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

Canc frp: Jun 14

NAVSUPPACT NAPLES NOTE 1301
N1
25 JUN 2013

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 This notice will remain in effect for one year or until it is superseded by another notice, whichever occurs first.

C. S. GRAY

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/instructions.html

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COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Air Traffic Control Facility Officer	NAVAIR 00-80T-114	AC1 C. Bradley	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	N3AT
ATFP Committee	DODINST 2000.12H OPORD 03-11 NAVSUPPACTINST 5530.3I	CO XO SECO	N00 N01 N3AT
ATFP Working Group`	DODINST 2000.12H OPORD 03-11 NAVSUPPACT INST 5530.3I	ATO SJA LT R. Neal MAC D. Reasland	N3AT4 N01J N3AT N3AT
ALT-TOKEN Primary Submitting Trusting Agent (STA)		Mr. D. Barker	N6
ALT-TOKEN Pin Control Representative (PCR)		Mr. D. Bradley	N6
Automated Data Processing Information Systems (ADP) Security Officer (ISSO)	OPNAVINST 5239.1C	Mr. D. Barker	N6
Blue Jacket of the Qtr/Yr and Junior/Sailor of the Qtr/Yr Board	NAVSUPPACT 1700.9F	CMDCM Designated CPOs PO1's (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) LTJG D. Coon	N1 N3AT

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Casualty Assistance Calls Officer (CACO) (cont'd)		MAC D. Reasland	N3AT
		MAC L. Thorp	N3AT
		LSCS K. Tran	N3AT
		GMC G. Waite	N3AT
		CSC M.F. Collins	N93
		ABHC E. Avery	N3
		ABHC A. Salter	N3
Civilian Urinalysis Program		Ms. K. Barrclough	N13
Classified Material Security Clerk	NAVSUPPACTINST 5511.2J	Asst Security Manager	N1
Combined Federal Campaign Manager/Coordinator	DODINST 5035.5A	MAC M. Edenfield	N3AT
Command 3-M Coordinator	NAVSEAINST 4790.8B	EN1 J. Blair	N3
		MM1 J. Jackson	N3
Command Assessment Team (CAT)	OPNAVINST 5354.1F	XO (CAT Chairman)	N01
	CMEO Program Manager		
	CTT Leader	ABHC E. Avery	N3
	Asst CMEO Manager	MA1 R. Hopes	N3AT
	Legal Officer	SJA	N01J
	Personnel Officer	Admin Officer	N1
	Department Head	LT T. Hawkins	N01P
	Career Counselor	CCC	N16
Command Assessment Team Dept Leaders	Security Leader	MA1 R. Bachorski	N2
	Admin/PSD Leader	PS2 G. Green	N1
	Gaeta Leader	YN1 B. Tolentino	N01G
	Operations Leader	AS1 D. Ferrell	N3
Command Assessment Team Members	OPNAVINST 5354.1F	ET2 B. Nielsen	N3
		MA2 J. Shaver	N3AT
		AWF2 S. Culley	N3
		AC2 S. Toe	N3
		AME2 D. Tressler	N3
		ABF2 B. Hayes	N3

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Assessment Team Members (cont'd)		MA2 K. Callahan	N01G
		MA2 J. Price	N01G
		MA3 D. Burks	N3AT
		LS3 J. Shepherd	N3
		MA3 A. Washington	N01G
		MA3 L. Burgett	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	GMC G. Waite	N3AT
Command Coalition of Sailors Against Destructive Decisions Advocate	OPNAVINST 1500.80A	AS3 R. Fore	N3
		YNSN T. Fore	N1
Command Drug & Alcohol Program Advisor (DAPA)	OPNAVINST 5350.4D	ACC P. Mick (PRI)	N3
		GMC G. Waite (ALT)	N3AT
		ABH1 K. Machado (ALT)	N3
		ABHC E. Avery (ALT)	N3
Command Financial Specialist	OPNAVINST 1740.5B	CSC E. Sanpedro	N93
		LS1 K. McCallum	N3
		ET1 L. Harris	N3
		ABH1 K. Machado	N3
		GM1 C. Mitchell	N3AT
Command Financial Specialist (cont'd)		CS1 E. Wright	N93
		MA1 N. Peters	N01G
		ABH2 D. Desouza	N3
		BM1 N. Albanese	N01G
		BM2 J. Paul	N01G
		BM2 F. Soto	N01G

