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

Canc frp: Mar 13

NAVSUPPACT NAPLES NOTE 1301
N1

4 APR 2012

NAVSUPPACT NAPLES NOTICE 1301

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

Subj: COLLATERAL DUTY/AUDIT BOARD ASSIGNMENTS

Ref: (a) NAVSUPPACT NAPLES INST 5200.4 (Series)

Encl: (1) Collateral Duty Assignments
(2) Audit Board Assignments

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.

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. Each individual will become familiar with provisions, regulations and collateral duty assignments. Additionally, each individual is responsible for informing the cognizant officer of any changes, concerns and the necessity to identify a relief before a transfer.

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.

c. Unless otherwise directed, or when an exception is granted, all audit board reports will be sent to the Commanding Officer, via N01E, within 10 calendar days after the end of the reporting period (i.e., end of month, quarter, half-fiscal year or fiscal year).

5. This notice will remain in effect for one year or until it is superseded by another notice, whichever occurs first.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
Arms, Ammunitions, and Explosives Key and Lock Custodian	OPNAVINST 5530.13 (Series)	Mr. E. Ellis	N3AT	
ATFP Committee	DODINST 2000.12 (Series) OPORD 03-11 NAVSUPPACTINST 5530.3 (Series)	CO XO SECO ASECO	N00 N01 N3AT N3AT	Quarterly
ATFP Working Group`	DODINST 2000.12 (Series) OPORD 03-11 NAVSUPPACTINST 5530.3 (Series)	ATO SJA LT Neal MAC Metcalf MAC Carpenter MAC Reasland	N3AT4 N01J N3AT N3AT N3AT N3AT	Monthly
ALT-TOKEN Primary Submitting Trusting Agent (STA)		Mr. D. Barker	N6	
ALT-TOKEN Pin Control Representative (PCR)		VACANT		
Automated Data Processing (ADP) Information Systems Security Officer (ISSO)	OPNAVINST 5239.1 (Series)	Mr. D. Barker	N6	
Blue Jacket of the Qtr/Yr and Junior/Sailor of the Qtr/Yr Board		CMC Designated LCPOs	N00E	
Career Development Board (CDB)	OPNAVINST 1040.11 (Series)	CMC CCC Dept LCPOs	N00E N16	As required
Casualty Assistance Calls Officer (CACO)	OPNAVINST 1770.1 (Series)	LCDR (Sel) W. Eslao MAC Reasland MAC Edenfield MAC Wesby MAC Garvey ENS Coon	N1 N3AT N3AT N3AT N3AT N3AT	Quarterly

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
		LT Neal	N3AT	
		ASC Fajutrao	N3	
		CSC Collins	N93	
		LSC Tran	N3AT	
		ABHC Severn-Winn	N3	
		MAC Carpenter	N3AT	
		MAC Jones	N#AT	
		GMC Waite	N3AT	
		ACC Mick	N3	
		MMC Sanchez	N3	
		ETC Nordeen	N3	
		MACS Knight	N3AT	
		QMC Reed	N3	
		MAC Thorp	N3AT	
		PSC Cassie-Leach	N1	
		LTJG Julius	N4	
Classified Material Security Clerk	NAVSUPPACTINST 5511.2 (Series)	YN1 M. Fulcher	N1	Quarterly
		Ms. H. Keaton	N1	
Combined Federal Campaign Manager/Coordinator	DODINST 5035.5 (Series)	MAC B. Garvey	N3AT	
Command 3-M Coordinator		MMC A. Sanchez	N31	
Command Assessment Team (CAT)	OPNAVINST 5354.1 (Series)	XO (CAT Chairman)	N01	Quarterly
	CMEO Manager/CTT Leader	LT. J. Teel	FFSC	
	Asst CMEO Manager	MAC C. Wesby	N3AT	
	Senior Enlisted	CMC	N00E	
	Legal Officer	LNC M. Stallings		
	Career Counselor	NC1 J. Delgado	N16	
	PSD	PSC J. Cassie-Leach	N1	
Command Assessment Team Dept Leaders	Security Leader	MA1 R. Bachorski	N2	
	Admin/PSD Leader	RP2 A. Gomez	N00R	
	Gaeta Leader	MA1 A. Smith	Gaeta	

