



DEPARTMENT OF THE NAVY

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

Canc frp: Sep 17

NAVSUPPACT NAPLES NOTE 5040

N01E

6 DEC 2016

NAVSUPPACT NAPLES NOTICE 5040

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

Subj: INTERNAL OVERSIGHT PLAN FOR FISCAL YEAR 2017

Ref: (a) CNICINST 5040.3
(b) CNIC NOTICE 5040 of 13 Sep 2016
(c) CNREURAFSWA NOTICE 5040 of 15 Nov 2016

Encl: (1) Fiscal Year 2017 Internal Oversight Plan

1. Purpose. Per reference (a), enclosure (1) promulgates responsibility and informs department heads/special assistants of the Fiscal Year (FY) 2017 Internal Oversight Plan.

2. Background. Per reference (a) through (c), the Installation Inspectors provide the Commanding Officer with an in-house, independent capability to assess the efficiency, effectiveness, integrity of command functions, compliance with instructional guidance, regulations, and laws. The inspection and review process results will include 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 compliance inspections that will be performed by the Installation Inspectors during FY 2017.

4. Action

a. The Installation Inspectors will conduct inspections per enclosure (1).

b. Department 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 Installation Inspectors may also perform special studies or analyses at the request of management.

d. Initial reports with any finding or recommendations will be forwarded to the department heads/special assistants 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 This notice is in effect for one year or until superseded by another notice, whichever occurs first.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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Distribution:

NAVSUPPACT NAPLES INST 5216.4BB

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

https://www.cnic.navy.mil/regions/cnreurafrswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/notices.html

INTERNAL OVERSIGHT PLAN - FISCAL YEAR (FY) 2017

1st Quarter FY 2017

<u>Department</u>	<u>Areas of Inspection</u>
Various	CNIC-Directed: Industrial Security
N01R	Religious Offering Fund Quarterly Review
N5	General Services Fund Quarterly Review
N5	Government-Wide Commercial Purchase Card Program (annual)
N5	General Services Fund Annual Review
Various	First Quarter Follow-Up on Prior Inspection Findings

2nd Quarter FY 2017

N3/N8	CNIC-Directed: Navy Security Force (NSF) Overtime Usage
N01R	Religious Offering Fund Quarterly Review
N01R	Sacramental Wine
N5	General Services Fund Quarterly Review
N92	NAF Government-Wide Commercial Purchase Card Program (annual)
Various	Second Quarter Follow-Up on Prior Inspection Findings

3rd Quarter FY 2017

N3	CNIC-Directed: Harbor Security Boat (HSB) Coxswain Qualification
N01R	Religious Offering Fund Quarterly Review
N5	General Services Fund Quarterly Review
N6	Emergency Land Mobile Radio Accountability

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3rd Quarter FY 2017 (cont'd)

<u>Department</u>	<u>Areas of Inspection</u>
N8	Government-Wide Commercial Travel Card Program
Various	Third Quarter Follow-Up on Prior Inspection Findings
DODEA	Student Account Funds Financial Review

4th Quarter FY 2017

N8	CNIC-Directed: Appropriated Fund Personal Property Inventory
N01R	Religious Offering Fund Quarterly Review
N5	General Services Fund Quarterly Review
N92	MWR NAFI Fiscal Oversight Review (Fixed Assets), Naples, and Gaeta
N92	MWR NAFI Fiscal Oversight Review (Merchandise and Consumable Inventories), Naples, and Gaeta
N93	NGIS NAFI Fiscal Oversight Review (Fixed Assets Inventory)
N93	NGIS NAFI Fiscal Oversight Review (Merchandise and Consumable Inventories)
Various	Fourth Quarter Follow-Up on Prior Inspection Findings

NOTES: In addition to scheduled and/or unannounced reviews, quarterly reviews of CNREURAFSWA Commercial Bill Paying Office, and Personnel Support Detachment 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 N00G office.