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

NAVSUPPACTNAPLESINST 5040.1
N00

2 8 JAN 2019

NAVSUPPACT NAPLES INSTRUCTION 5040.1

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY DIVISION IN THE SPOTLIGHT

Ref: (a) OPNAVINST 5100.19E
(b) NAVSUPPACTNAPLESINST 11000.3

Encl: (1) NAVSUPPACT Naples Guidance for Department Officers and Departmental Leading Chief Petty Officers
(2) Summary of Departmental Assessments
(3) Department Officer Record Review Sheet
(4) Training Review Sheet
(5) Personnel Qualification Standard Assessment
(6) Personnel Record Review Sheet
(7) Command Career Counselor Review Sheet
(8) Departmental Fitness Assessment
(9) Medical and Dental Record Review Sheet
(10) Security Assessment
(11) Supply Assessment
(12) Uniform Inspection sheet

1. Purpose. To provide guidance and procedures for the Division in the Spotlight (DITS) program, used to enhance departmental readiness within U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

2. Responsibility. The DITS Coordinator is responsible for the conduct of the DITS program and for this instruction.

3. Background. The goal of the DITS program is to maintain the command, and its personnel, at the highest state of readiness. Such inspections are necessary to identify and correct deficiencies early enough to prevent deterioration.

4. Conduct. The DITS inspections will be held bi-monthly. Each NAVSUPPACT Naples department will be notified by the Plan of the Week (POW) and the DITS coordinator two weeks prior to the inspection. The Program Managers or NAVSUPPACT Naples Command Collateral Duty Coordinators and their alternates will be notified of the department they will inspect two weeks prior. Departments will be inspected in the following areas:

a. A Department Head call including a uniform inspection will be conducted for all departmental personnel.

b. Training, Personnel Qualification Standards (PQS), and school assessments with the NAVSUPPACT Naples Installation Training Officer (ITO) or Assistant ITO (AITO).

c. Medical and Dental assessment with the NAVSUPPACT Naples Medical Readiness Coordinator.

d. Physical Fitness Assessment, or Body Composition Assessment if qualified, with the NAVSUPPACT Naples Command Fitness Leader (CFL).

e. Conduct a thorough review of the departmental and divisional career counselor's tracking and identification with the NAVSUPPACT Naples Command Career Counselor (CCC).

f. Supply management assessment with the Supply Officer.

g. Personnel Security review with the NAVSUPPACT Naples Security Manager.

h. Departmental Officer Records reviewed and maintained by the DITS coordinator.

i. Mentorship Assessment with the NAVSUPPACT Naples Mentorship coordinator.

j. The Department Head will conduct a personnel inspection of all department personnel. Uniform will be Service Dress Uniforms (Blues or Whites).

k. The NAVSUPPACT Naples Command Master Chief (CMC) will accompany Zone Inspection Coordinator during Zone Inspection of spaces.

l. The Departmental Leading Chief Petty Officer (LCPO) will:

(1) Review enclosure (1).

(2) Schedule and prepare spaces for CMC inspections and assign a departmental E6 to accompany the inspection team.

(3) Review Department Officer Records before inspection.

(4) Review the DITS reports and ensure discrepancies are properly corrected.

(5) Notify Department Head of any discrepancies.

m. The DITS Coordinator will:

(1) Maintain the DITS long range schedule.

(2) Coordinate with the NAVSUPPACT Naples Administrative Leading Chief Petty Officer (LCPO) to schedule and publish all DITS events in the Plan of the Week.

(3) Coordinate the DITS bi-monthly debrief.

(4) Review this instruction annually.

(5) Provide trend analysis and highlight repeat discrepancies.

(6) Maintain an up to date copy of assessment check sheets in a central location on the share drive.

(7) Inspect and fill out enclosure (2), and provide a copy of the assessment to the Division Officer (DIVO) or Departmental LCPO two days prior to the scheduled debrief.

n. The ITO or AITO will:

(1) Ensure a thorough review of the department's short and long range training plans, Fleet Training Management Planning System (FLTMPS) school management plan, General Military Training currency status, and PQS currency and effectiveness status.

