



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
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Canc: Mar 25

NAVSUPPACTNAPLESNOTE 1301

N00

27 Aug 24

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) Committees and Working Groups  
(3) Audit Duty Assignments  
(4) 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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<https://cnreurafcnt.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Notices/>

**COLLATERAL DUTY ASSIGNMENTS**

<b>Duty</b>	<b>Reference</b>	<b>Name</b>	<b>PRD</b>
Activity Manning Manager	BUPERSINST 1080.54A	AO CCC Personnel Officer	
Air Traffic Control Facility Officer	NAVAIR 00-80T-114	ACC Mclinden	3/26
Air Traffic Control Facility Training Chief	NAVAIR 00-80T-114	ACC Mclinden	3/26
Air Traffic Control Specialist Certification Examiners	NAVAIR 00-80T-114	AC1 Herrera AC1 Evans	11/25 9/26
ALT-Token Primary Submitting Trusting Agent		N6 Department Head	
ALT-Token Pin Control Representative		N6 Department Head	
Arms, Ammunitions, and Explosives Key and Lock Custodian	OPNAVINST 5530.13D	MAC(SEL) Ferris MA2 Gasca	9/24 9/25
Automated Data Processing	OPNAVINST 5239.1D	N6 Department Head	
Information Systems Security Manager		N6 Department Head	
Blue Jacket of the Qtr/Yr and Senior/Junior Sailor of the Qtr/Yr Board	(Local) 1700.9K	CMC MMCS Willis	2/27
Career Development Board Chairman	OPNAVINST 1040.11E	CMC CCC LCPOs	
Casualty Assistance Calls Officer	OPNAVINST 1770.1B	AO CDOs	4/25
Civilian Urinalysis Program	Executive Order 12564	Mr. Tagliente	
Classified Material Security Clerk	(Local) 5511.2M	Security Manager GM1 Vossoughi	12/25
Combined Federal Campaign Manager	DODI 5035.01	LSC Kahabka	11/24
Command 3-M Coordinator	NAVSEAINST 4790.8B	MMCS Willis	1/27
Command Color Guard Coordinator		MA2 Robinius	7/25
Command Drug and Alcohol Program Advisor	OPNAVINST 5350.4E	MACS Holmes PSC Browne AC1 Evans MA1 Johndrow	3/26 2/26 9/26 9/25

<b>Duty</b>	<b>Reference</b>	<b>Name</b>	<b>PRD</b>
Command Financial Specialist	OPNAVINST 1740.5D	MACS Elizondo ABH1 Agbenu LS1 Kowalski AC1 Evans	8/26 9/25 1/26 9/26
Command Fitness Leader	OPNAVINST 6110.1K	MAC Herrera See CFL for most recent ACFL letter	11/24
Command Individual Augmentee Coordinator	DODI 1235.11	ETC Kempton	6/25
Command Indoctrination Coordinator	OPNAVINST 1740.3E	ABH1 Perez MA1 Frisby MM2 Riverapulido CS2 McAllister LS3 Torres	5/25 1/27 2/25 7/25 4/25
Command Managed Equal Opportunity Officer	OPNAVINST 5354.1H	ACC Mclinden MA1 Lathrop LS1 Kowalski	3/26 1/26 1/26
Command Pay and Personnel Administrator	MILPERSMAN 1000-021	PSC Browne YNC Sage YNC Bogan YNC Clesca ABH1 Perez YN1 Davis RP2 Jozsa YN2 Bussing YN2 Garrett ABH2 Bongcales ABF1 Cingranelli YN2 Jenkins YN2 Hayes	2/26 9/25 4/26 7/26 5/25 1/25 10/25 2/26 4/25 8/25 9/26 5/25 4/25
Command Security Manager	SECNAVINST 5510.36B SECNAVINST 5510.30C	Security Manager GM1 Vossoughi (Gaeta)	12/25
Command Sponsor Coordinator	OPNAVINST 1740.3E	ACC Mclinden MA1 Hausner ET2 Gonzalezfranco	3/26 4/25 6/25

