) Listing of Authorized Concessionaires by
NEXCOM District

Encl: (1) Sample, Navy Exchange Sales Slip, SS/141 (4-Part)
(2) District Office Concessionaire Number Control Log
(3) Fleet Concessionaire Performance Check List
(4) Letter of Identification (LOI) for Official Travel
of Government Contractors/Vendors Format
(5) Sample FIFTH/SIXTHFLT E-Mail
(6) Sample SEVENTH FLEET E-Mail
(7) NEX EUROPE District Contact Information
(8) NEX YOKOSUKA District Contact Information

1. Purpose. To provide detailed policy and procedures concerning the FIFTH/SIXTH/SEVENTH Fleet Concessionaire Programs in accordance with references (a) and (b).

2. Background. The Fleet Concessionaire Program is designed to offer products and services from qualified sources to patrons serving aboard U.S. Navy ships with sales officers. The vendors' contracts are issued specifically for inport services. If ships request vendors to go underway, the ship assumes the responsibility for the transportation and coordination of the vendors and their merchandise to and from the ship via ship's organic flights (i.e., COD, helo precites). Navy Exchange (NEX) District Managers and their staffs will assist ships in the coordination of vendors and their merchandise in accordance with COMUSNAVCENT, COMSERVFORSIXTHFLT, and COMSEVENTHFLT policies and procedures. Ships desiring to have vendors underway need to request a briefing package from the applicable NEX District office.

3. Navy Exchange Responsibilities and Procedures. In order to provide for the proper control and administration of this program, this instruction outlines the roles and functional responsibilities for Navy Exchange and fleet personnel.

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a. NEX Fleet Coordinator. The Navy Exchanges located at Naples, Italy, and Yokosuka, Japan provide concessionaire support to fleet ships. NEX Naples established a Ship's Store Coordinator position to provide support to SIXTHFLT and FIFTHFLT ships. NEX Yokosuka operates the concession program from its procurement division with assistance from the local Fleet Industrial and Supply Center Fleet Assistance Team (FAT). Services provided include the following:

(1) Serve as liaison between concessionaire, fleet, COMSERVFORSIXTHFLT, COMUSNAVCENT (N4), COMSEVENTHFLT, and NEX District, as applicable.

(2) Act as Contracting Officer's Representative (COR) with the following responsibilities:

(a) Provide Navy Exchange Sales Slips (SS/141), enclosure(1); and District Office Concessionaire Number Control Logs, enclosure (2), to all concessionaires and monitor correct usage. At Yokosuka the FAT representative will control distribution and monitor correct usage.

(b) Monitor all operational functions of various individuals listed herein for compliance with the terms and conditions of the contract.

(c) Ensure that the concessionaire is provided with and utilizes all signs required under contract.

(d) The acquisition department will maintain control of all accountable forms and will issue them to the local FAT representative, as required. The FAT has agreed to provide the concessionaire and participating ships all forms, information, and check list, enclosure (3), required under this program.

(e) Return merchandise, refunded and special order cancellations, under the Satisfaction Guaranteed Policy to the concessionaire and notify the District Accounting Office of the amount to invoice the concessionaire (purchase price less commission plus service fee).

(f) In cooperation with the local FAT representative, arrange for concessionaire visits based upon ship requests received.

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(g) Act as second point of contact for problem resolution regarding concessionaire performance should the ship's sales/supply officer, who is also the Assistant COR (ACOR), be unable to resolve. Refer all problems of a contractual nature to the appropriate NEX District Contracting Officer for action (i.e., Europe for the FIFTH and SIXTH Fleets and Japan for SEVENTH Fleet).

(h) Act as primary point of contact with COMSERVFOR SIXTHFLT, COMSEVENTHFLT, and COMUSNAVCENT (N4) on matters concerning program performance.

(i) Provide the most current fleet concessionaire listings, reference (b), to COMSERVFOR SIXTHFLT, COMSEVENTHFLT (N4), and COMUSNAVCENT (N4).

