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

Canc: May 27

NAVSUPPACTNAPLESNOTE 1301
N00/N04C
12 Jun 2026

NAVSUPPACT NAPLES NOTICE 1301

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

Subj: COLLATERAL DUTY, BOARD AND COMMITTEE, AND AUDIT BOARD ASSIGNMENTS

Ref: (a) CNICINST 5040.3A
(b) CNICINST 1301.1C

Encl: (1) Collateral Duty Assignments
(2) Board Committees and Working Groups
(3) Audit Duty Assignments

1. Purpose. To promulgate assignment of collateral duties per enclosure (1) and provide official notification of boards and committees, as per enclosure (2), established onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy per references (a) and (b).

2. Discussion. Enclosures (1) and (3) 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).

RANDAZZO.JOHN.LUCIAN.1035461376 Digitally signed by RANDAZZO.JOHN.LUCIAN.1035461376 Date: 2026.06.12 08:38:53 +02'00'

J. L. RANDAZZO

Releasability and distribution:
This instruction is cleared for public release and is available via the NSA Naples website:https://cnreurafcent.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions

Collateral Duty Assignments

Collateral Duty	Rank/Name	PRD
Air Traffic Control Facility Officer	LCDR Swindell	Jun 2027
Air Traffic Control Facility Training Chief	ACC Cavell	Apr 2028
Air Traffic Control Specialist Certification	AC1 Evans	Sep 2026
Arms, Ammunitions, and Explosives Key and Lock Custodian	LTJG White	Oct 2026
Casualty Assistance Calls Officer	ABHC Weaver RP1 McDonald CDOs	Sep 2026 Jan 2029 INDEF
Civilian Urinalysis Program	Vacant	INDEF
Classified Material Security Clerk	Security Manager	INDEF
Combined Federal Campaign Manager	MACS Gollighar	Dec 2028
Command 3-M Coordinator	MMCS Willis FCC Core	Feb 2027 Mar 2028
Command Color Guard Coordinator	MA1 Dominguez CS2 Williams	Oct 2028 Dec 2027
Command Drug and Alcohol Program Advisor	MACS Gollihar AC1 Evans MA1 Frisby ET1 Nelms CS2 Brown	Feb 2028 Sep 2026 Jan 2027 Dec 2027 Sep 2027
Command Financial Specialist	MAC Hord MA1 Foster BM2 Capati	Aug 2027 Sep 2026
Command Fitness Leader Assistant Command Fitness Leaders	CSC Castillo See Designation Ltr	Sep 2026
Command Individual Augmentee Coordinator	MA1 Frisby	Jan 2027
Command Indoctrination Coordinator	FC1 Scott	Jul 2027
Command Managed Equal Opportunity Officer	MACS Eguigure	Mar 2028
Command Security Manager	Security Manager	INDEF
Command Sponsor Coordinator	MAC Hord	Aug 2027
Command Urinalysis Coordinator	YNC Mitchell LS1 Williams	Aug 2028 Jul 2028
Confined Space Program Manager	Mr.D'Alterio	INDEF
Consolidated Bachelor Quarters	CSC Castillo	Sep 2026
Crime Prevention Officer	MA1 Culver	Nov 2026
Enlisted Leader Development Course Coordinator	CSC Castillo ABHC Weaver	Sep 2026 Sep 2026
Exceptional Family Member Program Coordinator	ET1 Nelms	Dec 2027
Family Care Plan Coordinator	MA1 Taliu	Jul 2027
Flight Planning Chief	AC1 Evans	Sep 2026
Freedom of Information Act Coordinator	SJA	INDEF
Common Military Training Coordinator	ITO	INDEF