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COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Fitness Leader	OPNAVINST 6110.1J	MAC J. Skewes (PRI)	N3AT
		MA1 T. Bachorski	N3AT
		BM2 A. Cobb	N3
		MA1 D. Coleman	N3AT
		MA1 J. Gooodson	N3AT
		MA2 J. Shaver	N3AT
		MA2 B. Bellantoni	N3AT
		PS2 G. Green	N1
		MA2 A. Long	N3
		LS2 A. Muwwakkil	N3AT
		MA2 K. Callahan	N01G
Command Hazardous Material Coordinator	OPNAVINST 5100.23G	Mr. P. D'Alterio	N35
Command IA Coordinator (CIAC)		MAC D. Reasland	N3AT
Command Managed Equal Opportunity Officer (CMEO)	OPNAVINST 5354.1F	MAC D. Caronan (PRI)	N3AT
		MA1 R. Hopes (Asst)	N3AT
Command Pass Coordinator (CPC)	OPNAVINST 1000.23B	Admin Officer (PRI)	N1
		YNC E. Williams (ALT)	N1
		PS2 G. Green (ALT)	N1
		YNSN T. Fore (ALT)	N1
		YNSN L. Stachlewitz (ALT)	N1
		PSSA T. Littles (ALT)	N1
		Mr. M. Napoli (ALT)	N1
		Mr. G. Iannaccone (ALT)	N1
		AC1 C. Bradley (PRI)	N3
		ET2 B. Nielsen (ALT)	N3
)		LS3 J. Shepherd (ALT)	N3
		AS3 R. Fore (ALT)	N3
		CS1 E. Wright (PRI)	N93
		HT1 W. Smith (ALT)	N93
		RP1 M. Willis	N00R
		ABH2 G. Joseph	N16
		YN1 B. Tolentino	N01G

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Command Pass Coordinator (CPC) (cont'd		MA2 A. Kurschner (ALT)	N3AT
		Ms. S. Andinolfi (ALT)	N3AT
		BM3 J. Paul (ALT)	N01G
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
		ABHC E. Avery	N3
		CCC	N16
Command Urinalysis Coordinator	OPNAVINST 5350.4D	CSC M. Collins	N3
		EN1 J. Blair	N35
		CS1 M. Wright	N93
Confined Space Program Manager	OPNAVINST 5100.25B	Safety Officer	N35
		Mr. P. D'Alterio	N35
Consolidated Bachelor Quarters Billeting Fund Custodian	NAVPERS 15606	NGIS Manager	N93
Disaster Preparedness Team	NAVSUPPACTINST 3440.17	LTJG T. Short	N3
Dental Readiness Coordinator	SECNAVINST 1754.2D	MAC J. Mendonca	N3AT
Dependency Care Program Coordinator	OPNAVINST 1740.4D	YNC E. Williams	N1
		MA1 J. Goodson	N3AT
Educational Services Officer (ESO)	NAVPERS 15560D	CCC	N16
		PS2 G. Green	N1
Energy Monitor	NAVSUPPACTINST 4100.5E	UT2 K. Ciopryna	N4
Environmental Quality Board		Mr. B. Snyder	N4