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
	Operations Leader	MM1 J. Walker	N3	
Command Assessment Team/Operations Dept Assessment Team (Members)		AS2 D. Ferrell	N3	
		EN2 M. Huerta	N3	
		MA1 G. Bratt	N2	
		MA1 A. Repollet	N2	
Command Career Development Team	OPNAVINST 1040.11 (Series)	CO	N00	Quarterly
		XO	N01	
		CMC	N00E	
		CCC	N16	
		Department Heads		
		LCPO		
Command Coalition of Sailors Against Destructive Decisions Sponsor	OPNAVINST 1500.80 (Series)	MAC C. Wesby	N3AT	
Command Coalition of Sailors Against Destructive Decisions Advocate	OPNAVINST 1500.80 (Series)	MA2 F. Powers	N3AT	
Command Drug & Alcohol Program Advisor (DAPA)	OPNAVINST 5350.4 (Series)	ACC P. Mick	N3	
		ABHC D. Severn	N3	
		GMC G. Waite	N3AT	
Command Financial Specialist	OPNAVINST 1740.5 (Series)	PSC J. Cassie-Leach	TAD PSD	Quarterly
		CSC M. Collins	N93	
		MAC K. Jones	N3AT	
		MAC J. Metcalf	N3AT	
		ET1 L. Weber	N3	
		LS1 K. McCallum	N3	
		HT1 K. Fulton	N93	
		MA1 M. Girardeau	N3AT	
		ABF1 C. Janssen	N3AT	
		ABH1 K. Machado	N3AT	
		GM1 C. Mitchell	N3AT	
		MA1 A. Smith	N3AT	
		MA1 J. Thornton	N3AT	

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
		MR1 B. Yahr	N92	
		ABH2 D. Desouza	N3	
		RP2 A. Gomez	N01R	
Command Fitness Leader	OPNAVINST 6110.1 (Series)	MAC B. Garvey (PRI)	N3	Semi-Annual
		MMC A. Sanchez (ALT)	N31	
		AWVC A. Landry (ALT)		
Command Hazardous Material Coordinator	OPNAVINST 5100.23 (Series)	Mr. P. D'Alterio	N35	
Command IA Coordinator (CIAC)		MAC K. Jones	N3AT	
Command Managed Equal Opportunity Officer (CMEO)	OPNAVINST 5354.1 (Series)	MAC C. Wesby	FFSC	Annually
		PSC J. Cassie-Leach	TAD PSD	
Command Pass Coordinator (CPC)	OPNAVINST 1000.23B (Series)	YN1 K. Carter (PRI)	N1	
		YN1 M. Fulcher (ALT)	N1	
		YN2 M. Handa (ALT)	N1	
		PS3 G. Taracatac (ALT)	N1	
		YNSA T. Fore (ALT)	N1	
		YNSR L. Stachlewitz (ALT)	N1	
		Mr. M. Napoli (ALT)	N1	
		MAC D. Carpenter (PRI)	N3AT	
		Ms. S. Andinolfi (ALT)	N3AT	
		MA1 A. Smith(PRI/Gaeta)	N3AT	
		MA1 G. Bratt(ALT/Gaeta)	N3AT	
		MM1 S. Capulong (PRI)	N3	
		AC2 S. Gelb (ALT)	N3	
		Ms. K. Maune (ALT)	N3	
		EN2 M. Huerta (ALT)	N3	
		Mr. J. Herald	N93	
		HT1 K. Fulton	N93	
		HT2 W. Smith (ALT)	N93	
		CS1 E. Wright (ALT)	N93	
		RP2 A. Gomez (PRI)	N01R	