(j) As needed, prepare Letters of Identification (LOIs) using enclosure (4), to assist concessionaires.

b. DISTRICT ACCOUNTING OFFICE

(1) Reconcile the sales information and commission checks received from the concessionaires, to the sales report submitted by the ships within five days following the close of the district accounting month. Any discrepancies noted will be reported via e-mail, enclosures (5) and (6), to the ship's sales officer and to the concessionaire. Copies of the enclosures will be sent to either the FISC FAT and Ship's Store Coordinator, Naples or FISC FAT Yokosuka and procurement office, Yokosuka. Upon receipt of a reply, the District Accounting Office will make the necessary adjustments.

(2) Invoice the concessionaire for merchandise returned under the Satisfaction Guaranteed Policy. The amount invoiced will be the retail selling price less the commission amount paid by the concessionaire at the time of sale, plus a service fee.

c. DISTRICT CONTRACTING/ACQUISITIONS OFFICE

(1) Conduct all pre and post-award contract administration functions to include the following:

(a) Constant market analysis of prospective concessions, ensuring that all Mediterranean, Persian Gulf, and Pacific countries are fairly represented.

(b) Prepare and issue solicitations, Contract Review Board Memoranda (CRBMs), and contract awards.

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(c) Review vendor merchandise, negotiate prices, terms, and conditions.

(d) Determine responsibility of prospective contractor, determine if prices are fair and reasonable, and award contracts accordingly.

(e) Issue Contract Bulletins and forward to the Ship's Store Coordinator, NEX Naples; procurement division, Yokosuka; FAT representatives at Naples and Yokosuka; and NEXCOM (A).

(f) Issue COR delegation letters and provide the COR with a copy of the contract and Contract Administration Plan (CAP) as well as any modifications that may occur.

(g) Determine if concessionaire responsibility will include obtaining all required police/local embassy and/or designated agency's Certificates of Good Conduct or equivalent for each concessionaire representative to service the Fleet.

(h) Prepare and issue concessionaire identification (ID) cards to all authorized sales representatives. Requests for replacement ID cards must be made by the concessionaire to the District Contracting Officer.

(i) Provide NCIS with a master list of all authorized NEX concessionaires and representatives for information purposes.

(2) Purchase Navy Exchange Sales Slips (SS/141).

d. FLEET ASSISTANCE TEAMS (FATS). FATS may provide the following services upon request of the District Manager:

(1) Follow-up with the ship's supply officer if the required Concessionaire Performance Checklist, enclosure (3), has not been submitted to the contracting officer and ship's store coordinator.

(2) Follow-up with the ship's supply officer if the required sales report, enclosure (5) or (6), has not been forwarded to the District Accounting Office within 5 working days from the conclusion of the vendor's visit.

(3) Notify and work with the ship to resolve any discrepancy that the District Accounting Office notes in the reports submitted by the ships.

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(4) Respond to requests by ships for briefing packages, and vendor services/visits.

(5) Provide a current directory of district support team with phone numbers and e-mail addresses, as applicable.

(6) Control distribution of SS/141 to concessionaires, and monitor correct usage in accordance with the Fleet Concessionaire Program procedures.

e. SHIP'S SUPPLY/SALES OFFICER

(1) Act as the ACOR in performing contract surveillance and completing the concessionaire performance checklist, enclosure (3), for each concessionaire visit. Performance checklists are to be e-mailed to the persons identified by the District office.

(2) Act as initial liaison for problem resolution between concessionaires and patrons.

(3) Record SS/141 information on a number control log that will be used by the concessionaires and reconcile and maintain copies of logs for all concessionaire sales and commission, enclosure (2).

(4) Compute the commission due to the ship's store based on the commission percentage annotated in the concessionaire contract, and collect fifty percent (50%) of the total ship's commission payment from each concessionaire prior to the vendor leaving the ship.

(5) In scheduling of concessionaires, space allocation preference will be given to vendors from the host country of the port visited. When concessionaire services are desired, notify the applicable NEX by e-mail, of the port and dates the concessionaire is desired. Contact information for NEX Naples and NEX Yokosuka are in enclosures (7) and (8).