Collateral Duty Assignments

Collateral Duty	Rank/Name	PRD
Key Custodian	Mr.Lowe	INDEF
Medical Readiness Coordinator	YNC Mitchell	Aug 2028
Midshipmen Liaison Officer	PAO	INDEF
Military Family Readiness Coordinating Committee Military Liaison	MAC Volne	Apr 2027
Navy Family Accountability & Assessment System Coordinator	Admin DLCPO	INDEF
Officer Program Coordinator	ENS Odums	PG
Official Mail Manager	Admin DLCPO	INDEF
Ombudsman (NSA Naples)	Mrs.Kinlaw Mrs. Miller	Jul 2026 Jul 2026
Ombudsman (Gaeta)	Mrs.Kinlaw Mrs. Miller	Jul 2026 Jul 2026
OPSEC Officer	LCDR Swindel	Jun 2027
Personally Identifiable Information (PII)	SJA	INDEF
Privacy Act Coordinator	SJA	INDEF
Senior Enlisted Watchbill Coordinator	FCC Core	Mar 2028
ACDO Watchbill Coordinator	AC1 Evans	Sep 2026
Senior Watch Officer	LT Sathre	Jun 2026
SAPR UVA	Ms.Rosario	INDEF
SAPR Victim Advocate Civilian	Mrs.Kankam	INDEF
SAPR Victim Advocate (SAPR VA)	YNC Clesca	Jul 2027
Sexual Assault Response Coordinator	Ms.Rosario	INDEF
Suicide Prevention Officer	MAC Volne	Apr 2027
Temporary Lodging Allowance Program Coordinator	Admin DLCPO	INDEF
Traffic Court	Mr.Pitagora CSC Castillo ABHC Weaver	INDEF Sep 2026 Sep 2026
United Service Military Apprenticeship Program Coordinator	ABH1 Johnson	Jan 2028
Victim Witness Assistance Program Coordinator	SJA	INDEF
Voting Assistance Officer	RP2 Newkirk MA2 Hanks	Nov 2028 Jul 2027
Weight Testing/Certifying	PWO	INDEF
Zone Inspection Coordinator	ACC Cavell MA1 Morris LS1 Benavides	Apr 2028 May 2027 May 2029

Board Committees and Working Groups

Boards and Committees	Members
Activity Manning Manager	CMC AO CCC Personnel Officer
ALT-Token Primary Submitting Trusting Agent	N6 Department Head
ALT-Token Primary Submitting Trusting Agent	N6 Department Head
Anti-Terrorism Executive Committee	CO (Chairperson XO) SECO ATO NCIS Department Heads Tenant Commands
Anti-Terrorism Working Group	SECO (Chairperson) ATO NCIS Department Heads Tenant Commands
Automated Data Processing	N6 Department Head
Blue Jacket of the Qtr/Yr and Senior Junior Sailor of the Qtr/Yr Board	CMC MMCS Willis
Command Career Counselor	MA1 Foster
Career Development Board	CMC CCCs LCPOs
Command Career Development Board	CO XO CMC CCC Department Heads LCPOs Department CCs
Command Transition Officer/Designee	CCC
Command Pay and Personnel Administrator	YNC Mitchell YNC Clesca ABF1 Cingranelli YN2 Perez MA2 Delgado YN3 Armstrong
Command Resilience Team	XO (Chairman) CMC Department Heads

Board Committees and Working Groups

Boards and Committees	Members
Environmental Management Working Group	CO XO CMC EMO Department Heads Supported Command EMCs
Environmental Quality Board	CO IEPD Department Heads
Environmental Committee	PWO
Family Advocacy Officer	FFSC Director
Family Advocacy Committee	CO XO CMC AO Department LCPOs
Information Systems Security Manager	N6 Department Head
Incident Determination Committee	XO (Chairperson) CMC Family Advocacy Representative SECO Security Senior Enlisted Leader NCIS (non-voting) SJA
Installation Energy Manager	Mr.Gargiulo
Installation Water Quality Board	CO PWD IEPD UEM NMRTC Naples Preventive Medicine PAO
Installation Fuels Responsible Officer	Ms.Nunziata
Installation Support Agreement Coordinator	Mr.Lattanzio
Installation Training Team	See ITO for most recent designation letters
Key Management Infrastructure	N6 Department

Board Committees and Working Groups

Boards and Committees	Members
NSA Naples Recreation Committee	CS2 Ortiz (President) RP2 Figueroa (Vice President) CS3 Presha (Secretary) CS3 Holt (Treasurer) PS3 Mulkey (Event Coordinator)
Navy Ball Committee	ABHC Perm
Naval Drug and Alcohol Advisory Committee	CO CMC SJA DAPA FFSC Director Chaplain MWR Director Medical Representatives Supported Command Representatives Security Officer NCIS Representative Tenant Command Departments
Safety and Traffic Control Council	XO Department Heads PWO NAVSUP FLCSI Safety Officer Mr. S Olsen MWR Director Gaeta OIC SECO Fire Chief Hospital Staff
Threat Working Group	ATO (Chairperson) SECO NCIS EMO Supported Command Department Heads
Wardroom Advisory Board	XO

Audit Duty Assignments

Duty	Members
Audit Board Coordinator	XO CMC
Civilian (Non-US) Welfare and Recreation Audit Board	WRA Representatives
Formal Survey Board	Operation Representatives PWD Representatives
General Services Fund Annual Reviews and Cash Verification	Evaluation and Review Representatives
MWR/NEX/DECA Advisory Board Representatives	XO CMC Tenant Command Representatives
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, unless required.