



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

Canc: Dec 23

NAVSUPPACTNAPLESNOTE 1301

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20 Jun 23

NAVSUPPACT NAPLES NOTICE 1301

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

Subj: COLLATERAL DUTY AND AUDIT BOARD ASSIGNMENTS

Ref: (a) CNICINST 5040.3A, Office of Inspector General Inspections within Commander,
Navy Installations Command Enterprise
(b) CNICINST 1301.1B, Collateral Duties and Assignments to Boards and Committees

Encl: (1) Collateral Duty Assignments
(2) Audit Duty Assignments
(3) Executive Summary of Collateral Duty

1. Purpose. To promulgate assignment of collateral duties and provide official notification of boards and committees established onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy per references (a) and (b).

2. Discussion. Enclosures (1) and (2) constitute official notification of assignment for the collateral and audit board members. Designated representatives are responsible for familiarizing themselves with the instructional guidance pertaining to the collateral duty/audit board, and with the duties and responsibilities to which assigned.

3. Action

a. Assigned personnel will become familiar with the provisions and regulations of their collateral duty assignments. Additionally, assigned personnel are responsible for informing the cognizant chain of command of permanent change of station transfer timing or other circumstances to support timely identification of a relief.

b. Chairpersons/senior members of audit boards and/or Department Heads/Special Assistants are responsible for informing the Administration Officer if a copy of the appointment letter needs to be forwarded outside the command (i.e. other agencies, commands, individuals, etc.) to fulfill regulatory/legal requirements.

c. Department Heads/Special Assistants are required to notify the Administration Department of any changes in positions listed in this notice.

4. Audit Board Procedures

a. Reference (a) describes duties and responsibilities of audit board members, scope, and function of individual audits and lists instructional guidance.

b. Prior to beginning an audit, the chairperson/senior member should contact the Command Evaluation and Review Office (N01E) to ensure they have current instructional guidance and for other information pertaining to the audited area of operations.

5. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administrative, Directives, and Records Management Division portal page at: <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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Date: 2023.06.20 09:28:48
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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

<https://cnreura.fcent.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Notices/>

COLLATERAL DUTY ASSIGNMENTS

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Activity Manning Manager	BUPERSINST 1080.54A	CCC YNC Sage	9/24
Air Traffic Control Facility Officer	NAVAIR 00-80T-114	ACC Koble	10/23
Air Traffic Control Facility Training Chief	NAVAIR 00-80T-114	AC1 Evans	9/25
Air Traffic Control Specialist Certification Examiners	NAVAIR 00-80T-114	AC2 Kay AC1 Evans	9/23 9/25
ALT-Token Primary Submitting Trusting Agent		EURAFCENT N6	
ALT-Token Pin Control Representative		Mr. Baker	
Arms, Ammunitions, and Explosives Key and Lock Custodian	OPNAVINST 5530.13D	MA1 Ferris MA2 Chastain	9/24 8/23
Anti-Terrorism Executive Committee	DODI O-2000.16 OPNAVINST F3300.53D USEUCOMATOPORD 18-11 CNREURAFSWA AT Plan 17-10	CO (Chairperson) XO SECO ATO NCIS Department Heads Tenant Commands	
Anti-Terrorism Working Group	DODI O-2000.16 OPNAVINST F3300.53D USEUCOMATOPORD 18-11 CNREURAFSWA AT Plan 17-10	SECO (Chairperson) ATO NCIS EMO Department Heads Tenant Commands	

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Automated Data Processing	OPNAVINST 5239.1D	EURAFCENT N6	
Information Systems Security Manager		EURAFCENT N6	
Blue Jacket of the Qtr/Yr and Senior/Junior Sailor of the Qtr/Yr Board	(Local) 1700.9K	CMC MACS Anastos	5/26 8/24
Career Development Board Chairman	OPNAVINST 1040.11E	CMC CCC DHs CPOs	5/26
Casualty Assistance Calls Officer	OPNAVINST 1770.1B	CWO3 Curran CDOs	4/24
Civilian Urinalysis Program	Executive Order 12564	Mr. Tagliente	
Classified Material Security Clerk	(Local) 5511.2M	Mr. De Los Santos ET1 Ramirez	8/24
Combined Federal Campaign Manager	DODI 5035.01	LSC Kahabka ABH1 Paclob	11/24 8/24
Command 3-M Coordinator	NAVSEAINST 4790.8B	ET1 Ramirez	10/24

