



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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NAVSUPPACT NAPLES NOTE 5200
N01E/N00G

- 5 OCT 2011

NAVSUPPACT NAPLES NOTICE 5200

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

Subj: COMMAND EVALUATION AND REVIEW PLAN FOR FISCAL YEAR (FY)
2012

Ref: (a) OPNAVINST 5000.52 (Series)
(b) CNIC NOTE of 23 June 2011
(c) NAVSUPPACT NAPLES INST 5200.4 (Series)

Encl: (1) Evaluation and Review Plan - FY 2012

1. Purpose. To inform department heads/special assistants of the Command Evaluation and Review Plan for FY 2012.

2. Background. Per references (a) through (c), the Command Evaluation and Review Office provides the Commanding Officer 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 evaluation 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.

3. Discussion. Enclosure (1) establishes the reviews that will be performed by the Command Evaluation and Review Office during FY 2012.

4. Action

a. The Command Evaluation and review Office will conduct reviews per enclosure (1).

b. Departments heads/special assistants will be notified by telephone or in writing at least one week prior to the proposed start of any review in their area of operation.

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c. The Command Evaluation and Review Office may also perform special reviews, studies, or analyses at the request of management.

d. Initial reports with any finding or recommendations will be forwarded to the department head/special assistant for comment and/or concurrence. Final report will be forwarded to the Commanding Officer via the Executive Officer.

5. For further information please contact Ms. Marilena Nevola or Ms. Maria Fiorella, at the Command Evaluation and Review Office at DSN: 626-5624/5860, COMM: 081-568-5624/5860 or E-Mail: Marilena.Nevola.IT@eu.navy.mil or Maria.Fiorella.IT@eu.navy.mil.


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EVALUATION AND REVIEW PLAN - FY 2012

| <u>DEPT/OFFICE</u> | <u>Review Function</u> |
|---------------------------------------|--|
| <u>1st Quarter FY 2012</u> | |
| N93 | Navy Gateways Inns & Suites (NGIS) Quarterly Cash Verification |
| N92 | MWR Quarterly Cash Verification for Naples and Gaeta |
| N14 | PSD Quarterly Cash Verification |
| N5/N8 | General Services Fund (GSF) Quarterly Cash Verification for Naples and Gaeta |
| N01R | Religious Offering Fund (ROF) Quarterly Review |
| N5/N8 | Government-Wide Commercial Purchase Card Program (semi-annual) |
| N8 | Payroll Procedures (Overtime, Compensatory Time, and On Call) |
| N1 | Information Security/Personal Identifiable Information (PII) |
| N5/N8 | General Services Fund (GSF) Annual Review |
| N91 | Sexual Assault Prevention and Response (SAPR) |
| N93 | Housing Warehouse Contract Administration/ Loaner Furniture Program |
| N3AT | Lost & Found Property Program |
| <u>2nd Quarter FY 2012</u> | |
| N93 | Navy Gateways Inns & Suites (NGIS) Quarterly Cash Verification |
| N92 | MWR Quarterly Cash Verification for Naples and Gaeta |

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N14 PSD Quarterly Cash Verification

N5/N8 General Services Fund (GSF) Quarterly Cash Verification for Naples and Gaeta

N01R Religious Offering Fund (ROF) Quarterly Review

N5/N8 Government-Wide Commercial Travel Card Program (semi-annual)

N01 NSA Wardroom Financial Review (semi-annual)

N92 MWR ITT Prepaid Tickets

N92 MWR NAFI Fiscal Oversight Review (Fixed Assets), Naples and Gaeta

N92 MWR NAFI Fiscal Oversight Review (Physical Verification of NAFI Employees Payroll Status Naples and Gaeta)

N00E Substance Abuse Program/Urinalysis

N01 Voting Assistance Program

N6 Administration of Information Technology Support Review

3rd Quarter FY 2012

N93 Navy Gateways Inns & Suites (NGIS) Quarterly Cash Verification

N92 MWR Quarterly Cash Verification for Naples and Gaeta

N14 PSD Quarterly Cash Verification

N5/N8 General Services Fund (GSF) Quarterly Cash Verification for Naples and Gaeta

N01R Religious Offering Fund (ROF) Quarterly Review

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N5/N8 Government-Wide Commercial Purchase Card Program (semi-annual)

Various NMCRS Active Duty Fund Drive

N8 APF Assets/DPAS

All Key Control Program

N6 Emergency Land Mobile Radio (ELMR) Accountability

N13 Human Resource Office - Hiring Practices; Overseas Tour Extension Procedures/Enforcement

Various Victim Witness Assistance Program (VWAP)

Various Combined Federal Campaign (CFC) - Family Support and Youth Program

N92 Auto/Wood Skills Center Alt-Tokens Accountability

4th Quarter FY 2012

N93 Navy Gateways Inns & Suites (NGIS) Quarterly Cash Verification

N92 MWR Quarterly Cash Verification for Naples And Gaeta

N14 PSD Quarterly Cash Verification

N5/N8 General Services Fund (GSF) Quarterly Cash Verification for Naples and Gaeta

N01R Religious Offering Fund (ROF) Quarterly Review

N5/N8 Government-Wide Commercial Travel Card Program (semi-annual)

N01 NSA Wardroom Financial Review (semi-annual)

N92 NAF Government-Wide Commercial Purchase Card Program (annual)

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- N93 Navy Gateways Inns & Suites (NGIS) NAFI Fiscal Oversight Review (Fixed Assets Inventory)
- N93 Navy Gateways Inns & Suites (NGIS) NAFI Fiscal Oversight Review (Merchandise and Consumable Inventories)
- N92 MWR NAFI Fiscal Oversight Review (Merchandise and Consumable Inventories), Naples and Gaeta
- N01 Equal Opportunity (EO) Program
- N92 Uniform Funding and Management (UFM) Practice

NOTES:

In addition to scheduled and/or unannounced reviews, financial reviews of NAVSUPPACT Naples command-sponsored private organizations and quarterly review of CNREURAFSWA Commercial Bill Paying Office will be conducted during the fiscal year.

Annual Multi-Disciplinary Inspection of NAVSUPPACT Naples MWR Child Development Centers, School-Age Care Program, Youth Programs, and Child Development Homes is coordinated by N01E/N00G office.