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Explosive Safety Officer 7th Edition	NAVSEA OP 5 VOL 1	Mr. P. Thompson	N35
Exceptional Family Member Program Coordinator	OPNAVINST 1754.2D	MAC J. Mendonca (PRI)	N3AT
		MAC D. Caronan (ALT)	N3AT
		CMDCM	N00E
Family Advocacy Officer	SECNAVINST 1752.3B	FFSC Director	N91
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		
Family Advocacy Program Case Review Committee Voting Member	SECNAVINST 1752.3B	Medical REP	USNH
	OPNAVINST 1752.2B	Behavioral Health	USNH
	NAVMEDCOMINST 6320.22A	SJA	N01J
		Family Advocacy REP	N911
		SECO	N3AT
		ER Nurse	USNH
		LT Sylvan	NLSO
		LTJG La Trouica	NLSO
		LTJG Miller	NLSO
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

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
General Services Fund Advisory Committee	NAVSUPPACTINST 5420.112	XO SJA Mr. M. Weaver GSF Supervisor (w/o vote)	N01 N01J N5
General Military Training (GMT) Coordinator	NAVSUPPACTINST 1740.5B	Mr. S. Ursell	N7
Health Care Consumer Council Representative	NAVHOSPINST 6320.13A	CMDCM	N00E
Health Care Representative		MAC J. Mendonca	N3AT
Honor Guard Coordinator/Members		CMDCM	N00E
Individual Medical Readiness		MAC J. Mendonca	N3AT
Installation MWR Committee		Ms. Staci Dietrich	N92
Joint Resource Assessment Data Base	OPNAVINST 3501.93E	Mr. C. Montella	N6
Coordinator JROTC Liaison	CNETINST 1533.9C	ABHC A. Salter	N3
LIMDU Coordinator Key Custodian	OPNAVINST 5530.14E	CCC Mr. R. Sandoval	N16 N3AT
Medical Readiness Coordinator		MAC J. Mendonca	N3AT
Midshipmen Liaison Officer	OPNAVINST 1420.1B	LT R. Guerra	N3
Military Cash Awards Program Administrator	OPNAVINST 1650.8D	Appointed by XO	N01
Motorcycle Safety Instructor	OPNAVINST 5100.12J	Mr. J. Peters ABH1 K. Machado	N35 N3
Navy Family Accountability & Assessment System (NFAAS) Coordinator	OPNAVINST 1754.6	YNC E. Williams (PRI) PS2 G. Green (ALT)	N1 N1

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Naples Area Alcohol/Drug Abuse Council (NAADAC)	OPNAVINST 5350.4D	CO	N00
		CMDCM	N00E
		Mr. J. Palacios	N35
Naples Navy/Marine Corps Relief Fund Drive Coordinator	NAVSO P-1000	Appointed By XO	N01
		CMDCM	N01E
		ACC K. Mick	N3
		LT R. Guerra	N3
Navy Ball Committee Coordinator		ABHC E. Avery	N3
Navy Leadership Training Coordinator	BUPERSINST 1430.16B	GMC G. Waite	N3AT
	NAVADMIN 033/06	CCC	N16
Officer Candidate Interview Board	OPNAVINST 1420.1B	Admin Officer	N1
		CCC	N16
Official Mail Manager	OPNAVINST 5218.7C	Admin Officer	N1
OPSEC Officer	SECNAVINST 3432.1A	LCDR Kerlee	N3
Partners in Education Coordinator	OPNAVINST 1560.9A	School Liaison	N92
Petty Officer Indoctrination Course Coordinator	OPNAVINST 5351.2A	CMDCM	N00E
	NAVEDTRA 38201A	GMC G. Waite	N3AT
Physical Security Review Committee	OPNAVINST 5530.14E	XO	N01
		SECO	N3AT
Privacy Act Coordinator	SECNAVINST 5211.5E	SJA	N01J
Public Health Emergency Officer	DOD DIR 6200.3A	CDR B. Riley (PRI)	USNH
		CDR M. Cassady (ALT)	USNH
Recreation Safety Specialist	OPNAVINST 5100.25B	Mr. V. Guerriero	N35
Reserve Force Operational	BUPERSINST 1001.39F	MAC L. Thorp	N3AT
Respirator Program Manager	OPNAVINST 5100.23G	Mr. V. Guerriero	N35