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Command Career Development Team	OPNAVINST 1040.11E	CO	
		XO	
		CMC	5/26
		CCC	
		Department Heads	
		LCPOs	
		YNC Bogan	4/25
		MA1 Robinson	1/24
		RP1 Jackson	4/24
		ABH1 Agbenu	9/25
		ABH1 Paclob	8/24
		MA1 Mohlmaster	12/23
		ABH2 Duncan	1/25
		YN2 Springer	4/24
		CS2 Garrett	4/25
		CS2 Mcallister	7/25
Command Color Guard Coordinator		MA1 Chiavacci	7/24
Command Drug and Alcohol Program Advisor	OPNAVINST 5350.4E	YNC Sage	9/24
		RP1 Jackson	4/24
		YN2 Springer	4/24
		AC1 Evans	9/25
Command Financial Specialist	OPNAVINST 1740.5D	MACS Elizondo	9/25
		MA1 Ohrvall	9/24
		MA1 Harkey	4/24
		ABH1 Agbenu	9/25
		LS1 Kowalski	1/25
		AC1 Evans	9/25

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Command Fitness Leader	OPNAVINST 6110.1K	MAC Herrera ABF1 Correa See CFL for most recent ACFL letter	11/24 8/24
Command Individual Augmentee Coordinator	DODI 1235.11	ETC Kempton	8/24
Command Indoctrination Coordinator	OPNAVINST 1740.3E	ABH1 Paclob MA1 Frisby GM1 Bell MM2 Riverapulido CS2 McAllister CS2 Diaz LS3 Torres	8/24 1/26 8/23 2/25 7/25 5/25 4/25
Command Managed Equal Opportunity Officer	OPNAVINST 5354.1H	MACS Perez MA1 Reeder-Barton LS1 Kowalski	4/25 10/23 1/25
Command Pay and Personnel Administrator	MILPERSMAN 1000-021	YNC Sage YNC Bogan YN1 Guerra RP1 Jackson YN2 Hughes YN2 Springer YN2 Stone ABH2 Perez ABH2 Bongcales CS2 Diaz YN2 Jenkins LS3 Torres	8/24 4/25 8/23 4/24 12/23 4/24 9/23 5/24 7/24 5/25 11/24 4/25

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Command Resilience Team	OPNAVINST 5354.1H	XO (CRT Chairman) CMC Department Heads MACS Perez YNC Sage ET1 Ramirez RP1 Jackson AC1 Herrera CS2 McAllister CS2 Diaz YN2 Springer	 5/26 4/25 9/24 8/24 4/24 11/25 7/25 5/25 4/24
Command Security Manager	SECNAVINST 5510.36B SECNAVINST 5510.30C	Mr. De Los Santos YNC Sage	 9/24
Command Sponsor Coordinator	OPNAVINST 1740.3E	MAC Landis LS1 Duco ET2 Gonzalezfranco	10/25 9/23 12/24
Command Transition Officer/Designee	OPNAVINST 1040.11E	NCC Bailey	8/23
Command Urinalysis Coordinator	OPNAVINST 5350.4E	LSC Kahabka CTT1 Binns MA1 Adkins ABF1 Correa YN2 Springer	11/24 12/23 8/23 8/24 4/24
Confined Space Program Manager	OPNAVINST 5100.25C	Mr. D'Alterio	
Consolidated Bachelor Quarters		Mrs. Gordon	

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Crime Prevention Officer	OPNAVINST 5530.14E	MA1 CasianoMercedes	7/23
Dental Medical Readiness Coordinator	SECNAVINST 1754.2F	MMC White GM1 Jones	12/23 8/23
Dependency Care Program Coordinator	OPNAVINST 1740.4E	YNC Bogan	4/25
Deployability Coordinator	OPNAVINST 1300.20	YNC Sage	9/24
Educational Services Officer	NAVPERS 15560D	YNC Bogan MA1 Mohlmaster MA1 Robinson YN2 Stone MM2 Gifford YN2 Springer	4/25 12/23 1/24 9/23 5/25 4/24
Emergency Management Working Group	(Local) 3440.1A	CO XO CMC EMO DHs Tenant Command EMCs	5/26
Enlisted Leader Development Course Coordinator	OPNAVINST 5351.2B	MACS Perez	4/24
Environmental Quality Board	(Local) 5090.8C	CO IEPD Department Heads	
Environmental Committee	(Local) 5090.8C	PWO IEPD	
Exceptional Family Member Program Coordinator	OPNAVINST 1754.2F	MAC Herrera	11/24