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
		RP2 M. Stoerrle (ALT) RP2 Y. Kasatkin (ALT) LSSN J. Shepherd (ALT)	N01R N01R N00E	
Command Security Manager	SECNAVINST 5510.36 (Series) SECNAVINST 5510.30 (Series)	LCDR (Sel) W. Eslao Ms. H. Keaton (Asst)	N1 N1	
Command Training Team (CTT)	OPNAVINST 5354.1 (Series)	XO Training Officer CMC CCC	N01 N7 N00E N16	Quarterly
Command Urinalysis Coordinator	OPNAVINST 5350.4 (Series)	CSC M. Collins	N3	
Confined Space Program Manager	OPNAVINST 5100.25 (Series)	Safety Officer Mr. P. D'Alterio	N35 N35	
Consolidated Bachelor Quarters Billeting Fund Custodian	NAVPERS 15606	NGIS Manager	N93	
Disaster Preparedness Team	NAVFACINST 3440.17 (Series)	EM Manager	N3	
Dental Readiness Coordinator	SECNAVINST 6600.5 (Series)	MAC J. Mendonca	N3AT	
Dependency Care Program Coordinator	OPNAVINST 1740.4 (Series)	YN1 K. Carter MA1 M. Mruk	N1 N3AT	
Educational Services Officer (ESO)	NAVPERS 15560D	CCC PS3 G. Taracatac	N16 N1	
Energy Monitor	NAVSUPPACTINST 4101.1 (Series)	UT2 K. Ciopryna	N4	
Explosive Safety Officer	OP5	Safety Officer	N35	

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
Exceptional Family Member	OPNAVINST 1754.2 (Series)	FFSC CMC MAC J. Mendonca	N91 N00E N3AT	
NOTE: FFSC EFMP IS COLLATERAL DUTY PROVIDING INFORMATION AND REFERRAL ONLY				
Family Advocacy Officer	SECNAVINST 1752.3 (Series)	FFSC Director	N00	
Family Advocacy Case Review Command Representative	NAVMEDCOMINST 6320.22 (Series) SECNAVINST 1752.3 (Series) OPNAVINST 1752.2 (Series) DoD Directive 6400.1 (Series)	XO CMC SJA LT G. Sosbee (ALT) MACS K. Knight Ms. Diane Furlough	N01 N00E N01J NLSO N3AT NCIS	
Family Advocacy Committee Command Representative	NAVMEDCOMINST 6320.22 (Series) SECNAVINST 1752.3 (Series) OPNAVINST 1752.2 (Series) DoD Directive 6400.1 (Series)	XO CMC	N01 N00E	
Family Advocacy Program Case Review Committee Voting Member (CRC MEETS MONTHLY TO REVIEW CHILD/DOMESTIC ABUSE ALLEGATIONS)	SECNAVINST 1752.3 (Series) OPNAVINST 1752.2 (Series) NAVMEDCOMINST 6320.22 (Series)	MEDICAL REP BEHAVIORAL HEALTH SJA FAMILY ADVOCACY REP NSA O-4 SECO ER NURSE	USNH USNH N01J N911 N3AT USNH	
Freedom of Information Act Coordinator	SECNAVINST 5720.42 (Series)	Staff Judge Advocate	N01J	
General Services Fund Advisory Committee	NAVSUPPACTINST 5420.14 (Series)	XO SJA Mr. P. Eisele N5 Director GSF Supervisor (w/o vote)	N01 N01J N333 N5	As required

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
General Military Training (GMT) Coordinator	NAVSUPPACTINST 1500.5 (Series)	Mr. S. Clendenin MMC A. Sanchez (Asst)	N7 N3	
Health Care Consumer Council Representative	NAVHOSPINST 6320.13 (Series)	CMC	N00E	
Health Care Representative		MAC J. Mendonca	N3AT	
Honor Guard Coordinator/ Members		CMC	N00E	
Individual Medical Readiness		MAC J. Mendonca	N3AT	
Joint Resource Assessment Data Base Coordinator	OPNAVINST 3501.94 (Series)	Mr. C. Montella	N6	
JROTC Liaison	CNETINST 1533.9 (Series)	MAC D. Carpenter	N3AT	
LIMDU Coordinator		NC1 J. Delgado	N16	
Key Custodian	OPNAVINST 5530.14 (Series)	Mr. T. Boggs	N3AT	
Medical Readiness Coordinator		MAC J. Mendonca	N3AT	
Loss Prevention Committee (Sub-committee of Physical Security Review Committee)		N5 Director	N5	
Midshipmen Liaison Officer	OPNAVINST 1420.1 (Series)	LT J. White	N01E	
Military Cash Awards Program Administrator	OPNAVINST 1650.8 (Series)	Appointed by XO	N01	
Motorcycle Safety Instructor		Mr. J. Dickinson	N35	

