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

Canc frp: Nov 15

NAVSUPPACT NAPLES NOTE 1301
N1
15 Jan 15

NAVSUPPACT NAPLES NOTICE 1301

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

Subj: PRIMARY AND COLLATERAL DUTY/AUDIT BOARD ASSIGNMENTS

Ref: (a) NAVSUPPACT NAPLES INST 5200.4A

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 This notice will remain in effect for one year or until it is superseded by another notice, whichever occurs first.

D. W. CARPENTER

NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/notices.html

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Air Traffic Control Facility Officer	NAVAIR 00-80T-114	ACC J. Jones (PG)	N3
Air Traffic Control Facility Training Chief	NAVAIR 00-80T-114	AC2 S. Toe	N3
Air Traffic Control Specialist Certification Examiner	NAVAIR 00-80T-114	AC2 S. Toe	N3
Arms, Ammunitions, and Explosives Key and Lock Custodian	OPNAVINST 5530.13C	Mr. R. Sandoval Mr. H. Hines MA1 R. Winch	N3AT N3AT N3AT
ATFP Committee	DODINST 2000.12H OPORD 03-11 NAVSUPPACTINST 5530.3I	CO XO SECO ATO	N00 N01 N3AT N3AT4
ATFP Working Group`	DODINST 2000.12H OPORD 03-11 NAVSUPPACT INST 5530.3I	ATO SJA SECO MAC D. Caronan	N3AT4 N01J N3AT N3AT
ALT-TOKEN Primary Submitting Trusting Agent (STA)		Mr. F. Monachelli	N6
ALT-TOKEN Pin Control Representative (PCR)		ET1 L. Harris	N6
Automated Data Processing (ADP) Information Systems Security Officer (ISSO)	OPNAVINST 5239.1C	Mr. F. Monachelli	N6
Blue Jacket of the Qtr/Yr and Senior/Junior Sailor of the Qtr/Yr Board	NAVSUPPACT 1700.9F	CMDCM Designated CPOs PO1s (BJOQ)	N00E
Career Development Board (CDB)	OPNAVINST 1040.11D	CMDCM CCC Dept CPOs	N00E N16

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Casualty Assistance Calls Officer (CACO)	OPNAVINST 1770.1A	Admin Officer (PRI)	N1
		CDOs	N3AT
Civilian Urinalysis Program	Executive Order 12564	Ms. J. Ciccarelli (PRI)	
		Mrs. R. Terronez (ALT)	
Classified Material Security Clerk	NAVSUPPACTINST 5511.2J	Ms. L. Fortes	N1
Combined Federal Campaign Manager/Coordinator	DODINST 5035.5A	As Assigned	
Command 3-M Coordinator	NAVSEAINST 4790.8B	MM1 J. Jackson (PRI)	N3
		ETC J. Broughton (ALT)	N3
Command Assessment Team (CAT)	OPNAVINST 5354.1F	XO (CAT Chairman)	N01
		CMDCM	N00E
		CMEO	
		CMEO Assistant	
		MAC D. Caronan	N3AT
		MAC D. Brockmeyer	N01G
		MA1 W. Shepherd	N3AT
		SJA	N01J
		Admin Officer	N1
		Department Heads	
		CCC	N16
Command Assessment Team Dept Leaders	Security	MA1 S. Ellis	N3AT
	Admin	NC1 E. Cailao	N16
	Gaeta	MA1 J. Moon	N01G
	Operations	AS2 R. St Martin	N3
	MWR	Mr. C. Kasparek	N92
	Housing	CS2 L. Johnson	N93
	Religious Ministries	RP2 Miller	N00R
	FFSC	Ms. J. Bunte	N91

