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

Canc frp: Oct 16

NAVSUPPACT NAPLES NOTE 1301
N1

13 MAY 2016

NAVSUPPACT NAPLES NOTICE 1301

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

Subj: PRIMARY AND COLLATERAL DUTY/AUDIT BOARD ASSIGNMENTS

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. Assigned personnel will become familiar with the provisions and regulations of their collateral duty assignments. Additionally, assigned personnel are responsible for informing the cognizant chain of command of permanent change of station transfer timing or other circumstances to support timely identification of a relief.

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 This notice will remain in effect for five months or until it is superseded by another notice, whichever occurs first.

D. W. CARPENTER

NAVSUPPACT NAPLES INST 5216.4BB
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	N3
Air Traffic Control Facility Training Chief	NAVAIR 00-80T-114	AC1 A. Horst	N3
Air Traffic Control Specialist Certification Examiner	NAVAIR 00-80T-114	AC1 A. Horst	N3
Arms, Ammunitions, and Explosives Key and Lock Custodian	OPNAVINST 5530.13C	Mr. S. Long Ms. A. Chestnut	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	N3AT4 N01J N3AT
ALT-TOKEN Primary Submitting Trusting Agent (STA)		Mr. H. Rapp	N6
ALT-TOKEN Pin Control Representative (PCR)		Mr. I. Kinter	N6
Automated Data Processing (ADP) Information Systems Security Officer (ISSO)	OPNAVINST 5239.1C	Mr. H. Rapp	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
Casualty Assistance Calls Officer (CACO)	OPNAVINST 1770.1A	Admin Officer (PRI) CDOs	N1

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Civilian Urinalysis Program	Executive Order 12564	Ms. J. Ciccarelli (PRI) Mrs. K. Barraclough (ALT)	
Classified Material Security Clerk	NAVSUPPACTINST 5511.2J	YNC T. Weier	N3AT
Combined Federal Campaign Manager/Coordinator	DODINST 5035.5A	As Assigned	
Command 3-M Coordinator	NAVSEAINST 4790.8B	ETC J. Broughton	N3
Command Assessment Team (CAT)	OPNAVINST 5354.1F	XO (CAT Chairman)	N01
		CMDCM	N00E
		CMEO	
		CMEO Assistant	
		CSC J. Augustin	N93
		MA1 R. Campbell	N01G
		MA1 J. Lansing	N3AT
		SJA	N01J
		Admin Officer	N1
		Department Heads	
		CCC	N16
Command Assessment Team Dept Leaders	Security	MA1 J. Lansing	N3AT
	Admin	NCC E. Tamondong	N16
	Gaeta	MA1 R. Campbell	N01G
	Operations	AS2 R. St Martin	N3
	MWR	Mrs. J Murdoch	N92
	Housing	CS2 C. Cretesio	N93
	Religious Ministries	RP1 L. Shine	N00R
	N91	Ms. Y. Freimann	N91

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Assessment Team Members	OPNAVINST 5354.1F	MA1 E. Zeuske	N1
		MA1 J. Billings	N3AT
		MA2 R. Dalomba	N3AT
		MA1 P. Sanders	N3AT
		MA2 N. Sylvestrte	N3AT
		MA1 A. Wittbecker	N3AT
		LT E. Messiah	N3AT
		AS3 M. Brunelle	N3
		AS1 B. Collazos	N3
		AC1 A. Horst	N3
		AZ2 T. Nwanze	N3
		ABH3 A. Parrish	N3
		LS1 A. Wheelehan	N3
Command Training Team	OPNAVINST 5354.1F	ETC J. Broughton (Leader)	N3
		ABH1 J. Thorpe	N3
		RP1 L. Shine	N00R
		MA1 A. Bolden	N01G
		MA1 C. Wallace	N3AT
		MA1 C. Lindsey	N3AT
		MA1 E. Zeuske	N1
		MA1 S. Ellis	N3AT
		LS2 N. Goulet	N3
		MM1 A. Berry	N3
Command Career Development Team	OPNAVINST 1040.11 D	CO	N00
		XO	N01
		CMDCM	N00E
		CCC	N16
		Department Heads	
		LCPOs	
		Dept CC	
		Div CC	

