



## DEPARTMENT OF THE NAVY

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

Canc: Sep 24

NAVSUPPACTNAPLESNOTE 5040  
N01E  
13 Nov 23

### NAVSUPPACT NAPLES NOTICE 5040

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

Subj: INTERNAL OVERSIGHT PLAN FOR FISCAL YEAR 2024

Ref: (a) CNICINST 5040.3A, Office of Inspector General Inspections within Commander, Navy Installations Command Enterprise  
(b) CNREURAFCENT NOTICE 5040, Annual Region Inspector General Oversight Guidance for Fiscal Year 2024

Encl: (1) Fiscal Year 2024 Internal Oversight Plan

1. Purpose. Per reference (a), enclosure (1) promulgates responsibility and informs department heads (DHs)/special assistants (SAs) of the fiscal year (FY) 2024 Internal Oversight Plan.
2. Background. Per references (a) and (b), the Installation Inspectors General (IG) provides the Commanding Officer (CO) with an in-house, independent capability to assess the efficiency, effectiveness, and integrity of command functions and compliance with instructional guidance, regulations, and laws. The inspection and review process results in recommendations to correct conditions that adversely impact 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. Installation Inspectors support the Commander, Navy Region Europe, Africa, Central IG during Command Inspection Program inspections.
3. Discussion. Enclosure (1) establishes the compliance inspections that will be performed by the installation IG representative during FY 2024.
4. Action. Installation IG will:
  - a. Conduct inspections per enclosure (1). They may also perform special studies or analyses upon request from CO and/or Executive Officer (XO).
  - b. Notify DHs/SAs in writing at least one week prior to the proposed start of any inspections of any program within their purview.

c. Initial and final reports will be forwarded with any findings and recommendations to the CO via the XO for comment and/or concurrence.

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

6. Cancellation Contingency. This notice is in effect through September 2024 or until superseded by another notice, whichever occurs first.

7. 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>.

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).

J. L. RANDAZZO

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/>

INTERNAL OVERSIGHT PLAN – FISCAL YEAR (FY) 2024

1<sup>st</sup> Quarter FY 2024

Department    Areas of Inspection

N00            Voting Assistance Program

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

2<sup>nd</sup> Quarter FY 2024

N00            Managers' Internal Control (MIC) Statement of Assurance

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

3<sup>rd</sup> Quarter FY 2024

N8             Travel Program (DTS & LEGACY)

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

4<sup>th</sup> Quarter FY 2024

N00R          Religious Offering Fund (ROF)

N35            Occupational Health

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