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
Navy Family Accountability & Assessment System (NFAAS) Coordinator		YN1 K. Carter (PRI) YN1 M. Fulcher (ALT)	N1 N1	
Naples Area Alcohol/Drug Abuse Council (NAADAC)	OPNAVINST 5350.4 (Series)	CO CMC Mr. J. Palacios	N00 N00E N35	Quarterly
Naples Navy/Marine Corps Relief Fund Drive Coordinator	NAVSO P-1000	Appointed By XO CMC LT W. McGeHee	N01 N01E N01A	
Navy Ball Committee Coordinator		LT D. Yee	N00E	
Navy Leadership Training Coordinator (NLTC)	BUPERSINST 1430.16 (Series) NAVADMIN 033/06	AWVC A. Landry NC1 J. Delgado	N3 N16	
Officer Candidate Interview Board	OPNAVINST 1420.1 (Series)	LCDR (Sel) W. Eslao NC1 J. Delgado	N1 N16	
Official Mail Manager	OPNAVINST 5218.7 (Series)	Admin Officer	N1	
OPSEC Officer	SECNAVINST 3070.1 (Series)	LT C. Moton	N3	Semi-Annually
Partners in Education Coordinator	OPNAVINST 1560.9 (Series)	School Liaison Officer	N92	
Petty Officer Indoctrination Course Coordinator	BUPERSINST 1340.16 (Series) NAVEDTRA 38201A	CMC AWVC A. Landry	N00E N3	
Physical Security Review Committee	OPNAVINST 5530.14 (Series)	XO SECO	N01 N3AT	Quarterly
Privacy Act Coordinator	SECNAVINST 5211.5 (Series)	SJA	N01J	

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
Public Health Emergency Officer	DOD DIR 6200.3 (Series)	CDR B. Riley (PRI) CDR M. Cassady (ALT)	USNH USNH	
Recreation Safety Specialist	OPNAVINST 5100.25 (Series)	Mr. V. Guerriero	N35	
Reserve Force Operational Support Coordinator	BUPERSINST 1001.39 (Series)	MAC Thorp	N3AT	
Respirator Program Manager	OPNAVINST 5100.19 (Series)	Mr. V. Guerriero	N35	
Retention Team		CO XO CMC Dept Heads Division Officers LCPOs CCC Dept Career Counselor	N00 N01 N00E N16	
Safety Policy Counsel (Department Heads)	NAVSUPPACTINST 5100.1 (Series)	XO FISCSI Safety Officer FFSC Director MWR Director Dept Heads OIC	N01 N333 N35 FFSC N92 N05 Gaeta	Annually
Safety Committee (Departmental Safety Rep)	NAVSUPPACTINST 5100.1 (Series)	XO FISCSI Safety Officer Dept Reps	N01 N333 N35	Quarterly
Savings Bond Campaign Coordinator	SECNAVINST 5120.3 (Series)	VACANT		