(6) Provide copies of Concessionaire Number Control Log and applicable SS/141 sales receipt (yellow copy) to the vendor for delivery to applicable District Accounting Office.

(7) Notify District, via e-mail (enclosures (5) and (6)), of total dollar sales broken down by vendor, SS/141 used by vendor, and port location. If sales were conducted underway (at sea) indicate the geographic area.

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(8) Notify COR of any unresolved problems with concessionaires.

(9) Ensure that no concessionaire is allowed onboard to conduct business without a valid Navy Exchange vendor ID card and copy of contract. Fleet Force Commander and ship's security plan in force at the time of visit takes precedence over a vendor's plans.

f. CONCESSIONAIRE PROVIDED SERVICES

(1) The concessionaire shall only be authorized to sell those items specifically authorized for sale under the contract.

(2) The concessionaire shall schedule selling dates/times in accordance with the ship's guidance.

(3) The concessionaire shall provide the ship's sales officer or his representative the SS/141s that will be used during their visit, to be listed on the ship's number control log.

(4) The concessionaire shall operate his/her concession utilizing their own personnel and items necessary to perform the concessionaire operation, in a space to be provided by the commanding officer of the ship.

(5) The concessionaire shall not sell directly to ships' stores for resale. Onboard concessionaire services are to be accomplished by transactions between the concessionaire and individual customers only.

(6) The concessionaire shall maintain a current copy of their contract, including any amendments or modifications, at all times while conducting shipboard operations. The contract must be made available to the commanding officer or his duly authorized representative when requested.

(7) Concessionaire shall keep posted the following signs and price lists per contract specifications. Unique signs provided by the concessionaire regarding promotional material shall be subject to the approval of the ship's commanding officer or his/her authorized representative and the contracting officer.

(a) Navy Exchange Satisfaction Guaranteed Policy.

(b) Sign establishing requirement for concessionaire to enter the total transaction on Concessionaire Number Control

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Log and that failure to enter the transaction will entitle the customer to receive the item(s) free of charge. Signs stating "Your purchase is free if you do not receive a receipt!" will be prominently displayed during all hours of operation.

(c) A retail price list shall be kept conspicuously posted at the place of operation of each concessionaire.

(8) The concessionaire may only accept the following as methods of payment: cash, checks and credit cards, at their own risk. The concessionaire shall be responsible for all declined credit cards and dishonored checks accepted during a ship visit. Bank allotments, military allotments, or financial payment plans are not permitted.

4. Procedures for Requesting Concessionaire Operations

a. Ships intending to participate in onboard concessionaire operations will advise their FISC FAT by e-mail, enclosure (7) or (8), before allowing concessionaires to provide services.

b. Upon receipt of e-mail, the FAT will mail the requesting ship a briefing package.

5. Distribution of Commission

a. Commissions will be paid by the concessionaires based on a percentage of the total retail value of gross sales as outlined in each concessionaire's contract, regardless of down payment taken at point-of-sale.

b. Fifty percent of the total commission due will be paid by the concessionaire to the ship's supply/sales officer prior to vendor leaving the ship. The concessionaire will pay the remaining 50% of the commission to the NEX District Office from which the contract was let.

c. The total amount of commission retained by the ship will be reported as a contribution to Ship's Store Profit, Navy on line CO4B of NAVCOMPT Form 153.

d. All adjustments to commission for merchandise returns, cancellations, etc., will be processed by the District Accounting office.

6. Security Procedures

a. Concessionaire access to U.S. ships will be in accordance with Fleet Force Commander and U.S. ship's physical security plan. The commanding officer or his/her authorized

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representative has the authority to grant or deny access to their ship and to restrict the sale of certain items that may be authorized for sale under the contract. NEX is relieved of all responsibility of shipboard security.

b. The NEX District Contracting office will provide NCIS with a master list of NEX authorized concessionaires and their representatives.

c. If Anti-terrorism training is required by the commanding officer of a ship or base, all costs involved for this training will be the contractor's responsibility.