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Assessment Team Members	OPNAVINST 5354.1F	MA2 T. Barclay	N1
		YN2 J. Arteagadiaz	N1
		CS2 C. Cretesio	N93
		MA1 J. Mormino	N3AT
		MA1 C. Kunkel	N3AT
		MA2 A. Bauer	N3AT
		MA2 D. Brown	N3AT
		MA3 S. Rossi	N3AT
		MA3 H. Mitchell	N3AT
		MA3 L. Spencer	N3AT
		MASN W. Lachenal	N3AT
		ET1 D. Sells	N3
		MM1 A. Berry	N3
		AS3 M. Brunelle	N3
		ABH2 J. Agbenu	N3
		MA1 J. Hammond	N01G
		MA2 A. Cooper	N01G
		MA3 E. Milligan	N01G
		MA3 D. Kaley	N01G
		MASN L. Mack	N01G
Command Training Team	OPNAVINST 5354.1F	MAC M. Edenfield (Leader)	N3AT
		MAC D. Caronan	N3AT
		ABHC R. Salters	N3
		QMC R. Long	N3
		NC1 E. Cailao	N16
		MM1 M. Caseja	N3
		MM1 J. Jackson	N3
		MA1 M. Martin	N3AT
		MA1 J. Mormino	N3AT
		ET1 D. Sells	N3
		LS1 Wheelehan	N3
		MA2 T. Barclay	N16
		MA2 S. Bryan	N3AT
		MA2 P. Garrett	N3AT

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Training Team (cont'd)	OPNAVINST 5354.1F	MA2 B. Grahambrown	N3AT
		MA2 C. Outlaw	N3AT
		ET2 B. Palache	N3
		ABH2 B. Paucke	N3
		MA3 K. Coggins	N3AT
Command Career Development Team	OPNAVINST 1040.11 D	CO	N00
		XO	N01
		CMDCM	N00E
		CCC	N16
		Department Heads	
		LCPOs	
Command Coalition of Sailors Against Destructive Decisions Sponsor (CSADD)	OPNAVINST 1500.80A	MAC M. Endenfield	N3AT
		ABH3 B. Chambliss	N3
		CS2 V. Gamboa	N93
Command Drug & Alcohol Program Advisor (DAPA)	OPNAVINST 5350.4D	MAC D. Caronan (PRI)	N3
		MA1 J. Hammond (ALT)	N01G
		MA1 R. Jerzy (ALT)	N3AT
		ET1 D. Sells (ALT)	N3
Command Financial Specialist	OPNAVINST 1740.5B	CSC E. Sanpedro	N93
		ET1 L. Harris	N3
		MA1 J. Mormino	N3AT
		MA1 N. Parimore	N3AT
Command Fitness Leader	OPNAVINST 6110.1J	MAC J. Skewes (PRI)	N3AT
Assistant Command Fitness Leaders	OPNAVINST 6110.1J	MA1 D. Coleman	N3AT
		LS1 C. Eruotor	N3
		MA1 J. Hanson	N01G
		ET1 L. Harris	N3
		MA1 C. Kunkel	N3AT
		MA2 J. Billings	N3AT
		ABH2 L. Carbonell	N3
		MA2 A. Cooper	N3AT

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Assistant Command Fitness Leaders (cont'd)	OPNAVINST 6110.1J	AWF2 S. Culley	N3
		CE2 J. Hawkins	N1
		MA2 M. Martinez	N3AT
		MA2 C. Morales	N3AT
		MA2 S. Morris	N3AT
		MA2 C. Perez	N3AT
		CS2 R. Richardson	N93
		ABF2 L. Sanyang	N3
		YN2 I. Pimentel	N1
Command Hazardous Material Coordinator	OPNAVINST 5100.23G	Mr. P. D'Alterio	N35
Command IA Coordinator (CIAC)		MAC J. Upton	N01G
Command Managed Equal Opportunity Officer (CMEO)	OPNAVINST 5354.1F	CSC J. Augustin (PRI)	N93
		ET1 L. Harris (ALT)	N3
Command Pass Coordinator (CPC)	OPNAVINST 1000.23B	Admin Officer (PRI)	N1
		YN1 R. Oreto (ALT)	N1
		YN2 I. Pimentel (ALT)	N1
		YN2 J. Arteagadiaz (ALT)	N1
		PS2 T. Littles (ALT)	N1
		YN3 R. Adams (ALT)	N1
		Mr. M. Lazztanzio (ALT)	N1
		Mr. G. Iannaccone (ALT)	N1
		Ms. A. Arpante (ALT)	N1
		NC1 E. Cailao (PRI)	N16
		YNC T. Weier (PRI)	N3AT
		MA1 J. Kavanagh (ALT)	N3AT
		Ms. S. Andinolfi (ALT)	N3AT
		ET1 D. Sells (ALT)	N3
		MM1 M. Caseja (ALT)	N3
		CS1 L. Brown (PRI)	N93
		CS2 C. Crestesio (ALT)	N93
		CS2 L. Johnson (ALT)	N93
		RP3 A. Shaffer (PRI)	N00R
		RP3 B. Stewart (ALT)	N00R

