



DEPARTMENT OF THE NAVY

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

Canc: Jun 23

NAVSUPPACTNAPLESNOTE 1301

N1

28 Dec 22

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.secnav.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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STEWART.JAMES.W.1160963766
Date: 2022.12.28 15:22:33 +01'00'

J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

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

COLLATERAL DUTY ASSIGNMENTS

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

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Automated Data Processing	OPNAVINST 5239.1D	Mr. Ramos	
Information Systems Security Manager		Mr. Ramos	
Blue Jacket of the Qtr/Yr and Senior/Junior Sailor of the Qtr/Yr Board	(Local) 1700.9K	CMC MACS Anastos	8/24
Career Development Board Chairman	OPNAVINST 1040.11E	CMC CCC DHs Dept CPOs	
Career Transition Officer	OPNAVINST 1900.2C	CCC	8/23
Casualty Assistance Calls Officer	OPNAVINST 1770.1B	CWO3 Curran (PRI) CDOs	4/24
Civilian Urinalysis Program	Executive Order 12564	Mr. Tagliente	
Classified Material Security Clerk	(Local) 5511.2M	ET1 Ramirez	8/24
Combined Federal Campaign Manager	DODI 5035.01	LSC Kahabka ABHI Paclob (Asst)	11/24 8/24
Command 3-M Coordinator	NAVSEAINST 4790.8B	ET1 Ramirez	10/24

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Command Career Development Team	OPNAVINST 1040.11E	CO	
		XO	
		CMC	
		CCC	
		Department Heads	
		LCPOs	
		MA1 Logan (Dept CC)	8/23
		ABF1 Sevilla (Dept CC)	10/24
		RP1 Jackson (Dept CC)	7/22
		MA1 Ferris (Dept CC)	8/23
		ABH1 Paclob (Dept CC)	8/23
		MA1 Mohlmaster (Dept CC)	12/23
		MA2 Nelson (Dept CC)	1/23
		CS2 Gray (Dept CC)	1/23
Command Color Guard Coordinator		MA1 Chiavacci	7/24
		MR3 Thompson (ALT)	7/23
Command Drug and Alcohol Program Advisor	OPNAVINST 5350.4E	MACS Arnouldse	1/24
		MA1 Reederbarton (Asst)	10/23
		ABH2 Hernandez (Asst)	3/22
		ABH2 Paclob (Asst)	8/23
		MA1 Johnston (Asst)	10/25
Command Financial Specialist	OPNAVINST 1740.5D	MAC Cox	12/23
		MA1 Morehouse (Asst)	10/22
		MA1 Harkey (Asst)	4/24
Command Fitness Leader	OPNAVINST 6110.1K	NCC Bailey	8/23
		See CFL for most recent ACFL letter.	
Command Individual Augmentee Coordinator	DODI 1235.11	ETC Kempton	8/24

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Command Indoctrination Coordinator	OPNAVINST 1740.3E	CS1 Scottingle (PRI) YN2 Hughes (Asst) GM1 Bell (Asst) DC2 Fimbres (Asst)	8/23 12/23 8/23 10/23
Command Managed Equal Opportunity Officer	OPNAVINST 5354.1H	MACS Perez AC1 Churchwell (Asst) MA1 Reederbarton (Asst) GM1 Jones (Asst)	4/25 1/23 10/23 8/23
Command Pay and Personnel Administrator	MILPERSMAN 1000-021	YNC Sage (PRI) YNC Bogan YN1 Guerra RP1 Jackson YN2 Hughes YNSN Jenkins MAC Divora MA1 Logan YN2 Stone CS2 Marshall LSSN Torres	8/24 4/24 8/23 7/23 12/23 11/24 5/23 8/23 9/23 12/23 8/23
Command Resilience Team	OPNAVINST 5354.1H	XO (CRT Chairman) CMC Department Heads MACS Perez GM1 Jones (Security) RP1 Jackson (RMD) MASN Whitcomb (Gaeta)	4/25 8/23 7/23 10/24

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Command Security Manager	SECNAVINST 5510.36B SECNAVINST 5510.30C	Joel De Los Santos YNC Sage (ALT)	8/23
Command Sponsor Coordinator	OPNAVINST 1740.3E	MAC Landis LS1 Duco (Asst) YN2 Hughes (Asst)	10/25 9/23 12/23
Command Urinalysis Coordinator	OPNAVINST 5350.4E	LSC Kahablka MM1 Ramos (Asst) GM1 Jones (Asst) MA1 Adkins (Gaeta Asst)	11/24 4/23 8/23 8/23
Confined Space Program Manager	OPNAVINST 5100.25C	Mr. D'Alterio	
Consolidated Bachelor Quarters		Ms. Reveche	
Crime Prevention Officer	OPNAVINST 5530.14E	MA1 CasianoMercedes FC2 Dominguez (ALT)	7/23 10/23
Dental Medical Readiness Coordinator	SECNAVINST 1754.2F	MMC White GM1 Jones (ALT)	12/23 8/23
Dependency Care Program Coordinator	OPNAVINST 1740.4E	YNC Bogan	4/24
Deployability Coordinator	OPNAVINST 1300.20	YNC Sage	8/24
Educational Services Officer	NAVPERS 15560D	YNC Bogan MA1 Mohlmaster (Asst) MA1 Logan (Asst) DC2 Fimbres (Asst)	4/24 12/23 8/23 10/23