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Expanded Operational Stress Control Team Lead	NAVADMIN 115/21	MMC White ETC Kempton	12/23 7/24
Family Advocacy Officer	SECNAVINST 1752.3B	FFSC Director	
Family Advocacy Committee Command Rep	SECNAVINST 1752.3B OPNAVINST 1752.2C	CO XO CMC AO Dept LCPO	5/26
Flight Planning Chief	NAVAIR 00-80T-114	AC2 Kay	9/23
Freedom of Information Act Coordinator	SECNAVINST 5720.42G	SJA	
General Military Training Coordinator	CNIC M-3501.1A	Mr. Waller	
Harbor Maintenance Readiness Coordinator	CNICINST 5530.5	MA1 Johnston	10/25
Health Care Consumer Council Representative	NAVHOSPINST 6320.13A	CMC	5/26
Honor Guard Coordinator		CMC	5/26
Incident Determination Committee Voting Members	SECNAVINST 1752.3B OPNAVINST 1752.2C	XO (Chair) OPSO (ALT Chair) CMC Family Advocacy Rep SECO Security Senior Enlisted Leader NCIS	5/26
Installation Energy Manager	(Local) 4101.1D	Mr. Gargiulo	
Installation Support Agreement Coordinator	CNICINST 4000.1C	Mr. Lattanzio	

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Installation Training Team	CNIC M-3501.1A	See ITO for most recent designation letter.	
Installation Value Added Tax and Excise Duty Exemption Certifier		Mr. Lattanzio	
Installation Water Quality Board	CNICINST 5090.1B	CO PWO IEPD UEM Preventive Medicine (USNH) PAO	
Key Custodian	OPNAVINST 5530.14E	Mr. Lowe	
		MA1 Ferris	8/23
		MA1 Brunicardi	1/24
		MA2 Chastain	8/23
		MA2 Grand	9/24
		MA2 Reid	9/24
		LS3 Brown	12/25
Key Management Infrastructure Local Element Custodian		ET1 Ramirez	8/24
		ET2 Gonzalezfranco	12/24
		MM2 Riverapulido	2/25
		MM1 Gifford	5/25
		FCA1 Farris	6/25
		FCC Landrum	10/24
Mentorship Program Manager		YNC Sage	9/24
		MACS J. Anastos	8/24
Midshipmen Liaison Officer	OPNAVINST 1420.1B	PAO	

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Military Family Readiness Coordinating Committee Military Liaison	(Local) 1754.6E	MAC Landis	10/25
Naval Drug and Alcohol Advisory Committee	OPNAVINST 5350.4E	CO SJA DAPA FFSC Director Chaplain MWR Director Medical Rep Tenant Command Reps Security officer NCIS Rep	
NSA Naples Recreation Committee	(Local) 1710.11F	CS2 Mcallister (President) MA2 Coggeshall (Vice President) LS3 Torres (Treasurer) Vacant (Secretary) MA1 Zimmerman (COMREL Coord) MA3Flood (Event Coord)	7/25 4/26 4/25 9/24 9/25
Navy Ball Committee Coordinators		LTJG Milam	7/24
Navy Family Accountability & Assessment System Coordinator	OPNAVINST 3006.1	AO YNC Sage YN2 Springer	 9/24 4/24
Officer Program Coordinator	OPNAVINST 1420.1B	AO	
Official Mail Manager	OPNAVINST 5218.7D	YNC Sage	9/24
Ombudsman (NSA Naples)	OPNAVINST 1750.1G	Mrs. Cox	
Ombudsman (Gaeta)	OPNAVINST 1750.1G	Mr. Mohlmaster	