(2) All other required materials will be held digitally and should utilize FLTMPS, Total Workforce Management Services (TWMS), and Navy Standard Integrated Personnel System (NSIPS) to the maximum extent possible. Hard copies of miscellaneous notes are authorized.

(3) Inspect and fill out enclosure (4) and (5) and provide a copy of the assessment to the Departmental LCPO two days prior to the scheduled debrief.

o. The Admin Departmental LCPO or Leading Petty Officer (LPO) will:

(1) Conduct a thorough review of department manning per the Billet Based Distribution to include overall manning number and Naval Enlisted Classification manning.

(2) Ensure a review of all department personnel records are conducted to include an updated alpha roster, recall data, and updated page two.

(3) Inspect, fill out and complete enclosure (3).

(4) Inspect and fill out, enclosure (6) and provide a copy of the assessment to the DIVO or Departmental LCPO two days prior to the scheduled debrief.

p. The CCC will:

(1) Conduct a thorough review of the department career counselor's tracking and identification of:

(a) Personnel with nine months or less projected rotation dates.

(b) Personnel with 12 months or less End of Active Obligated Service dates.

(c) Personnel transferring to Fleet Reserve.

(d) Personnel eligible for career way point.

(e) Departmental manning for current billets, billets authorized, and nine month projections.

(f) Career development boards conducted and documented in the career information program management system.

(g) Personnel with upcoming high year tenure.

(h) Career reenlistment enlisted objective groups for departmental ratings.

(i) Departmental advancement compared with Navy-Wide Advancement.

(2) Inspect and fill out enclosure (7) and provide a copy of the assessment to the Departmental LCPO two days prior to the scheduled debrief.

q. The CFL will:

(1) Conduct a thorough review of the department's physical fitness records and scores.

(2) Conduct courtesy weigh-in and measurements and provide nutrition information to all departmental personnel.

(3) Inspect and fill out enclosure (8) and provide a copy of the assessment to the DIVO/ Departmental LCPO two days prior to the scheduled debrief.

r. The Medical and Dental Liaison will inspect and fill out enclosure (9) and provide a copy of the assessment to the DIVO or Departmental LCPO two days prior to the scheduled debrief.

s. The NAVSUPPACT Naples Security Officer will inspect and fill out enclosure (10) and provide a copy of the assessment to the DIVO or Departmental LCPO two days prior to the scheduled debrief.

t. The Supply Officer will inspect and fill out enclosure (11) and provide a copy of the assessment to the DIVO or Departmental LCPO two days prior to the scheduled debrief.

u. The Mentorship Coordinator will inspect the mentorship program in the department, and provide an assessment to the DIVO or Departmental LCPO two days prior to the scheduled debrief.

v. The Zone Inspection Coordinator will provide a quarterly Zone Inspection schedule, and utilize reference (b), enclosure (5) for the Zone Inspection.

w. DIVOs and Departmental LCPOs will:

(1) Review enclosure (1).

(2) Coordinate with department inspectors to ensure the above assignments are being conducted.

(3) Present departmental assessments at the scheduled debrief.

(4) Provide a plan of action and milestones for the correction of all noted discrepancies to the NAVSUPPACT Naples Commanding Officer (CO), via the Executive Officer (XO), within one week of debriefing.

(5) Provide a copy of all assessments to the DITS coordinator for trend analysis.