Duty	Reference	Name	PRD
Command Transition Officer/Designee	OPNAVINST 1040.11E	CCC	
Command Urinalysis Coordinator	OPNAVINST 5350.4E	ABHC Mayers MM1 Gifford	1/26 5/25
Confined Space Program Manager	OPNAVINST 5100.25C (Local) 5100.13B	Mr. D'Alterio	
Consolidated Bachelor Quarters		CSC Hernandez	3/27
Crime Prevention Officer	OPNAVINST 5530.14E	MA1 Culver	11/26
Dental Medical Readiness Coordinator	SECNAVINST 1754.2F	AO	
Dependency Care Program Coordinator	OPNAVINST 1740.4E	YNC Bogan	4/26
Deployability Coordinator	OPNAVINST 1300.20	AO YNC Sage	9/25
Educational Services Officer	NAVPERS 15560D	AO CSC Castillo MM2 Gifford	9/26 5/25
Enlisted Leader Development Course Coordinator	OPNAVINST 5351.2B	MACS Homes	3/26
Environmental Quality Board	(Local) 5090.8C	CO IEPD Department Heads	
Environmental Committee	(Local) 5090.8C	PWO	
Exceptional Family Member Program Coordinator	OPNAVINST 1754.2F	MAC Herrera	11/24
Expanded Operational Stress Control Team Lead	NAVADMIN 115/21	ETC Kempton	6/25
Family Advocacy Officer	SECNAVINST 1752.3B	FFSC Director	
Flight Planning Chief	NAVAIR 00-80T-114	AC1 Evans	9/26
Freedom of Information Act Coordinator	SECNAVINST 5720.42G	SJA	
General Military Training Coordinator	CNIC M-3501.1A	ITO	
Harbor Maintenance Readiness Coordinator	CNICINST 5530.5	MA1 Johnston	9/25
Health Care Consumer Council Representative	NAVHOSPINST 6320.13A	CMC	
Honor Guard Coordinator		CMC	
Installation Energy Manager	(Local) 4101.1D	Mr. Gargiulo	

Duty	Reference	Name	PRD
Installation Fuels Responsible Officer	DLA Energy P-7	Ms. Nunziata	
Installation Support Agreement Coordinator	CNICINST 4000.1C	Mr. Lattanzio	
Installation Training Team	CNIC M-3501.1A	See ITO for most recent designation letter	
Key Custodian	OPNAVINST 5530.14E	Mr. Lowe MA2 Gasca MA1 Brunicardi MA2 Grand MA2 Reid LS2 Brown	9/25 1/25 9/25 9/25 12/24
Key Management Infrastructure		N6	
Local Element Custodian		ET2 Gonzalezfranco MM2 Riverapulido MM1 Gifford FCA1 Farris	12/25 2/25 5/25 6/25
Mentorship Program Manager		MAC Molinaro	10/26
Midshipmen Liaison Officer	OPNAVINST 1420.1B	PAO	
Military Family Readiness Coordinating Committee Military Liaison	(Local) 1754.6E	CSC Hernandez	3/27
Navy Family Accountability & Assessment System Coordinator	OPNAVINST 3006.1	AO Admin DLCPO	
Officer Program Coordinator	OPNAVINST 1420.1B	AO	
Official Mail Manager	OPNAVINST 5218.7D	Admin LCPO	
Ombudsman (NSA Naples)	OPNAVINST 1750.1G	Mrs. Kaitlin Wall Mrs. Rebecca McLinden	9/26 3/27
Ombudsman (Gaeta)	OPNAVINST 1750.1G	Mrs. Dawn Tomei	11/26
OPSEC Officer	SECNAVINST 3070.2A	LCDR Swindel	3/27
Personally Identifiable Information (PII)	SECNAVINST 5211.5F	SJA	
Privacy Act Coordinator	SECNAVINST 5211.5F	SJA	
Senior Enlisted Watchbill Coordinator	(Local) 1601.4H	MACS Elizondo	8/26
ACDO Watchbill Coordinator		AC1 Evans	9/26

<b>Duty</b>	<b>Reference</b>	<b>Name</b>	<b>PRD</b>
Senior Watch Officer	(Local) 1601.4H	LT Sathre	6/26
SAPR UVA	OPNAVINST 1752.1C	ETC Kempton	6/25
SAPR Victim Advocate Civilian	OPNAVINST 1752.1C	Mrs Francisca Kankam	
SAPR Victim Advocate (SAPR VA)	OPNAVINST 1752.1C	MA1 Cancinos ABH1 Perez MA1 Frisbee ABH2 Duncan CM2 Lee CS2 Ortiz CS2 Rodrigues LS2 Brown AC2 Roberti MA2 Glass MA3 Salascampos	8/25 5/25 1/27 1/25 7/25 1/24 1/26 12/24 9/25 3/25 2/26
Sexual Assault Response Coordinator	OPNAVINST 1752.1C DODI 6495.02	Ms. Jennifer Diaz	5/26
Suicide Prevention Officer	OPNAVINST 1720.4B (Local) 1720.1B	LCDR Downie NCC Ethridge LS2 Torres	7/25 5/26 4/25
Temporary Lodging Allowance Program Coordinator	DoD FMR Vol 7A	AO Personnel Officer	
Traffic Court	(Local) 5560.7C	GMC Ashworth ABHC Mayers Mr. R. Pitagora	12/26 1/26
United Service Military Apprenticeship Program Coordinator	OPNAVINST 1560.10D	YN2 Garrett	4/25
Victim Witness Assistance Program Coordinator	OPNAVINST 5800.7A	SJA	
Voting Assistance Officer		LCDR Downie	7/25
Wardroom Advisory Board	(Local) 5420.15F	XO	
Weight Testing/Certifying	NAVFAC P-307 9/03	PWO	
Zone Inspection Coordinator	(Local) 11000.3	ABHC Mayers AC1 Herrera	1/26 11/25