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Coalition of Sailors Against Destructive Decisions Sponsor (CSADD)	OPNAVINST 1500.80A	ETC J. Broughton	N3
		ABH3 A. Parrish	N3
		RP3 B. Stewart	N00R
		ABHAN T. Sanders	N3
Command Drug & Alcohol Program Advisor (DAPA)	OPNAVINST 5350.4D	ACC Jones (PRI)	N3
		MA1 J. Hammond (ALT)	N01G
		MA1 C. Williams(ALT)	N3AT
		AC1 Horst (ALT)	N3
Command Financial Specialist	OPNAVINST 1740.5B	MA1 A. Wittbecker	N3AT
		AC1 A. Horst	N3
Command Fitness Leader	OPNAVINST 6110.1J	ASC H. Aspurias (PRI)	N3
Assistant Command Fitness Leaders	OPNAVINST 6110.1J	LSC J. Kabba	N3AT
		MAC P. Limson	N01G
		ABH1 Q. Jones	N3
		ABH1 C. Lynch	N3
		ABH1 G. Segura	N3
		LS1 C. Eruotor	N3AT
		MA1 J. Billings	N3AT
		MA1 R. Douglass	N3AT
		MA1 M. George	N3AT
		MA1 C. Williams	N3AT
		YN1 A. Kennedy	LAT
		ABH2 L. Carbonell	N3
		AS2 R. Aragon	N3
		CS2 L. Johnson	N93
		CS2 S. Payne	N93
		DC2 C. Niosco	N3
		MM2 S. Stewart	N01G
		YN2 I. Pimentel	N1
		MA3 L. Mack	N01G
Command Hazardous Material Coordinator	OPNAVINST 5100.23G	Mr. P. D'Alterio	N35

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command IA Coordinator (CIAC)		MAC D. Pieratt	N3AT
Command Indoctrination Coordinator	OPNAVINST 1740.3C	NCC E. Tamondong	N1
Command Managed Equal Opportunity Officer (CMEO)	OPNAVINST 5354.1F	CSC J. Augustin (PRI)	N93
		MA1 J. Lansing (ALT)	N3AT
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
		YN3 R. Adams (ALT)	N1
		YNSN A. Wilder (ALT)	N1
		Mr. M. Lattanzio (ALT)	N1
		Mr. G. Iannaccone (ALT)	N1
		Ms. A. Arpante (ALT)	N1
		NCC E. Tamondong (PRI)	N16
		YNC T. Weier (PRI)	N3AT
		MA1 P. Sanders (ALT)	N3AT
		Ms. S. Andinolfi (ALT)	N3AT
		ET1 C. Jackson (PRI)	N3
		AZ2 T. Nwanze (ALT)	N3
		AC1 A. Horst (ALT)	N3
		CS1 L. Brown (PRI)	N93
		CS2 C. Crestesio (ALT)	N93
		CS2 L. Johnson (ALT)	N93
		RP1 K. Michalski (PRI)	N00R
		RP1 L. Shine (ALT)	N00R
		YN1 F. Mamea (PRI)	N01G
		MA2 D. Kaley (ALT)	N01G
		MA2 G. Alvarez (ALT)	N01G
		LCDR C. Fatora (PRI)	NELM
		YNC L. Young (ALT)	NELM
		YN1 P. Emanivong (ALT)	NELM
		YN1 S. Rosenberg (ALT)	NELM
		YNSN J. Barfield (ALT)	NELM
		YN1 A. Kennedy (PRI)	USNE

