



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

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NAVSUPPACTNAPLESNOTE 5040
N00/N01E
13 Dec 24

NAVSUPPACT NAPLES NOTICE 5040

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

Subj: ANNUAL INSTALLATION INSPECTOR GENERAL OVERSIGHT
GUIDANCE FOR FISCAL YEAR 2025

Ref: (a) CNICINST 5040.3A
(b) CNICNOTE 5040 NOOG of 31 Aug 23
(c) SECNAVINST 5040.3B of 31 Oct 19
(d) Council of Inspectors General on Integrity and Efficiency, Quality Standards for Inspection and Evaluation, January 2012

Encl: (1) Fiscal Year 2025 Internal Oversight Plan

1. Purpose. To publish the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Installation Office of Inspector General (OIG) annual oversight guidance for fiscal year 2025 (FY25) and assign areas of inspection in compliance with references (a) through (d). This guidance includes the plan for targeted inspections (TIs) during FY25 as outlined in enclosure (1).

2. Background

a. The Commander, Navy Region Europe, Africa, Central (CNREURAFCENT) oversight guidance employs two types of compliance-based inspections: targeted and command. Per reference (a) through (d), Installation OIG Naples provides NAVSUPPACT support to mission via enclosure (1) with the independent ability to assess the efficiency, effectiveness, and integrity of command functions and compliance with directed guidance, regulations, and laws. Installation OIG personnel conduct TIs on specific programs to determine compliance or non-compliance with applicable directives and instructions, and to detect and deter possible fraud, waste, and mismanagement. The inspection and review process results in recommendations to correct conditions that may adversely affect mission accomplishment, command integrity, or the economical use of Navy resources. It also assists managers and fund administrators in determining the adequacy and effectiveness of practices, procedures, and internal controls. Additionally, Installation OIG supports the CNREURAFCENT OIG Command Inspections (CIs).

b. Per reference (a), TIs include any Commander, Navy Installations Command (CNIC) and CNREURAFCENT directed inspections. TIs also include installation-level directed inspections.

c. The Installation OIG will also support the action officer responsible for administering and coordinating the Integrated Risk Management (IRM) Program (formerly known as Managers' Internal Control Program), which provides commanders and managers a means to assess program integrity and control effectiveness.

3. Action

a. Installation OIG Naples Personnel

(1) General Inspection Administration

(a) Administer the Installation Oversight TIs Plan and serve as the principal point of contact for the installation.

(b) Have unrestricted access to all installation internal assessment results, corrective action plans, and reports of corrective actions taken.

(c) Prepare reports and maintain a record of all TI and CI reports.

(2) CIs. Support the CNREURAFCENT IG during CIs, as required.

(3) TIs

(a) Administer and coordinate for their respective installations.

(b) Prepare an annual Internal Oversight Plan.

(c) Plan and conduct inspections in the following levels of priority:

1. CNIC-directed inspections.
2. CNREURAFCENT-directed inspections.
3. Installation CO-directed inspections.
4. Other inspections.

(d) Conduct TIs of CNREURAFCENT and installation programs, report results, monitor recommended corrective actions taken and as appropriate, during or prior the quarter specified. Any deviations must be authorized by Region IG and COMNAVACTS.

(e) Prepare and submit inspection reports per the OIG TI standard operating procedure.

(f) Maintain inspection reports/supporting documentation per references (a) and (b).

(g) Ensure the NAVSUPPACT department heads and special assistants take appropriate and timely corrective action to address findings and recommendations. Request updates to open inspection findings until closed.

(h) Conduct follow-up inspections, when appropriate, to ensure recommendations have been adequately considered and appropriate corrective actions were taken.

b. Leadership at all installation levels

(1) General Inspection Administration

(a) Support NAVSUPPACT Oversight Program by ensuring appropriate staff and requested documentation are available to the OIG during all phases of an inspection.

(b) Review inspection reports, as applicable, and provide required feedback within established timelines.

(c) Develop a corrective action plan with a plan of action and milestones (POA&M) to address TI and CI findings.

(d) Take appropriate and timely corrective actions to address TI and CI findings and recommendations.

(2) CIs. Report milestones and corrective actions to all CI open findings to the OIG by the 20th day of the third month of each quarter until the final corrective actions are in place and the findings are closed.

4. Point of Contact. Ms. Marilena Nevola, Office of Inspector General, DSN: 626-5624, COMM: 081-568-5624 or e-mail: marilena.nevola.ln@us.navy.mil.

5. Cancellation Contingency. This notice is in effect through September 2025 or until superseded by another notice, whichever occurs first.

6. 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 Administration, 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>.

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

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Lists: I and II

Electronic via NAVSUPPACT Naples website:

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

INTERNAL OVERSIGHT PLAN – FISCAL YEAR (FY) 2025

1st Quarter FY 2025

Department Areas of Inspection

N00 Integrated Risk Management (IRM) transfer to Region & Installation

Various Follow-Up on Prior Inspection Findings (TIs, CIs, etc.)

2nd Quarter FY 2025

N9 Region-Directed: Loaner Furniture Program

Various Follow-Up on Prior Inspection Findings (TIs, CIs, etc.)

3rd Quarter FY 2025

N6 Region-Directed: Government Cell Phone Program

N9 CO Directed: Economy Housing

Various Follow-Up on Prior Inspection Findings (TIs, CIs, etc.)

4th Quarter FY 2025

N04C Region-Directed: Suicide Prevention

N9 CO Directed: Direct Assignment Process for Base Housing

Various Follow-Up on Prior Inspection Findings (TIs, CIs, etc.)