7. Patrons' Complaints. Concessionaire contracts require the concessionaire to adhere to the NEX Satisfaction Guaranteed Policy. Complaints that cannot be resolved by the patron and the concessionaire should be brought to the attention of the ship's store/supply officer, ACOR, or COR for resolution.

8. Concessionaire Sales Procedures. At the time of the sale, the concessionaire will:

a. Complete the four-part Navy Exchange Sales Receipt (SS/141).

b. Distribute the SS/141 as follows:

- (1) Original white copy to customer
- (2) Pink copy to the supply/sales officer
- (3) Yellow copy to applicable District Accounting Office
- (4) Green copy to the concessionaire

c. The concessionaire will record all sales in numerical sequence on the Concessionaire Number Control Log.

d. Each concessionaire will be responsible for the accountability of all SS/141 forms to include: voided, out of sequence, or unused receipts. Copies of voided receipts shall be provided to the European District Accounting Office and/or justification shall be provided as to why receipts are out of sequence or are unused.

e. Concessionaires shall submit to the supply/sales officer the District Office Concessionaire Number Control Log and SS/141 forms at the end of each sales day for reconciliation.

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f. The ship's supply/sales officer or his/her duly authorized representative will initial the opening and closing entries on each individual sheet of the Concessionaire Number Control Log.

g. Concessionaires will be responsible for submitting the documents indicated below to the applicable NEX District Accounting Office at the conclusion of each ship visit. Documents shall be forwarded via controlled dispatch/registered or express mail (i.e., UPS, DHL, Federal Express) to the NEX District's commercial address identified in the contract.

- (1) Fifty percent of all commissions;
- (2) Number control log signed by the supply/sales officer;
- (3) Yellow copies of all SS/141 receipts; and
- (4) Concessionaire monthly sales report.

9. Special Orders

a. General. Special orders are those orders placed for merchandise that is authorized for sale under the contract but delivered at a later date. Such items include cruise jackets, portraits, bicycles, etc. In addition to the cash handling procedures as stated above, the following procedures apply to customer special orders.

(1) The concessionaire will complete the SS/141 and Concessionaire Number Control Log for all special orders taken. Both the four-part sales receipt and the Concessionaire Number Control Log will indicate the total retail value of the special order, deposit collected, and amount due. Each SS/141 will be clearly marked "Special Order." The concessionaire will submit all logs and receipts per Concessionaire Sales Procedures.

(2) The ship's supply/sales officer will compute the commission due for all special orders based upon the total retail value of the special order and not on the down payment.

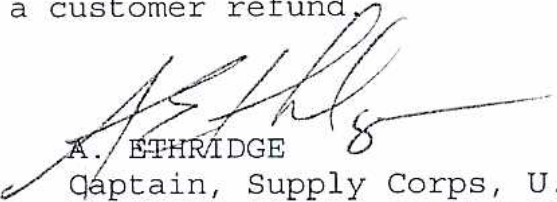
(3) The concessionaire shall inform the ship's supply/sales officer and the NEX ship store coordinator of the expected delivery date. If the scheduled delivery date cannot be met, the NEX ship's store coordinator will notify the ship of the proposed new delivery dates.

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b. Cancellation of Special Orders

(1) Cancellation/return of special order merchandise will be handled in accordance with the terms and conditions of the concessionaire contract and the NEXCOM Satisfaction Guaranteed Policy.

(2) The Satisfaction Guaranteed Policy only applies for special order merchandise that is received by the customer either damaged, defective, not in accordance with the order taken, or due to extended delays in shipment. The customer shall provide all pertinent information to the NEX ship's store coordinator who, in turn, will review the documentation and request District Accounting Office to issue a customer refund.