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COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Safety Policy Counsel (Department Heads)	NAVSUPPACTINST 5100.1F	XO FLCSI Safety Officer FFSC Director MWR Director Dept Heads OIC	N01 N333 N35 FFSC N92 N05 Gaeta
Safety Committee (Departmental Safety Rep)	NAVSUPPACTINST 5100.1F	XO FLCSI Safety Officer Dept Reps	N01 N333 N35
School Reduced/Free Lunch Adjudicator	DOD Directive 1015.5	CSC M.F. Collins	N93
Senior Enlisted Watchbill Coordinator	NAVSUPPACTINST 1601.4F	LSCS K. Tran	N3AT
Senior Watch Officer	NAVSUPPACTINST 1601.4F	LT R. Neal	N00R
Sexual Assault Prevention Response (SAPR) Command Liaison	OPNAVINST 1752.1F	ABHC E. Avery	N3
SAPR/Data Collection Coordination	OPNAVINST 1752.1B OPNAVINST 3100.6J	ABHC E. Avery (PRI) MAC S. Tollet (ALT)	N3 N3AT
SAPR POC Coordination/SAPR Splash Program	OPNAVINST 1752.1F	MAC S. Tollet (PRI) ABHC E. Avery (ALT)	N3AT 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	GMC G. Waite	N3AT
STE Custodian	NCTAMSEURCENT 20801.1A	Mr. J. Moore	N3AT

COLLATERAL DUTY ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Suicide Prevention Officer	OPNAVINST 1720.4A	LCDR J. Keith (PRI) LT D. Fullerton (ALT)	N00R N00R
Temporary Lodging Facility Coordinator	JFTR Vol I	Admin Officer YNC E. Willams	N1 N1
Traffic Court	NAVSUPPACT INST 5560.7B	ABHC E. Avery CSC E. Sanpedro ABHC A. Salters CSC M. Collins	N3 N93 N3
Traffic Safety Council	OPNAVINST 5100.12J NAVSUPPACTINST 5420.5I	XO Security Officer Mr. J. Peters Ms. K. Scott Fire Chief Hospital Safety	N01 N3AT N35 N4 N3 USNH
USO Advisory Council		CMDCM	N00E
Victim Witness Assistance Program (VWAP) Coordinator	OPNAVINST 5800.7A	GMC G. Waite MA1 T. Bachorski	N3AT CID
Voting Assistance Officer	DoD Directive 1000.4A	CSC M. F. Collins	N3
Water Quality Board		Mr. B. Snyder	N4
Wardroom Advisory Board	NAVSUPPACTINST 5420.15E	XO	N01
Wardroom Treasurer		LT S. Nichol	N3AT
Weight Testing/Certifying	NAVFAC P-307 9/03	MAC J. Skewes AWF3 J. Horton	N3AT N3

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AUDIT BOARD ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
Audit Board Coordinator		XO	N01
		CMDCM	N00E
Blue-Jacket of the Qtr/Yr and Junior/Sailor of the Qtr/Yr Board		CMDCM	N00E
		Designated CPOs	
Civilian (Non-US) Welfare and Recreation Audit Board		Representative	N01E
Contract Review Board (Non-appropriated Funds)		CMDCM	N00E
		MWR Director	N92
		Representative	N92
		Representative	N9
Customs Documents Audit Office		Owner	N33
		Representative	N01E
Family Support Youth Program		CMDCM	N00E
		CSC E. Sanpedro	N92
Formal Survey Board		Representative	N3
		Representative	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 Postal Audit Coordinator		Postal Representative	N3
Navy and Marine Corps Relief Society Fund Drive		Eval & Review Chairman	N01E
Naples Audit Board		Eval & Review Chairman	N01E
PSD Cash Verification		Eval & Review Chairman	N01E
		Representative	N5
		Representative	N33

Enclosure (2)

AUDIT BOARD ASSIGNMENTS

DUTY	REFERENCE	NAME	OFFICE CODES
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
		Mrs. J. Pierce	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.