



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

Canc frp: Sep 15

NAVSUPPACT NAPLES NOTE 5200
N00G

22 OCT 2014

NAVSUPPACT NAPLES NOTICE 5200

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

Subj: COMMAND EVALUATION AND REVIEW PLAN FOR FISCAL YEAR 2015

Ref: (a) CNIC INST 5200.1A

Encl: (1) Evaluation and Review Plan - Fiscal Year (FY) 2015

1. Purpose. To inform department heads/special assistants of the Command Evaluation and Review Plan for Fiscal Year (FY) 2015.

2. Background. Per reference (a), the Command Evaluation and Review Office provide the Commanding Officer (CO) 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 2015.

4. Action

a. Departments heads/special assistants will be notified in writing at least one week prior to the proposed start of any review in their area of operation.

b. The Command Evaluation and Review Office may also perform special reviews, studies, or analyses at the request of management.

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c. 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 CO 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 This notice is in effect for one year or until superseded by another notice, whichever occurs first.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) 2015

1st Quarter FY 2015

<u>Department</u>	<u>Review Function</u>
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
N6	Quarterly Telephone Bill Review
N92	Private Party Contracts
N93	Housing Warehouse Contract Administration and Loaner Furniture Program
N93	Housing Services
Various	Automated Teller Machines

2nd Quarter FY 2015

N1	Personal Identifiable Information
N1	Command Sponsorship Program (Military and Civilian)
N01F	Drug and Alcohol Abuse Prevention and Control Program (Military Urinalysis)
N01R	Religious Offering Fund Quarterly Review
N01R	Sacramental Wine
N35	Safety Occupational health
N3AT	Key Control Program
N3AT	Physical Readiness Training

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2nd Quarter FY 2015 cont'd

<u>Department</u>	<u>Review Function</u>
N5	General Services Fund Quarterly Review
N6	Cellular Phones and Wireless Devices
N6	Quarterly Telephone Bill Review
N9	Non-Appropriated Funds (NAF) Employee Incentive Awards
N91	Suicide Prevention
N92	Morale, Welfare and Recreation (MWR) Non-Appropriated Funds NAF Instrumentalities (NAFI) Fiscal Oversight Review (Physical Verification of NAFI Employees Payroll Status Naples and Gaeta)
Various	Combined Federal Campaign - Family Support and Youth Program
Various	Voting Assistance Program

3rd Quarter FY 2015

N01R	Religious Offering Fund Quarterly Review
N3AT	Lost & Found Property Program
N3AT	Force Protection Equipment Inventory
N3AT	Security when Transporting Funds
N333	Tax Free Product Program Review
N5	General Services Fund Quarterly Review
N5	Driver and Meal Allowances
N6	Quarterly Telephone Bill Review
N6	Emergency Land Mobile Radio Accountability

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3rd Quarter FY 2015 cont'd

<u>Department</u>	<u>Review Function</u>
N8	Government-Wide Commercial Travel Card Program
N8	Local National Payroll Procedures (Overtime, Compensatory Time, and On-Call)
N8	Appropriated Funds Assets/The Defense Property Accountability system
Various	Victim Witness Assistance Program
Various	Value Added Tax

4th Quarter FY 2015

N01F	Drug Free Workplace Program
N01R	Religious Offering Fund Quarterly Review
N3AT	Key Control Program
N5	General Services Fund Quarterly Review
N6	Quarterly Telephone Bill Review
N91	Sexual Assault Prevention and Response
N92	MWR NAFI Fiscal Oversight Review (Fixed Assets), Naples and Gaeta
N92	Information, Tickets, and Travel (ITT)
N92	NAF Government-Wide Commercial Purchase Card Program (annual)
N92	MWR NAFI Fiscal Oversight Review (Merchandise and Consumable Inventories), Naples and Gaeta
N93	Navy Gateway Inn Suite (NGIS) NAFI Fiscal Oversight Review (Fixed Assets Inventory)

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4th Quarter FY 2015 cont'd

<u>Department</u>	<u>Review Function</u>
N93	NGIS NAFI Fiscal Oversight Review (Merchandise and Consumable Inventories)
Various	Navy, Marine Corps Relief Society Active Duty Fund Drive

NOTES: Annual Multi-Disciplinary Inspection of U.S. Naval Support Activity, Naples, Italy, MWR, Child Development Centers, School-Age Care Program, Youth Programs, and Child Development Homes is coordinated by N00G office.