A. ETHRIDGE

Captain, Supply Corps, U.S. Navy
Deputy Commander, Military Services

Distribution:

COMSERVFOR SIXTHFLT

COMSEVENTHFLT

COMUSNAVCENT (N4)

NEXCOM European District Accounting

NEXCOM European District Contracting

NEXCOM (A and K)

FISC Fleet Assistance Team, Naples and Yokosuka

NEX NAPLES (GM and Ship's Store Coordinator)

NEX Yokosuka (GM and Procurement)

Fleet Concessionaires

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SS/141 RAN (VIF)

NAVY EXCHANGE SALES SLIP

EXCHANGE LOCATION NAPLES ITALY		EXCHANGE NO. 210-020
ACCT. 346-01	DATE	CONCESSIONAIRE

QUAN	DESCRIPTION	AMOUNT
	DOWN PAYMENT	
	BALANCE DUE	
TOTAL AMOUNT THIS SALES SLIP		

I CERTIFY THAT THE ABOVE MERCHANDISE IS NOT FOR RESALE AND IS PURCHASED FOR,

☐ MY OWN USE ☐ MY DEPENDENT'S USE ☐ BONAFIDE GIFT

CUSTOMER'S SIGNATURE

PRINT NAME (LAST, FIRST, MI. INIT.)	DUTY STATION
-------------------------------------	--------------

Nº 926953 A

THIS RECEIPT SHOULD BE PRESENTED WHEN RETURNING MERCHANDISE FOR EXCHANGE OR REFUND.

CUSTOMERS COPY

Enclosure (1)

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DATE: _____ PORT: _____ CONCESSIONAIRE: _____

USS _____ CONTRACT NO: _____

Opening Signature of Ship's Rep. _____

AMT PAID

TOTAL SALES \$_____ X COMMISSION _____% = TOTAL COMMISSION \$_____

Concessionaire's Signature

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FLEET CONCESSIONAIRE PERFORMANCE CHECK LIST

- | | | | |
|-----|---|-----|----|
| 1. | DID CONCESSIONAIRE SHOW A COPY OF THE CONTRACT TO THE SALES OFFICER? | YES | NO |
| 2. | DID CONCESSIONAIRE ARRIVE ON TIME AND START/STOP SALES AS DESIRED? | YES | NO |
| 3. | DID CONCESSIONAIRE TURN IN A COPY OF THE CONCESSIONAIRE NUMBER CONTROL LOG ON A DAILY BASIS TO THE SUPPLY/SALES OFFICER? | YES | NO |
| 4. | DID CONCESSIONAIRE OFFER ITEMS TO SUPPLY/SALES OFFICER FOR SALE IN THE SHIPS STORE? | YES | NO |
| 5. | DID CONCESSIONAIRE USE SS/141 FOR TRANSACTIONS? | YES | NO |
| 6. | DID ANY CONCESSIONAIRE DISPUTES ARISE?
(IF YES PLEASE PROVIDE A SHORT SYNOPSIS OF THE DISPUTE AND THE MANNER IN WHICH IT WAS RESOLVED.) | YES | NO |
| 7. | DID CONCESSIONAIRE DISPLAY PRODUCTS IN A PROFESSIONAL MANNER? | YES | NO |
| 8. | DID CONCESSIONAIRE ADHERE TO SHIP'S REGULATIONS? | YES | NO |
| 9. | DID CONCESSIONAIRE POST THE FOLLOWING SIGNS?
a. RETAIL PRICE LIST
b. NAVY EXCHANGE SATISFACTION GUARANTEED POLICY
c. PURCHASE IS FREE IF YOU DO NOT RECEIVE A RECEIPT | YES | NO |
| 10. | DID CONCESSIONAIRE PROVIDE QUALITY MERCHANDISE/SERVICE? | YES | NO |
| 11. | DID CONCESSIONAIRE REPS SHOW THEIR FLEET I.D. CARDS? | YES | NO |
| 12. | PHOTO FINISHING AND LAUNDRY & DRY CLEANING CONCESSIONAIRES ARE NOT REQUIRED TO UTILIZE SALES SLIPS, SS/141. DID THESE CONCESSIONAIRES UTILIZE THEIR OWN NUMERICALLY SEQUENCED SALES RECEIPTS? | YES | NO |
| 13. | DID CONCESSIONAIRE SELL ITEMS THAT WERE NOT AUTHORIZED UNDER THEIR CONTRACT?
IF YES, PLEASE SPECIFY WHAT ITEMS: | YES | NO |
| 14. | ADDITIONAL COMMENTS OR SUGGESTIONS: | | |