5. Schedule of DITS

a. Monday through Wednesday, inspectors will conduct their respective examinations with the departmental representatives.

b. The following DITS schedule will be incorporated in the POW:

Day	Time	Event	Attendees
Monday	1000	DITS In-brief	XO, CMDCM, DITS Coordinator, Inspectors, Dept Head, Dept LCPO, CPOs LPOs
Friday	1000	DITS De-brief	XO, CMDCM, DITS Coordinator, Inspectors, Dept Head, Dept LCPO, CPOs, LPOs

c. A DITS assessment will be conducted monthly. To ensure that all departments maintain readiness, the XO will determine, after one or two cycles of assessments, if the tempo will remain the same or be extended. The following will be the bi-monthly departmental rotation determined by the POW:

(1) N1

(2) N00SM

(3) N2

(4) N31/N32/N33/N34/N35

    (5) N4

    (6) N5

    (7) N6

    (8) N81/N82/N83/N84/N85/N86

    (9) N9

6. <u>Records Management.</u> Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

7. <u>Review and Effective Date.</u> Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I and II
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https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

NAVSUPPACT NAPLES GUIDANCE FOR DEPARTMENT OFFICERS AND DEPARTMENTAL LEADING CHIEF PETTY OFFICERS

1. Prior to inspection, you can get a head start by conducting several items:

   a. Each department should have an assigned Departmental Career Counselor. This member can complete Departmental Career Development boards. After all members of the department have completed boards, then a report of the findings will be turned into the Command Career Counselor.

2. The Department Officer (DIVO) or respective Departmental Leading Chief Petty Officers (LCPO) is responsible for scheduling all Division in the Spotlight (DITS) events. As all departments in a given department are inspected simultaneously, DIVOs/Departmental LCPOS are highly encouraged to collaborate and schedule events concurrently to the maximum extent practicable. Events that are required to be in the POW will be coordinated via the DITS Coordinator. Other items include:

   a. <u>Training</u>. Departmental Training Petty Officers will schedule a time with the NAVSUPPACT Naples Training Officer and Assistant Training Officer to conduct a Departmental Training Assessment.

   b. <u>Physical Fitness Assessment</u>. Contact the Command Fitness Leader to schedule courtesy weigh-ins and collect appropriate report.

3. Assessment Debrief. Individuals assigned to assess designated programs will debrief the DIVO/Departmental LCPO on their findings. This debrief may be held on a departmental basis. Afterwards, the DIVO/Departmental LCPO will schedule a debrief with the Commanding Officer (CO), Executive Officer, Command Master Chief and department head via the DITS coordinator to report findings. The DIVO controls the pace of DITS; be aggressive in receiving reports.

4. DIVOs/Departmental LCPOs should strive to correct as many noted deficiencies as possible prior to the final debrief to the CO.

5. The DITS final debrief to the CO is due to be completed by the last workday of the assigned month. You may start early, but you cannot finish late.

SUMMARY OF DEPARTMENTAL ASSESSMENTS

From: Department Head/Department Officer
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Division in the Spotlight Coordinator
      (2) Executive Officer
      (3) Department Head (If not completed by DH)

Subj: SUMMARY OF DIVISION IN THE SPOTLIGHT ASSESSMENTS AND CORRECTIVE ACTIONS

1. The division in the spotlight assessment was conducted on _____ department.

2. The following areas were inspected and the following corrective actions were taken.

    a. Personnel Inspection: _____

    b. Training: _____

    c. Command Career Counselor: _____

    d. CFL: _____

    e. Supply: _____

    f. Security: _____

    g. Administration: _____

    h. Medical/Dental: _____

    i. DIVO Record Review: _____

3. Overall assessment: _____

4. Additional comments: _____

                                        _____
                                        Department Head

DEPARTMENT OFFICER RECORD REVIEW SHEET

Date: _____

From: Administrative Officer
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
       (2) ___ Department Head
       (3) DITS Coordinator

Subj: DEPARTMENT OFFICER RECORD REVIEW SHEET

Ref: (a) NAVSUPPACTNAPLESINST 5040.1

DEPARTMENT: _____

1. The Department Officer Record will contain the following at a minimum:

    a. YES/NO   Signed Privacy Act Statement.

    b. YES/NO   FLTMPS Department Officer Report.

    c. YES/NO   Quarterly Review Sheet.

    d. YES/NO   Is the Quarterly Review Sheet used?

    e. YES/NO   Last three Regular and/or Special evaluations? (As applicable)

    f. YES/NO   All Mid-term evaluations given at this command.

    g. YES/NO   Last three Advancement Exam Profile Sheets. (As applicable)

    h. YES/NO   Copy of Assignment as a Junior Enlisted Mentor letter and completed Protégé Background and Goals Sheet.

    i. YES/NO   Copy of Special Program screening or Career Waypoint application and/or approval letter? (As applicable)

    j. YES/NO   Any Sick In Quarters and Temporary Assigned Duty orders? (As applicable)

    k. YES/NO   Documented miscellaneous incidents and waived items.

