



DEPARTMENT OF THE NAVY

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

Canc frp: Mar 14

NAVSUPPACT NAPLES NOTE 5200
N00

29 MAR 2013

NAVSUPPACT NAPLES NOTICE 5200

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

Subj: COMMAND EVALUATION AND REVIEW PLAN FOR FISCAL YEAR 2013

Ref: (a) OPNAVINST 5000.52B
(b) CNIC INST 5200.1A
(c) NAVSUPPACT NAPLES INST 5200.4A

Encl: (1) Evaluation and Review Plan - Fiscal Year (FY) 2013

1. Purpose. To inform department heads/special assistants of the Command Evaluation and Review Plan for Fiscal Year (FY) 2013.

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 2013.

4. Action

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

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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.

c. The Command Evaluation and Review Office may also perform special reviews, studies, or analysis 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. Cancellation Contingency. This notice is in effect for one year or until superseded by another notice, whichever occurs first.

6. 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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NAVSUPPACT NAPLES INST 5216.4AA

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EVALUATION AND REVIEW PLAN - FISCAL YEAR (FY) 2013

1st Quarter FY 2013

<u>Department</u>	<u>Review Function</u>
N01R	Religious Offering Fund Quarterly Review
N14	Personnel Support Detachment (PSD) Quarterly Cash Verification
N3AT	Lost & Found Property Program
N5	General Services Fund Quarterly Cash Verification for Naples and Gaeta
N5	Government-Wide Commercial Purchase Card Program (semi-annual)
N5	General Services Fund Annual Review
N8	Government-Wide Commercial Travel Card Program (semi-annual)
N9	Non-Appropriated Funds (NAF) Travel Program (annual)
N91	Sexual Assault Prevention and Response
N92	Morale, Recreation and Welfare (MWR) Quarterly Cash Verification for Naples and Gaeta
N92	NAF Travel Program (annual)
N93	Navy Gateways Inns & Suites (NGIS) Quarterly Cash Verification
Various	Conference Travel

2nd Quarter FY 2013

N01F	Drug and Alcohol Abuse Prevention and Control Program (Military Urinalysis)
N01R	Religious Offering Fund Quarterly Review

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N14 PSD Quarterly Cash Verification

N35 Safety and Occupational Health

N35/N4 Golan Monthly Inspection Review

N5 General Services Fund Quarterly Cash Verification for Naples and Gaeta

N6 Administration of Information Technology Support Review

N91 Suicide Prevention

N92 MWR Non-Appropriated Funds Instrumentalities (NAFI) Fiscal Oversight Review (Physical Verification of NAFI Employees Payroll Status Naples and Gaeta)

N92 MWR Quarterly Cash Verification for Naples and Gaeta

N92 Auto/Wood Skills Center, Token Machine Accountability

N93 NGIS Quarterly Cash Verification

Various Combined Federal Campaign - Family Support and Youth Program

3rd Quarter FY 2013

N01R Religious Offering Fund Quarterly Review

N14 PSD Quarterly Cash Verification

N3AT8 Armory and Ammunitions Inventory Review

N333 Tax Free Product Program Review

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

N5 General Services Fund Quarterly Cash Verification for Naples and Gaeta

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3rd Quarter FY 2013 cont'd

N6 Quarterly Telephone Bill Review

N6 Emergency Land Mobile Radio Accountability

N8 Payroll Procedures (Overtime, Compensatory Time, and On Call) (follow-up)

N8 Appropriated Funds Assets/The Defense Property Accountability System

N92 MWR Quarterly Cash Verification for Naples and Gaeta

N92 MWR, Information, Ticket and Travel Prepaid Tickets

N93 NGIS Quarterly Cash Verification

Various Victim Witness Assistance Program

4th Quarter FY 2013

N01 Equal Opportunity Program

N01 Voting Assistance Program

N01R Religious Offering Fund Quarterly Review

N1 Information Security/Personal Identifiable Information

N14 PSD Quarterly Cash Verification

N3AT Key Control Program

N5 General Services Fund Quarterly Cash Verification for Naples and Gaeta

N6 Quarterly Telephone Bill Review

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

N92 MWR Quarterly Cash Verification for Naples and Gaeta

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4th Quarter FY 2013 cont'd

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

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

N92 MWR NAFI Fiscal Oversight Review (Merchandise and
Consumable Inventories), Naples and Gaeta

N93 NGIS Quarterly Cash Verification

N93 Housing Warehouse Contract Administration/Loaner
Furniture Program (follow-up)

N93 NGSI NAFI Fiscal Oversight Review (Fixed Assets
Inventory)

N93 NGIS NAFI Fiscal Oversight Review (Merchandise and
Consumable Inventories)

Various Navy, Marine Corps Relief Society Active Duty Fund
Drive

NOTES: In addition to scheduled and/or unannounced reviews,
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.