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Emergency Management Working Group	(Local) 3440.1A	CO XO CMC EMO Department Heads Tenant Command EMCs	
Enlisted Leader Development Course Coordinator	OPNAVINST 5351.2B	MACS Anastos	8/24
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
Expanded Operational Stress Control Team Lead	NAVADMIN 115/21	MMC White	12/23
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	
Flight Planning Chief	NAVAIR 00-80T-114	AC2 Kay	9/23
Flight Planning NATOPS Instructor	NAVAIR 00-80T-114	AC2 Kay	9/23

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Flight Planning NATOPS Evaluator	NAVAIR 00-80T-114	AC2 Evans	9/25
Freedom of Information Act Coordinator	SECNAVINST 5720.42G	JAG	
General Military Training Coordinator	CNIC M-3501.1A	CMC	6/23
Harbor Maintenance Readiness Coordinator	CNICINST 5530.5	MA1 Johnston	10/25
Health Care Consumer Council Representative	NAVHOSPINST 6320.13A	CMC	
Honor Guard Coordinator		CMC	
Incident Determination Committee Voting Members	SECNAVINST 1752.3B OPNAVINST 1752.2C	XO (Chair) OPSO (ALT Chair) CMC Family Advocacy Rep SECO N34 SEL NCIS	
Installation Energy Manager	(Local) 4101.1D	Mr. Gargiulo	
Installation Support Agreement Coordinator	CNICINST 4000.1C	Mr. Lattanzio	
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	

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Installation Water Quality Board	CNICINST 5090.1B	CO PWO IEPD UEM Preventive Medicine (USNH) PAO	
Key Custodian	OPNAVINST 5530.14E	MA1 Ferris MA2 Brunnicardi (ALT) MA2 Chastain (ALT) MA2 Grand (Gaeta) MA2 Reid (Gaeta ALT)	8/23 1/24 8/23 9/24 9/24
Key Management Infrastructure Local Element Custodian		Mr. Ramos	
Mentorship Program Manager		AWF1 Hill (NSA Naples) MACS J. Anastos (Gaeta) MAC N. Simmons (Gaeta COORD)	10/23 8/24 8/23
Midshipmen Liaison Officer	OPNAVINST 1420.1B	PAO	
Military Family Readiness Coordinating Committee Military Liaison	(Local) 1754.6E	MAC Landis	10/25
Naval Drug and Alcohol Advisory Committee	OPNAVINST 5350.4E	CO CMC DAPA	

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
NSA Naples Recreation Committee	(Local) 1710.11F	CTT1 Binns	12/23
		MC1 Beaufort (Vice President)	12/24
		MA2 Shepherd (Secretary)	8/23
		LS3 Fernandez (Treasurer)	4/24
		LS3 Herrera (Event Coord)	11/24
		LS3 Brown (Event Coord)	12/25
Navy Ball Committee Coordinators		LT A. McGaffic	12/23
Navy Family Accountability & Assessment System (NFAAS) Coordinator	OPNAVINST 3006.1	AO (PRI)	
		YNC Sage (ALT)	8/24
		YNI Guerra	8/23
Navy Leadership Training Coordinator	BUPERSINST 1430.16G	CCC	
Officer Program Coordinator	OPNAVINST 1420.1B	AO	
Official Mail Manager	OPNAVINST 5218.7D	YNC Sage	8/24
Ombudsman (NSA Naples)	OPNAVINST 1750.1G	Mrs. Cox	
Ombudsman (Gaeta)	OPNAVINST 1750.1G	Mrs. Galindo	
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	JAG	
Privacy Act Coordinator	SECNAVINST 5211.5F	JAG	

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Public Health Emergency Officer	DODI 6200.03	LCDR Potter (USNH)	
Reserve Force Operational	BUPERSINST 1001.39F	MACM Taylor	8/23
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
Senior Watch Officer	(Local) 1601.4H	OPSO	
SAPR POC Coordination	OPNAVINST 1752.1C	YN1 Guerra	8/23
SAPR Victims Advocate Civilian	OPNAVINST 1752.1C	Ms. Sarr	8/23
SAPR Victims Advocate (SAPR VA)	OPNAVINST 1752.1C	YN1 Guerra MA2 B. Nelson MA2 Marquez MA2 Dibling	1/23 9/24 7/24
Sexual Assault Response Coordinator	OPNAVINST 1752.1C DODI 6495.02	Ms. Diaz	

<u>Duty</u>	<u>Reference</u>	<u>Name</u>	<u>PRD</u>
Suicide Prevention Officer	OPNAVINST 1720.4B (Local) 1720.1B	LT Downie AC1 Crumbaker (ALT) MAC Simmons (Gaeta)	7/25 10/22 8/23
Temporary Lodging Allowance Program Coordinator	DoD FMR Vol 7A	AO YNC Sage	8/24
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 (as appropriate) Tenant Commands (as appropriate)	
Traffic Court	(Local) 5560.7C	GMC Ellingson NCC Bailey Mr. R. Pitagora	8/23 8/23
United Service Military Apprenticeship Program Coordinator	OPNAVINST 1560.10D	YNC Sage	8/24
Victim Witness Assistance Program Coordinator	OPNAVINST 5800.7A	JAG	
Voting Assistance Officer		LT Garcia (NSA Naples) GMI Jones (NSA Naples Asst) MACS Anastos (Gaeta)	11/23 8/23 8/24
Wardroom Advisory Board	(Local) 5420.15F	XO	
Weight Testing/Certifying	NAVFAC P-307 9/03	AWF1 Hill	10/23

NAVSUPPACTNAPLES NOTE 1301
28 Dec 22

Duty
Zone Inspection/Prize Zone Coordinator

Reference
(Local) 11000.3

Name
MAC Cox

PRD
12/16

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.

28 Dec 22

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