2. Enter any additional remarks below.

_____

_____

3. Overall Department Officer Record evaluation (circle one): Excellent   Good   Fair   Poor

_____   _____
DITS Coordinator   Program Manager

TRAINING REVIEW SHEET

Date: _____

From: Training Officer
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
(2) ___ Department Head
(3) DITS Coordinator

Subj: TRAINING REVIEW SHEET

Ref: (a) NAVSUPPACTNAPLESINST 5040.1

DEPARTMENT: _____

1. Inspection of the Training Binders.

YES/NO   Is there a Departmental Training Petty Officer (DTPO) and Assistant Departmental Training Petty Officer (ADTPO) assigned in writing?

YES/NO   Are Departmental Training Petty Officers assigned in writing? (As applicable)

YES/NO   Have the Training Petty Officers been attending monthly command training meetings? (Departmental PO if applicable)

YES/NO   Has a path to qualification specific to the department and rates been developed and incorporated into Departmental training?

YES/NO   Does each Sailor have an Individual Training Plan? (ITP)?

YES/NO   Are in-rate and/or on-the-job Departmental training muster sheets being retained for 12 months?

YES/NO   Are the Departmental safety training lectures as prescribed in ESAMS being completed?

YES/NO   Are service record entries being made via FLTMPS or NSIPS?

(a) The number of records validated through reviewing PQS progress chart and FLTMPS record. (Minimum 50% Departmental personnel shall be verified by the Command Training Officer or Assistant).

(b) The number of records with discrepancies. _____

3. Enter remarks below.

_____

_____

4. Overall Training program evaluation (circle one):   Excellent   Good   Fair   Poor

_____   _____
DITS Coordinator   Program Manager

Enclosure (4)

PERSONNEL QUALIFICATION STANDARDS ASSESSMENT

Date: _____

From: Training Officer
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
       (2) ___ Department Head
       (3) DITS Coordinator

Subj: PQS/JQR REVIEW SHEET

Ref: (a) NAVSUPPACTNAPLESINST 5040.1

DEPARTMENT: _____

1. Are PQS/JQR progress charts posted and made available to all personnel?   YES/NO/NA

2. Are the PQS/JQR progress charts updated monthly by the Training Petty Officer? YES/NO/NA

3. Is the Department Officer/Departmental LCPO reviewing PQS/JQR progress charts weekly? YES/NO/NA

4. Are all watch stations applicable to the department listed on the PQS/JQR progress chart? YES/NO/NA

5. Have JQR's been implemented to support Qualification of critical watch stations for
   which no PQS exists?   YES/NO/NA

6. Are only qualified personnel assigned to primary watch stations?   YES/NO/NA

7. Is the qualifiers list accessible to all personnel in the department?   YES/NO/NA

8. Is the qualifiers list updated at least quarterly?   YES/NO/NA

9. Are PQS/JQR books available and assigned to all Departmental personnel?   YES/NO/NA

10. Enter any additional remarks below.

_____
_____
_____

11. Overall PQS/JQR Assessment (circle one):   Excellent   Good   Fair   Poor

_____   _____
DITS Coordinator   Program Manager

PERSONNEL RECORD REVIEW SHEET

Date: _____

From: Administrative Officer
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
        (2) ___ Department Head
        (3) DITS Coordinator

Subj: PERSONNEL RECORD REVIEW SHEET

Ref: (a) NAVSUPPACTNAPLESINST 5040.1

DEPARTMENT: _____

1.   Inspection of Administrative Records:

YES/NO   Dependent Care Certificates are current for all single and dual military parents.