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Pass Coordinator (CPC) (cont'd)	OPNAVINST 1000.23B	YN1 F. Mamea (PRI)	N01G
		MA1 J. Moon (ALT)	N01G
		MA1 A. Penrod (ALT)	N01G
		YNC I. Guzman (PRI)	NELM
		YN3 S. Booher (ALT)	NELM
		YN2 A. Kennedy (PRI)	USNE
Command Security Manager	SECNAVINST 5510.36A	Admin Officer	N1
	SECNAVINST 5510.30B	Asst Security Manager	N1
Installation Training Team	OPNAVINST 5354.1F	XO	N01
		CMDCM	N00E
		Mr. S. Ursell	N7
		CCC	N16
		SECO	N3AT
		LT D. Copping	N3AT
		MAC M. Edenfield	N3AT
		MA1 N. Parimore	N3AT
		MA2 N. Villars	N3AT
		Mr. S. Quinn	N37
		Mr. R. Fajutrao	N37
		ABHC A. Salters	N37
		MM1 M. Caseja	N37
		Ms. S. Brown	N91
		Ms. B. Downs	N91
		Mr. J. Martinez	N91
		MCC T. Simmons	N01P
		LT D. Caldwell	N00R
		Mr. R. Rivers	N30
		Mr. J. Scribner	N30
		Mrs. L. Christensen	N35
		Mr. P. D'Alteri	N35
		Mrs. P. Pezone	N35
Command Urinalysis Coordinator	OPNAVINST 5350.4D	MAC N. Morris (PRI)	N3AT
		MAC D. Brockmeyer (ALT)	N01G
		MA1 P. Sanders (ALT)	N3AT

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Urinalysis Coordinator (cont'd)	OPNAVINST 5350.4D	MA1 R. Rubio (ALT) LS1 A. Wheelehan (ALT) MA1 J. Kavanagh (ALT)	N3AT N3 N3AT
Confined Space Program Manager	OPNAVINST 5100.25B	Safety Officer Mr. P. D'Alterio	N35 N35
Consolidated Bachelor Quarters Billeting Fund Custodian	NAVPERS 15606	NGIS Manager	N93
Dental Readiness Coordinator	SECNAVINST 1754.2D	YNC T. Weier	N3AT
Dependency Care Program Coordinator	OPNAVINST 1740.4D	YN1 R. Oreto	N1
Educational Services Officer (ESO)	NAVPERS 15560D	CCC (PRI) PS2 T. Littles (ALT)	N16 N1
Emergency Management Working Group	CNICINST 3440.1	CO XO CMDCM Mr. S. Quinn Department Heads Tenant Commands EMO's	N00 N01 N00E N3
Energy Monitor	NAVSUPPACTINST 4100.5E	UT2 K. Ciopryna	N4
Environmental Quality Board		Mr. B. Snyder	N4
Explosive Safety Officer	NAVSEA OP 5 VOL 1 7th Ed	Mrs. L. Christensen	N35
Exceptional Family Member Program Coordinator	OPNAVINST 1754.2D	CSC J. Augustin	N3AT
Family Advocacy Officer	SECNAVINST 1752.3B	FFSC Director	N91