**COLLATERAL DUTY ASSIGNMENTS**

<b>Duty</b>	<b>Reference</b>	<b>Name</b>	<b>PRD</b>
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	
Blue Jacket of the Qtr/Yr and Senior/Junior Sailor of the Qtr/Yr Board	(Local) 1700.9K	CMC MMCS Willis	2/27
Career Development Board	OPNAVINST 1040.11E	CMC CCC LCPOs	
Command Career Development Team	OPNAVINST 1040.11E	CO XO CMC CCC Department Heads LCPOs Department CCs	
Command Resilience Team	OPNAVINST 5354.1H	XO (CRT Chairman) CMC/Department Heads ACC Mclinden YNC Sage AC1 Herrera CS2 McAllister	3/26 9/25 11/25 7/25



Duty	Reference	Name	PRD
Emergency Management Working Group	(Local) 3440.1A	CO XO CMC EMO DHs Supported Command EMCs	
Environmental Quality Board	(Local) 5090.8C	CO IEPD Department Heads	
Environmental Committee	(Local) 5090.8C	PWO	
Family Advocacy Committee	SECNAVINST 1752.3B OPNAVINST 1752.2C	CO XO CMC AO Dept LCPO	
Incident Determination Committee	SECNAVINST 1752.3B OPNAVINST 1752.2C	XO (Chair) OPSO (ALT Chair) CMC Family Advocacy Rep SECO Security Senior Enlisted Leader NCIS (non-voting)	
Installation Water Quality Board	CNICINST 5090.1B	CO PWO IEPD UEM NMRTC Naples Preventive Medicine PAO	

<b>Duty</b>	<b>Reference</b>	<b>Name</b>	<b>PRD</b>
Naval Drug and Alcohol Advisory Committee	OPNAVINST 5350.4E	CO SJA DAPA FFSC Director Chaplain MWR Director Medical Representative Supported Command Reps Security Officer NCIS Representative	
NSA Naples Recreation Committee	(Local) 1710.11F	AC1 Evans (President) MM1 Gifford (Vice President) ABH1 Johnson (Treasurer) ET2 Gonzalezfranco (Secretary) BM2 Valdez (COMREL Coord) MM2 Juarez (Event Coord)	9/26 5/25 1/27 12/25 6/26 4/27
Navy Ball Committee		LTJG Mulango YNC Clesca	6/26 7/26
Safety and Traffic Council	CNIC M-5100.1 (Local) 5100.1G	XO Dept Heads PWO NAVSUP FLCSI Safety Officer Mr. S. Olsen MWR Director Gaeta OIC SECO Fire Chief Hospital Safety	

<b>Duty</b>	<b>Reference</b>	<b>Name</b>	<b>PRD</b>
Threat Working Group	DODI O-2000.16 OPNAVINST F3300.53D USEUCOMATOPORD 18-11 CNREURAFSWA AT Plan 17-10	ATO (Chairperson) SECO NCIS EMO Supported Command DHs	

**AUDIT DUTY ASSIGNMENTS**

<b>Duty</b>	<b>Name</b>
Audit Board Coordinator	XO CMC
Civilian (Non-US) Welfare and Recreation Audit Board	WRA Reps
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.



NAVSUPPACTNAPLESNOTE 1301  
27 Aug 24

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

Date

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

Subj: FYXX-QX Program Review

Ref: (a) NAVSUPPACTNAPLESNOTE 1301

**1. Overview:**

Program Manager: RANK First M. Last (PRD:MMYYYY)

Assistant Program Manager: RANK First M. Last (PRD:MMYYYY)

Designated in writing: Y/N

Overall Status: On Track / Off Track (why)

Training Status: Different for every program but should include required training

**2. References:**

- NAVSUPPACTINST XXXX (Date: MMYYYY)

**3. Upcoming Important Dates (Next 90 Days)**

- DDMON-Event/Action item – quick note

**4. Barriers to Elevate/Discuss**

- **Topic/Issue:** State or list a summary of the major concerns or main topics that must be discussed in the background (feel free to add a proposed solution but not required)
- **Topic/Issue:** State or list a summary of the major concerns or main topics that must be discussed in the background

SIGNATURE AND NAME

Enclosure (4)



**Execution Notes:**

- Fill out the 1 pager and submit as a read ahead (1 page only – communicate effectively)
- Expect to brief your program 1/qtr to the CMC and or the XO
- 5-10 min discussion
- Challenges facing your program / elevate barriers / What do you need help with, especially from the Triad
- Coordinate scheduling
- Check and update your instructions as required
- How are communications? Command level coordination?
- Discuss your team, do you need more/less manpower
- Discuss your turnover plan if applicable
- Discuss upcoming items