Enclosure (3)

NEXCOMINST 4060.7
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Letter of Identification (LOI) for Official Travel of Government Contractors/Vendors

Travel Authorization Control Number: _____ Date: _____
[Issuer: Use format NEX#/year/sequential# (e.g., 260-110/00/0001)]
This is a: (1) new individual LOI _____ (2) new group LOI _____ (3) amendment _____ (4) LOI revocation _____
Issuer Name: _____ Title: _____
[Official authorizing travel (e.g., Buyer, COTR, or other manager)]
Phone #: _____
Issuer e-mail address: _____ Fax #: _____
Contractor/Vendor Name: _____
Contractor/Vendor Address: _____
Contractor/Vendor Employee Name: _____ Security Clearance: _____
Grade (GS equivalent; if applicable): _____ SSN*: _____
(Passport/Visa # if not US Citizen)
Issuing Office: _____ NEX #: _____
Issuing Office Address: _____ (e.g., 000-000 for NEXCOM)
Contract/Vendor Number: _____ Contract/Event Period: _____
Destination/Purpose: _____
(Issuer: Address all variations authorized)
Itinerary/Travel Period: _____
(Issuer: May not extend beyond contract expiration date)
Installation Access: _____
[Issuer: Address Department of Defense (DoD) installations, organizations, secure areas, etc., that contractor employees may require access to, forms required for travel, etc.]
**** Identification Card (ID) and Privileges authorized: Refer to Remarks Below**
Issuer: If ID card is authorized, don't address privileges. Per AFI 36-3026/AR 600-8-14 of 7/14/98; Installation Commanders determine if contractor employee privileges apply.

Notices:

1. Contractor/Vendor employees privileges are limited to those identified in or authorized by this LOI.
2. Contractor/Vendor employees are not authorized to use **Government Contract City Pair Fares** [that is, the General Services Administration (GSA) Contract Airfares Program].
3. This LOI identifies the recipient as traveling to conduct official Government business. It may be presented to obtain discounted rates that may be offered by AMTRAK, car rentals, hotels/motels and, where permitted, by Department of Defense (DoD) facilities. This LOI does not authorize reimbursement of any travel expenses.

* **Authority:** Social Security Number is requested under authority of 5 U.S.C. 301, Departmental Regulations; E.O. 9397; and 10 U.S.C. 6011. **Purpose:** For authorizing travel for government business. **Routine Use:** none.
Disclosure: Failure to disclose the requested information will prevent issuance of authorization to travel.

**** Remarks (regarding travel outside the U.S.):** When authorized by overseas command and allowed under the existing Status of Forces Agreement (SOFA) or similar treaty or agreement, logistical support such as billeting, subsistence, intra and inter country travel on available military conveyance, military postal services, etc., may be provided as prescribed by Naval regulations (e.g., banking, BOQ, Commissary, Lodge, medical care, MWR facilities, NEX, etc.). The appropriate military installation nearest the primary residence will be requested to issue appropriate ID cards and support documents, as required. When primary residence has been established in a country where logistical support is not authorized by overseas command, and the individual listed above is required to travel to a country or countries where logistical support is authorized, ID cards and logistical support documents with appropriate limitations may be issued in accordance with local command policies for this individual only, and for use only in countries where logistical support is authorized by overseas command.
(Issuer: attach information indicating any support authorized for each installation.)