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Family Advocacy Case Review Command Representative	NAVMEDCOMINST 6320.22A	XO	N01
	SECNAVINST 1752.3B	CMDCM	N00E
	OPNAVINST 1752.2B	SJA	N01J
		Dept LCPO	
		Ms. M. Eversman	NCIS
Family Advocacy Committee Command Representative	NAVVMEDCOMINST 6320.22A	XO	N01
	SECNAVINST 1752.3B	CMDCM	N00E
	OPNAVINST 1752.2B	Dept LCPO	
	DoD Directive 6400.1C		
Incident Determination Committee (IDC) Voting Members	SECNAVINST 1752.3B	XO (Chair)	N01
	OPNAVINST 1752.2B	LCDR A. Hoffman (ALT Chair)	PSD
	NAVMEDCOMINST 6320.22A	CMDCM	N00E
		Family Advocacy REP	N911
		SJA	N01J
		LT D. Cooping	N3AT
		Mr J. Boyd	NCIS
		LCDR R. Garza (ALT)	N3AT
		LTJG A. Shepherd (ALT)	N01J
		LSCS K. Tran (ALT)	N3AT
		Mr. L. Nelson (ALT)	NCIS
		Ms. L. Smith (ALT)	NCIS
		Mr. C. Spencer (ALT)	NCIS
Flight Planning Chief	NAVAIR 00-80T-114	AC2 J. Aguirre	N3
Flight Planning NATOPS Instructor	NAVAIR 00-80T-114	AC2 J. Aguirre	N3
Flight Planning NATOPS Evaluator	NAVAIR 00-80T-114	AC2 S. Toe	N3
Freedom of Information Act Coordinator	SECNAVINST 5720.42F	SJA	N01J
General Services Fund Advisory Committee	NAVSUPPACTINST 5420.112	XO	N01
		SJA	N01J
		Mr. M. Weaver	N5
		GSF Supervisor (w/o vote)	

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
General Military Training (GMT) Coordinator	NAVSUPPACTINST 1740.5B	Mr. S. Ursell	N7
Health Care Consumer Council Representative	NAVHOSPINST 6320.13A	CMDCM	N00E
Honor Guard Coordinator		CMDCM	N00E
Installation MWR Committee		Ms. S. Dietrich	N92
Joint Resource Assessment Database	OPNAVINST 3501.93E	Mr. C. Montella	N6
Coordinator JROTC Liaison	CNETINST 1533.9C	ABHC A. Salters	N3
LIMDU Coordinator		CCC	N16
Key Custodian	OPNAVINST 5530.14E	Mr. R. Sandoval Mr. H. Hines MA1 R. Winch	N3AT N3AT N3AT
Medical Readiness Coordinator		YNC T. Weier	N3AT
Midshipmen Liaison Officer	OPNAVINST 1420.1B	LT K. Ford	N01A
Military Cash Awards Program Administrator	OPNAVINST 1650.8D	Appointed by XO	N01
Motorcycle Safety Instructor	OPNAVINST 5100.12J	Mr. D. Peters	N35
Navy Family Accountability & Assessment System (NFAAS) Coordinator	OPNAVINST 1754.6	Admin Officer (PRI) YN1 R. Oreto (ALT)	N1 N1
Naples Area Alcohol/Drug Abuse Council (NAADAC)	OPNAVINST 5350.4D	CO CMDCM Mr. J. Palacios DAPA	N00 N00E N35
Naples Navy/Marine Corps Relief Fund Drive Coordinator	NAVSO P-1000	Appointed By XO	N01

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Navy Ball Committee Coordinator		LT G. Messiha (PRI) MAC Edenfield (ALT)	N3 N3AT
Navy Leadership Training Coordinator	BUPERSINST 1430.16B NAVADMIN 033/06	CCC	N16
Officer Candidate Interview Board	OPNAVINST 1420.1B	Admin Officer CCC	N1 N16
Official Mail Manager	OPNAVINST 5218.7C	Admin Officer	N1
Ombudsman	OPNAVINST 1750.1G	Mrs. H. Jerry	
OPSEC Officer	SECNAVINST 3432.1A	LCDR B. Hirte	N3
Partners in Education Coordinator	OPNAVINST 1560.9A	School Liaison Officer	N92
Petty Officer Indoctrination Course Coordinator	OPNAVINST 5351.2A NAVEDTRA 38201A	CMDCM CCC	N00E N16
Physical Security Review Committee	OPNAVINST 5530.14E	XO SECO PWD	N01 N3AT N4
Privacy Act Coordinator	SECNAVINST 5211.5E	SJA	N01J
Public Health Emergency Officer	DOD DIR 6200.3A	LCDR A. McDonough (PRI) LT C. Coker (ALT)	USNH USNH
Recreation Safety Specialist	OPNAVINST 5100.25B	Mr. V. Guerriero	N35
Reserve Force Operational	BUPERSINST 1001.39F	MACS L. Thorp	N3AT
Respirator Program Manager	OPNAVINST 5100.23G	Mr. V. Guerriero	N35