YES/NO   Exceptional Family Member Program (EFMP) records and reports are on file for all applicable personnel; and training has been provided to the applicable personnel on program restrictions and benefits.

YES/NO   FLTMPS/NSIPS is up to date (Awards, advancement, missing Personnel Qualification Standards (PQS) and schools).

YES/NO   NAVPERS 1070/602 (Page 2) updated and signed current within the last 12 months.

YES/NO   Evaluations Continuity (Current/missing evaluations).

YES/NO   All departmental personnel have updated NFAAS in the past six months.

YES/NO   All Departmental personnel can log onto their respective Electronic Service Records. (Note discrepancies in remarks)

YES/NO   Departmental muster provides 100% accountability on all assigned personnel.

YES/NO   Prospective Loss (PL) Tickler is up to date with transfer Package status.

YES/NO   Prospective Gains (PG) Tickler is up to date with assigned sponsors for gains and welcome aboard message sent.

YES/NO   Departmental recall roster, current within two weeks.

YES/NO   Is the Departmental/Departmental Collateral Duties updated at least quarterly?

2.   Enter remarks below.

_____

_____

3.   Overall Administrative records evaluation (circle one):   Excellent   Good   Fair   Poor

_____   _____
DITS Coordinator   Program Manager

2 8 JAN 2019

COMMAND CAREER COUNSELOR REVIEW SHEET

Date: _____

From: Command Career Counselor
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
              (2) ___ Department Head
              (3) DITS Coordinator

Subj: COMMAND CAREER COUNSELOR REVIEW SHEET

Ref: (a) NAVSUPPACTNAPLESINST 5040.1

DEPARTMENT: _____

1.   The following areas were reviewed:

YES/NO   Is the United Services Military Apprenticeship Program (USMAP) being promoted/utilized in the department?

YES/NO   Does the Departmental Career Counselor have access to the Career Information Management System (CIMS) and are they utilizing CIMS to manage Departmental personnel?

YES/NO   Does the Departmental Career Counselor attend the command's monthly Career Counselor meetings?

YES/NO   Does the Departmental Career Counselor have a designation letter signed by the Commanding Officer or designated representative?

YES/NO   Does the Departmental Career Counselor provide the Departmental LCPO and DH with a
monthly   written career development report?

YES/NO   Does the Departmental Career Counselor have access to the Career Waypoint System (CWAY)?

   (1) The following personnel are within 12 months of their End of Active Obligated Service (EAOS) and should be scheduled for the Transition Goals, Plans and Success class (TGPS):

_____

_____

   (2) The following personnel are due for Career Development Boards:

_____

_____

Enclosure (7)

(3) The following personnel are within their 12 month detailing window and are not selected for orders:

_____

_____

(4) The following personnel are within 15 months of their EAOS or Projected Rotation Date (PRD) and have not completed CWAY application:

_____

_____

2. Enter any additional remarks below.

_____

_____

3. Overall Career Counselor program evaluation (circle one):   Excellent   Good   Fair   Poor

_____   _____
DITS Coordinator   Program Manager

2 8 JAN 2019

DEPARTMENTAL FITNESS ASSESSMENT

Date: _____

From: Command Fitness Leader
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
      (2) ___ Department Head
      (3) DITS Coordinator

Subj: DEPARTMENTAL FITNESS ASSESSMENT

Ref: (a) NAVSUPPACTNAPLESINST 5040.1

DEPARTMENT: _____

1. The Command Fitness of ____ Department is noted as follows:

    a. Number of personnel in the Department: _____

    b. Physical Health Assessment: _____ past due _____% Compliance

    c. PARFQ: _____% compliance for current PRT cycle.