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
OPSEC Officer	SECNAVINST 3070.2A	LT Garcia	11/23
OPSEC Working Group	(Local) 3100.2F	OPSEC Officer Command Security Manager PAO ATO N6	
Personally Identifiable Information (PII)	SECNAVINST 5211.5F	SJA	
Privacy Act Coordinator	SECNAVINST 5211.5F	SJA	
Public Health Emergency Officer	DODI 6200.03	LT Gould	
Safety and Traffic Council	(Local) 5100.1G	XO Dept Heads PWO NAVSUP FLCSI Safety Officer Mr. S. Olsen N91 Director MWR Director Gaeta OIC SECO Fire Chief Hospital Safety Mr. M. Dobbs Mr. T. Decker	
Sailor Assistance and Intercept for Life Coordinator	NAVADMIN 027/17	LT Jacobs	8/24
Senior Enlisted Watchbill Coordinator	(Local) 1601.4H	MACS Perez	4/25
ACDO Watchbill Coordinator		AC1 Evans	9/25

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Senior Watch Officer	(Local) 1601.4H	LT Steele	9/23
SAPR POC Coordination	OPNAVINST 1752.1C	ETC Kempton	6/24
SAPR Victims Advocate Civilian	OPNAVINST 1752.1C	Ms. Sarr	
SAPR Victims Advocate (SAPR VA)	OPNAVINST 1752.1C	ABH2 Duncan	1/25
		MA1 B. Nelson	1/23
		MA2 Marquez	9/24
		CS2 Diaz	5/25
		MA2 Dibling	7/24
		LS3 Brown	12/25
		LS3 Torres	4/25
Sexual Assault Response Coordinator	OPNAVINST 1752.1C DODI 6495.02	Ms. Diaz	
Suicide Prevention Officer	OPNAVINST 1720.4B (Local) 1720.1B	LT Downie	7/25
		LS3 Torres	4/25
Temporary Lodging Allowance Program Coordinator	DoD FMR Vol 7A	AO YNC Sage	9/24
Threat Working Group	DODI O-2000.16 OPNAVINST F3300.53D USEUCOMATOPORD 18-11 CNREURAFSWA AT Plan 17-10	ATO (Chairperson) SECO NCIS EMO Department Heads Tenant Commands	
Traffic Court	(Local) 5560.7C	YNC Bogan	4/25
		ABHC Mayers	1/26
		Mr. R. Pitagora	
United Service Military Apprenticeship Program Coordinator	OPNAVINST 1560.10D	CS2 Garrett	4/25

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<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Victim Witness Assistance Program Coordinator	OPNAVINST 5800.7A	SJA	
Voting Assistance Officer		LT Garcia MACS Anastos	11/23 8/24
Wardroom Advisory Board	(Local) 5420.15F	XO	
Weight Testing/Certifying	NAVFAC P-307 9/03	LT Pattie	2/24
Zone Inspection Coordinator	(Local) 11000.3	MAC Cox CTT1 Binns AC1 McLinden YN2 Springer	12/23 10/23 4/26 4/24

AUDIT DUTY ASSIGNMENTS

<u>Duty</u>	<u>Reference</u>	<u>Name</u>
Audit Board Coordinator		XO CMC
Civilian (Non-US) Welfare and Recreation Audit Board		WRA Reps
Family Support Youth Program		CMC
Formal Survey Board		Operation Reps PWD Reps
General Services Fund Annual Reviews and Cash Verification		Eval & Review Rep
MWR/NEX/DECA Advisory Board Representatives		XO CMC One representative from each command
Naples Audit Board		XO
Religious Offerings Fund		Appointed by CO
Slot Machine Cash Verification		N92

These are not formal audit boards, but are included in this listing as they are audit-type functions. Reports do not have to be sent to the CO or CMC.

EXECUTIVE SUMMARY OF COLLATERAL DUTY AS (*LIST PROGRAM NAME*)

Date

From: (*List Collateral Duty*), U.S. Naval Support Activity, Naples, Italy
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: (*MONTH/YEAR*) EXECUTIVE SUMMARY FOR COLLATERAL DUTY AS (*LIST DUTY*)

Ref: (a) NAVSUPPACTNAPLESNOTE 1301

1. Executive summary for (period of review as date range) collateral duty (summarize what was accomplished).
2. Current status of the program.
3. Required training completed.
4. Support needed from the command.

SIGNATURE AND NAME