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
School Reduced/Free Lunch Adjudicator		CSC M. Collins	N93	
Senior Enlisted Watchbill Coordinator	NAVSUPPACTINST 1601.4 (Series)	ABHC R. Fajutrao CSC M. Collins	N3 N93	
Senior Watch Officer	NAVSUPPACTINST 1601.4 (Series)	LCDR (Sel) W. Eslao	N1	
Sexual Assault Prevention & Response (SAPR/SARC) Coordinator	OPNAVINST 1752.1 (Series)	Ms. Sindy Copeland MMC A. Sanchez MA2 C. Thompson	FFSC N3 N3AT	
SAVI Command Liaison/ Data Collector Coordinator	OPNAVINST 1752.1 (Series) DOD Directive 6495.01 DOD Instruction 6495.02	MAC C. Wesby (PRI) MAC H. Kilday (ALT)	N3AT N3AT	
Sponsor Coordinator	OPNAVINST 1740.3 (Series) NAVSUPPACTINST 1740.2 (Series)	AWVC A. Landry	N3	
STE Custodian	NCTAMSEURCENT 2080.1 (Series)	Mr. S. Lane	N3AT	
Suicide Prevention Officer	OPNAVINST 1720.4 (Series)	LT J. Neil (PRI) LT J. Sluder (ALT)	N00R N00R	
Temporary Lodging Facility Coordinator	JFTR Vol I	ADMIN Officer ADMIN LPO	N1 N1	
Traffic Court		ABHC D. Severn-Winn CSC M. Collins	N3 N93	
Traffic Safety Council	OPNAVINST 5100.12 (Series) NAVSUPPACTINST 5420.5 (Series)	XO Security Officer Mr. J. Dickinson Ms. K. Scott	N01 N3AT N35 N4	Quarterly

COLLATERAL DUTY ASSIGNMENTS

DUTY	APPLICABLE DIRECTIVE	NAME	OFFICE CODES	FREQUENCY OF MEETING
		Fire Chief Hospital Safety	N30 USNH	
USO Advisory Council		CMC MWR Director	N00E N92	
VITA		ABHC D. Severn-Winn	N3	
Victim Witness Assistance Program (VWAP) Coordinator	OPNAVINST 5800.7 (Series)	MAC B. Garvey MA1 T. Bachorski	N3AT CID	
Voting Assistance Officer	DoD Dir 1000.4 (Series)	LCDR R. Brown (PRI) CSC M. Collins	N35 N93	
Wardroom Advisory Board	NAVSUPPACTINST 5420.15 (Series)	XO	N01	Monthly
Wardroom Treasurer		ENS D. Coon	N3AT	
Weight Testing/Certifying Official	NAVFAC P-307 9/03	AWC A. Landry	N32	

AUDIT BOARD ASSIGNMENTS

BOARD	NAME	OFFICE CODES	FREQUENCY OF MEETING
Audit Board Coordinator	XO CMC	N01 N00E	
Blue-Jacket of the Qtr/Yr and Junior/Sailor of the Qtr/Yr Board	CMC Designated LCPOs	N00E	
Civilian (Non-US) Welfare and Recreation Audit Board	Representative	N01E	Quarterly
Contract Review Board (Non-appropriated Funds)	CMC MWR Director Representative Representative	N00E N92 N92 N9	Semi-annually As required
Customs Documents Audit Officer	Owner Representative	N33 N01E	Annually
Family Support Youth Program	CMC ETC Nordeen	N00E	Annual
Formal Survey Board	Representative Representative	N3 N4	As required
General Services Fund Annual Reviews and Cash Verification	Eval & Review Rep	N01E	Quarterly & Annually
MWR/NEX/DECA Advisory Board Representatives	XO CMC One representative From each command	N01 N00E	Quarterly
Navy Postal Audit Coordinator	TAKEN OVER BY NAVSUP FLCSI		Monthly
Navy and Marine Corps Relief Society Fund Drive	Eval & Review	N01E	Semi-annually

AUDIT BOARD ASSIGNMENTS

BOARD	NAME	OFFICE CODES	FREQUENCY OF MEETING
Naples Audit Board	Eval & Review Chairman	N01E	
PSD Cash Verification	Eval & Review Chairman	N01E	Quarterly
	Representative		
	Representative	N5	
	Representative	N33	
Religious Offerings Fund	Eval & Review	N01E	Quarterly
Slot Machine Cash Verification	Representative	N92	As required
Special Inventory Board	Ms. M. Nevola	N01E	As required
	Ms. M. Fiorella	N01E	
	Ms. Jennifer Pierce	N01E	
Victim Witness Assistance Program (VWAP) Coordinator OPNAVINST 5800.7 (Series)	Eval & Review Chair	N01E	

*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 N01E.