2. Enter any additional remarks below.

    _____
    _____
    _____

3. Overall Fitness Assessment (circle one): Excellent   Good   Fair   Poor

                          _____
                          Command Fitness Leader

Enclosure (8)

2 8 JAN 2019

MEDICAL/DENTAL RECORD REVIEW SHEET

Date: _____

From: Command Medical Readiness Coordinator
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
      (2) ___ Department Head
      (3) DITS Coordinator

Subj: MEDICAL/DENTAL RECORD REVIEW SHEET

Ref: (a) NAVSUPPACTNAPLESINST 5040.1

DEPARTMENT: _____

1. The Medical Health of _____ Department is noted as follows:

    a. Number of personnel in the Department: _____

    b. Physical Health Assessment: ___/___ complete. _____% Compliance

2. Dental Readiness

    a. Class 4: _____ personnel have not had a dental examination in the past 12 months

    b. Class 3: _____ personnel need urgent care

    c. Class 2: _____ personnel need routine treatment

    d. Class 1: _____ personnel require no treatment

3. Enter any additional remarks below.

_____
_____
_____

4. Overall Medical/Dental readiness (circle one):   Excellent   Good   Fair   Poor

_____
Medical Readiness Coordinator

Enclosure (9)

SECURITY ASSESSMENT

Date: _____

From: Command Security Manager
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
    (2) ___ Department Head
    (3) DITS Coordinator

1. Did the Dept Head, DIVO, or Departmental LCPO review security requirements and check that only those with a "Need to Know" have clearances?   YES/NO

2. Did supervisory personnel receive briefing of their responsibility to continuously evaluate subordinates for access or assignment to sensitive duties?   YES/NO

3. Have all personnel received a refresher briefing within the last year?   YES/NO

4. Are personnel aware of their responsibility to report any attempt to solicit classified information?   YES/NO

5. Are personnel aware of who the Command Security Manager and Assistant Command Security Manager are?   YES/NO

6. Do all personnel have proper clearance requirements?   YES/NO

7. What is the status of personnel working on SF-86s?   _____

8. Are any members within 6-12 months of clearance expiration?   YES/NO

    a. Number of clearances/records checked: _____

    b. Number of personnel with discrepancies: _____

9. Are all SF forms up to date within space?   YES/NO/NA

10. Do all spaces have access lists (as applicable)?   YES/NO

11. Are access lists signed by current CO (as applicable)?   YES/NO

12. Enter any additional remarks below.

_____

13. Overall Security Assessment (circle one): Excellent   Good   Fair   Poor

_____
Security Manager

SUPPLY ASSESSMENT

Date: _____

From: Command Supply Officer
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Executive Officer
      (2) ___ Department Head
      (3) DITS Coordinator

1. Does the department have a designated primary and alternate
Repair Parts Petty Officer (RPPO)?   YES/NO/NA

2. Does the RPPO have a log for tracking requisitions?   YES/NO

3. Does the RPPO log list the current status of all
outstanding requisitions?   YES/NO

4. Do all of the personnel in the department have a
government credit card?   YES/NO

5. Do all of the personnel in the department have a
DTS account?   YES/NO

6. Enter any additional remarks below.

_____

_____

7. Overall Security Assessment (circle one): Excellent   Good   Fair   Poor

                                    _____
                                    Supply Officer

UNIFORM INSPECTION SHEET

DATE_____ INSPECTOR: _____ UNIFORM:_____																												
TOTAL																												
HEADGEAR PLACEMENT																												
CAP DEVICE																												
HAIRCUT/STYLE																												
FACIAL HAIR / MAKEUP / JEWELRY																												
SHOULDER SLEEVE INSIGNIA																												
COLLAR INSIGNIA / EPAULETS																												
NAMEPLATE / TAPE																												
RIBBONS / CAP TAPE																												
QUALIFICATION BADGES																												
GIGLINE																												
BELT / BUCKLE																												
MILITARY TUCK																												
SHOES / BOOTS																												
BUTTONS / ZIPPERS																												
LINT/FUZZ																												
IRISH PENNANTS																												
UNIFORM CLEAN																												
UNIFORM PRESSED																												
GENERAL KNOWLEDGE																												

Enclosure (12)