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
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
		LT M. King	N00R
		Mr. R. Lowry	N3
		Mr. J Scribner	N3
		Mr. P. Bolton	N35
		Mr. P. D'Alterio	N35
		Mr. P. Pezone	N35
		MA1 E. Zeuske	N1
		LCDR R. Garza	N3AT
		LT E. Messiha	N3AT
		MA1 C. Wallace	N3AT
		MM1 M. Caseja	N3
		Mr. R. Fajutrao	N3
		Mr. S. Quinn	N3
		Ms. B. Downs	N91
		Ms. K. Hoover	N91
		Mr. T. Reynolds	N91
		LTJG A. Perrien	N01P
		MAC J. Bailiff	N01G
		MA1 C. Bolden	N01G
		MA1 A. Penrod	N01G
Command Urinalysis Coordinator	OPNAVINST 5350.4D	GMC J. Seastrom (PRI)	N3AT
Assistant Command Urinalysis Coordinators	OPNAVINST 5350.4D	ABH1 C. Lynch	N3
		GM1 R. Henson	N3AT
		LS1 C. Eruotor	N3AT
		LS1 A. Wheelehan	N3
		MA1 T. Meyer	N3AT
		MA1 A. Penrod	N01G
		MA1 T. Rizza	N3AT
		MA1 P. Sanders	N3AT
		MA1 A. Wittbecker	N3AT

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Confined Space Program Manager	OPNAVINST 5100.25B	Mr. P. D'Alterio	N35
Consolidated Bachelor Quarters Billeting Fund Custodian	NAVPERS 15606	UH Manager	N93
Dental Readiness Coordinator	SECNAVINST 1754.2D	CWO3 K. Ingle	N1
Dependency Care Program Coordinator	OPNAVINST 1740.4D	YN1 R. Oreto	N1
Educational Services Officer (ESO)	NAVPERS 15560D	CCC	N16
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
EKMS LE Custodian	NCTAMSEURCENT 20801.1A	ETC J. Broughton	N3
Explosive Safety Officer	NAVSEA OP 5 VOL 1 7th Ed	Mr. L. Hurlbut Mr. P Bolton	N35 N35
Exceptional Family Member Program Coordinator	OPNAVINST 1754.2D	CSC J. Augustin	N93
Family Advocacy Officer	SECNAVINST 1752.3B	N91 Director	N91
Family Advocacy Case Review Command Representative	NAVMEDCOMINST 6320.22A SECNAVINST 1752.3B OPNAVINST 1752.2B	XO CMDCM SJA Dept LCPO	N01 N00E N01J

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Family Advocacy Committee Command Representative	NAVVMEDCOMINST 6320.22A SECNAVINST 1752.3B OPNAVINST 1752.2B DoD Directive 6400.1C	XO CMDCM Dept LCPO	N01 N00E
Flight Planning Chief	NAVAIR 00-80T-114	AC2 T. Anderson	N3
Flight Planning NATOPS Instructor	NAVAIR 00-80T-114	AC2 E. Jordan	N3
Flight Planning NATOPS Evaluator	NAVAIR 00-80T-114	AC1 A. Horst	N3
Freedom of Information Act Coordinator	SECNAVINST 5720.42F	SJA	N01J
General Services Fund Advisory Committee	NAVSUPPACTINST 5420.112	XO SJA Ms. J. Baraka GSF Supervisor (w/o vote)	N01 N01J N5
General Military Training (GMT) Coordinator	NAVSUPPACTINST 1740.5B	ETC J. Broughton	N3
Health Care Consumer Council Representative	NAVHOSPINST 6320.13A	CMDCM	N00E
Honor Guard Coordinator		CMDCM	N00E
Incident Determination Committee (IDC) Voting Members	SECNAVINST 1752.3B OPNAVINST 1752.2B NAVMEDCOMINST 6320.22A	XO (Chair) LCDR C. Fatora(ALT Chair) CMDCM Family Advocacy REP SJA LCDR R. Garza Ms. K. Dueker LT K. Shumway (ALT) MACS R. Martin (ALT) MACM S. Thompson (ALT) Ms. L. Smith (ALT)	N01 NELM N00E N911 N01J N3AT NCIS N01J N3AT N3AT NCIS
Installation MWR Committee		Mr. P. Keaveny	N92