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Safety Policy Council	NAVSUPPACTINST 5100.1F	XO	N01
		PWD	N4
		FLCSI	N333
		Safety Officer	N35
		FFSC Director	FFSC
		MWR Director	N92
		Dept Heads	N05
		OIC	Gaeta
Safety Committee	NAVSUPPACTINST 5100.1F	XO	N01
		PWD	N4
		FLCSI	N333
		Safety Officer	N35
		Dept Reps	
School Reduced/Free Lunch Adjudicator	DOD Directive 1015.5	CSC J. Augustin	N93
Senior Enlisted Watchbill Coordinator	NAVSUPPACTINST 1601.4F	LSCS K. Tran	N3AT
Senior Watch Officer	NAVSUPPACTINST 1601.4F	LT D. Copping	N3AT
SAPR/Data Collection Coordination	OPNAVINST 1752.1B OPNAVINST 3100.6J	ETC J. Heckelsberg	N3
SAPR POC Coordination/SAPR Splash Program	OPNAVINST 1752.1F	ETC J. Heckelsberg	N3AT
		ABHC E. Avery (ALT)	N3
Sexual Assault Response Coordinator (SARC)	OPNAVINST 1752.1B NAVSUPPACTINST 6495.01 DOD INST 6495.02	Mr. J. Meza	FFSC
Sponsor Coordinator	OPNAVINST 1740.3C NAVSUPPACTINST 1740.2A	Admin Dept LCPO	N1A
STE Custodian	NCTAMSEURCENT 20801.1A	ET1 D. Sells	N3
Suicide Prevention Officer	OPNAVINST 1720.4A	LCDR L. Young	N00R

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COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Temporary Lodging Facility Coordinator	JFTR Vol I	Admin Officer	N1
Traffic Court	NAVSUPPACT INST 5560.7B	ABHC E. Avery	N3
		CSC E. Sanpedro	N93
		ABHC A. Salters	N3
		CSC J. Augustin	N93
Traffic Safety Council	OPNAVINST 5100.12J	XO	N01
	NAVSUPPACTINST 5420.5I	Security Officer	N3AT
		Fire Chief	N3
		Hospital Safety	USNH
		Mr. D. Peters	N35
		Ms. D. Devnich	N4
		Mr. S. Ursell	N7
		Dept Reps	
Victim Witness Assistance Program (VWAP) Coordinator	OPNAVINST 5800.7A	LT J. Sylvan	N3AT CID
Voting Assistance Officer	DoD Directive 1000.4A	LT K. Navarro	N3
Water Quality Board		Mr. R. Chichester	N4
Wardroom Advisory Board	NAVSUPPACTINST 5420.15E	XO	N01
Wardroom Treasurer		LT J. Sowers	N3AT
Weight Testing/Certifying	NAVFAC P-307 9/03	MAC J. Skewes	N3AT
		AWF2 J. Horton	N3

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AUDIT DUTY ASSIGNMENTS

DUTY	NAME	OFFICE CODES
Audit Board Coordinator	XO	N01
	CMDCM	N00E
Civilian (Non-US) Welfare and Recreation Audit Board	WRA Reps	N01E
Contract Review Board (Non-appropriated Funds)	CMDCM	N00E
	MWR Director	N92
	MWR Reps	N92
	CNREURAFSWA Reps	N9
Customs Documents Audit Office	Owner	N33
	Eval & Review Rep	N01E
Family Support Youth Program	CMDCM	N00E
	CSC E. Sanpedro	N92
Formal Survey Board	Operation Reps	N3
	PWD Reps	N4
General Services Fund Annual Reviews and Cash Verification	Eval & Review Rep	N01E
MWR/NEX/DECA Advisory Board Representatives	XO	N01
	CMDCM	N00E
	One representative from each	
command		
Navy and Marine Corps Relief Society Fund Drive	Eval & Review Chairman	N01E
Naples Audit Board	Eval & Review Chairman	N01E
Religious Offerings Fund	Eval & Review Chairman	N01E
Slot Machine Cash Verification	MWR Representative	N92
Special Inventory Board	Ms. M. Nevola	N01E
	Ms. M. Fiorella	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 CMDCM