(Issuer Signature)

Distribution: Contractor/Vendor
Contracting Officer (if issued by Contracting Officer's Technical Representative)

Enclosure (4)

NEXCOMINST 4060.7

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SAMPLE FIFTH AND SIXTH FLEET E-MAIL

To: eugenio_gialanella@nexnet.navy.mil
Cc: giulia_rosa@nexnet.navy.mil
Cc: paola_laino@nexnet.navy.mil
Cc: fleet_assistance_team-naples@nexnet.navy.mil
Cc: rocco_sacchetti@nexnet.navy.mil

Subj: FIFTH/SIXTH FLEET CONCESSIONAIRE SALES REPORT

Ref: (a) NEXCOMINST 4060.7

1. IAW ref (a), the following information is provided for sales conducted:

IN PORT/UNDERWAY (GULF OR MED) _____

DATES: FROM _____ TO _____

<u>CONCESSIONAIRE</u>	<u>TOTAL SALES</u>	<u>COMMISSION COLLECTED</u>
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SALES OFFICER NAME _____

Enclosure (5)

NEXCOMINST 4060.7

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SAMPLE SEVENTH FLEET E-MAIL

To: district_manager-japan@nexnet.navy.mil
teody_a_remolano@yoko.fisc.navy.mil

Subj: SEVENTH FLEET CONCESSIONAIRE SALES REPORT

Ref: (a) NEXCOMINST 4060.7

1. IAW ref (a), the following information is provided for sales conducted:

IN PORT/UNDERWAY _____

DATES: FROM _____ TO _____

<u>CONCESSIONAIRE</u>	<u>TOTAL SALES</u>	<u>COMMISSION COLLECTED</u>
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SALES OFFICER NAME _____

Enclosure (6)

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NEX EUROPEAN DISTRICT CONTACT INFORMATION

TELEPHONE NO.	
OUTSIDE ITALY	0039-081-813-XXXX
IN ITALY	081-813-XXXX
IN NAPLES/FROM SHIP	081-813-XXXX
NAVAL SUPPORT ACTIVITY BASE NAPLES	626-XXXX
NAVY EXCHANGE NAPLES IT FAX	081-813-5233
EUROPEAN DISTRICT FAX	081-813-5234
DISTRICT DIRECTOR	X5220/1
DISTRICT CONTRACTING OFFICER	X5258
NEX GENERAL MANAGER	X5245
NEX SHIP STORE COORDINATOR	X5298
E-MAIL	rocco_sacchetti@nexnet.navy.mil
FLEET ASSIST TEAM REP	X5299
E-MAIL	fleet_assistance_team-naples@nexnet.navy.mil
ADDRESS: EUROPEAN DISTRICT 210-100, PSC 810 BOX 33, FPO AE 09619-0003	
EUROPEAN DISTRICT ACCTG E-MAIL eugenio_gialanella@nexnet.navy.mil	
NEX NAPLES IT ADDRESS: NAVY EXCHANGE 210-020, PSC 810, BOX 30, FPO AE 09619-0003	
NAVY EXCHANGE NAPLES MESSAGE PLAD	NEX NAPLES IT
FLEET ASSIST TEAM REP MSG PLAD	NEXCOM REP NAPLES IT//FAT//

Enclosure (7)

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NEX YOKOSUKA DISTRICT CONTACT INFORMATION

TELEPHONE NO.
OUTSIDE JAPAN 011-81-6160-43-7400
IN JAPAN 243-7400/7401

IN JAPAN/FROM SHIP 243-7400/7401

NAVY EXCHANGE YOKOSUKA JP FAX 011-81-468-271342
JAPAN DISTINCT CONTRACTING OFFICER 011-81-46-816-4405

IN JAPAN 243-4405

FAX 011-81-46-824-0556

E-MAIL tracy_murray@nexnet.navy.mil

FLEET ASSISTANCE TEAM REP 011-81-616-043-7324

IN JAPAN 243-7324

FLEET ASSISTANCE TEAM FAX 011-81-616-043-7324

IN JAPAN 243-7324

ADDRESS: FLEET ASSISTANCE TEAM YOKOSUKA
PSC 473, BOX 11-131
FPO AP 96349-0011

FLEET ASSISTANCE TEAM LOCATION: FISC YOKOSUKA, BUILDING 1848

E-MAIL teody_a_remolano@yoko.fisc.navy.mil

NAVY EXCHANGE YOKOSUKA JP ADDRESS
NAVY EXCHANGE YOKOSUKA
PSC 473, BOX 70,
FPO AE 96349-0070