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Key Custodian	OPNAVINST 5530.14E	Mr. S. Long Ms. A. Chestnut	N3AT N3AT
LIMDU Coordinator		CCC	N16
Medical Readiness Coordinator		MACM S. Thompson	N3AT
Midshipmen Liaison Officer	OPNAVINST 1420.1B	LT J. Culliton	N3
Military Cash Awards Program Administrator	OPNAVINST 1650.8D	Appointed by XO	N01
Motorcycle Safety Instructor	OPNAVINST 5100.12J	QMC R. Long	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 DAPA	N00 N00E
Naples Navy/Marine Corps Relief Fund Drive Coordinator	NAVSO P-1000	Appointed By XO	N01
Navy Ball Committee Coordinators		LTJG A. Perrien MAC C. Ward	N01P 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. S. Broughton	
OPSEC Officer	SECNAVINST 3432.1A	LT K. Bolt	N3

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
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. P. Pezone	N35
Reserve Force Operational	BUPERSINST 1001.39F	MACS R. Martin	N3AT
Respirator Program Manager	OPNAVINST 5100.23G	Mr. V. Guerriero	N35
Safety Policy Council	NAVSUPPACTINST 5100.1F	XO PWD FLCSI Safety Officer N91 Director MWR Director Dept Heads Gaeta OIC	N01 N4 N333 N35 N91 N92 N05 N01G
Safety Committee	NAVSUPPACTINST 5100.1F	XO PWD FLCSI Safety Officer Dept Reps	N01 N4 N333 N35
School Reduced/Free Lunch Adjudicator	DOD Directive 1015.5	CSC J. Augustin	N93

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Senior Enlisted Watchbill Coordinator	NAVSUPPACTINST 1601.4F	MACS R. Martin	N3AT
Senior Watch Officer	NAVSUPPACTINST 1601.4F	LT J. Culliton	N3
SAPR/Data Collection Coordination	OPNAVINST 1752.1B OPNAVINST 3100.6J	ABHC A. Young	N3
SAPR POC Coordination/SAPR Splash Program	OPNAVINST 1752.1F	ABHC A. Young	N3
Sexual Assault Response Coordinator (SARC)	OPNAVINST 1752.1B NAVSUPPACTINST 6495.01 DOD INST 6495.02	Mr. J. Meza	N91
Sponsor Coordinator	OPNAVINST 1740.3C NAVSUPPACTINST 1740.2A	NCC E. Tamondong	N1
Suicide Prevention Officer	OPNAVINST 1720.4A	LCDR P. Dietz	N00R
Temporary Lodging Facility Coordinator	JFTR Vol I	Admin Officer	N1
Traffic Court	NAVSUPPACT INST 5560.7B	ETC J. Broughton ACC J. Jones ABHC A. Young	N3 N3 N3
Traffic Safety Council	OPNAVINST 5100.12J NAVSUPPACTINST 5420.5I	XO Security Officer Fire Chief Hospital Safety QMC R. Long Ms. D. Devnich Dept Reps	N01 N3AT N3 USNH N35 N4
Victim Witness Assistance Program (VWAP) Coordinator	OPNAVINST 5800.7A	LT E. Joy	N0IJ
Voting Assistance Officer	DoD Directive 1000.4A	LCDR J. Stiefer	N3

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Water Quality Board		Mr. R. Chichester	N4
Wardroom Advisory Board	NAVSUPPACTINST 5420.15E	XO	N01
Wardroom Treasurer		LT J. Culliton	N3
Weight Testing/Certifying	NAVFAC P-307 9/03	AWF2 K. Thomas	N3

AUDIT DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Audit Board Coordinator		XO CMDCM	N01 N00E
Civilian (Non-US) Welfare and Recreation Audit Board		WRA Reps	N01E
Contract Review Board (Non-appropriated Funds)		CMDCM MWR Director MWR Reps CNREURAFSWA Reps	N00E N92 N92 N9
Customs Documents Audit Office		Owner Eval & Review Rep	N33 N01E
Family Support Youth Program		CMDCM	N00E
Formal Survey Board		Operation Reps PWD Reps	N3 N4
General Services Fund Annual Reviews and Cash Verification		Eval & Review Rep	N01E
MWR/NEX/DECA Advisory Board Representatives		XO CMDCM One representative from each command	N01 N00E
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 Ms. M. Fiorella	N01E 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