



DEPARTMENT OF THE NAVY

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

Canc frp: Sep 14

NAVSUPPACT NAPLES NOTE 5200

N00G
23 JAN 2014

NAVSUPPACT NAPLES NOTICE 5200

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

Subj: COMMAND EVALUATION AND REVIEW PLAN FOR FISCAL YEAR 2014

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) 2014

1. Purpose. To inform department heads/special assistants of the Command Evaluation and Review Plan for Fiscal Year (FY) 2014.

2. Background. Per references (a) through (c), the Command Evaluation and Review Office provide 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 2014.

4. Action

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

23 JAN 2014

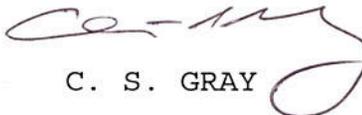
b. Departments heads/special assistants will be notified by telephone or in writing at least one week prior to the proposed start of any review in their area of operation.

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 This notice is in effect for one year or until superseded by another notice, whichever occurs first.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


C. S. GRAY

Distribution:

NAVSUPPACT NAPLES INST 5216.4AA

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

<https://www.cnmc.navy.mil/Naples/About/Departments/Administrati on/AdministrativeServices/Notices/index.htm>

23 JAN 2014

EVALUATION AND REVIEW PLAN - FISCAL YEAR (FY) 2014

1st Quarter FY 2014

<u>Department</u>	<u>Review Function</u>
N01R	Religious Offering Fund Quarterly Review
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
N5	Quarterly Review of Government-Wide Commercial Purchase Card Approving Officials and Cardholders
N6	Quarterly Telephone Bill Review
N8	Government-Wide Commercial Travel Card Program (semi-annual)
N91	Sexual Assault Prevention and Response (semi-annual)
Various	Conference Travel

2nd Quarter FY 2014

N01F	Drug and Alcohol Abuse Prevention and Control Program (Military Urinalysis)
N01R	Religious Offering Fund Quarterly Review
N01R	Sacramental Wine
N35	Safety and Occupational Health
N3AT	Key Control Program (follow-up)
N5	General Services Fund Quarterly Cash Verification for Naples and Gaeta

~~23 JAN 2014~~

2nd Quarter FY 2014 cont'd

N5	Quarterly Review of Government-Wide Commercial Purchase Card Approving Officials and Cardholders
N6	Cellular Phones and Wireless Devices
N6	Quarterly Telephone Bill Review
N9	NAF Employee Incentive Awards
N91	Suicide Prevention
N92	MWR Non-Appropriated Funds 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 (semi-annual)

3rd Quarter FY 2014

N01R	Religious Offering Fund Quarterly Review
N3AT	Lost & Found Property Program
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
N5	Driver and Meal Allowances
N5	Quarterly Review of Government-Wide Commercial Purchase Card Approving Officials and Cardholders
N6	Quarterly Telephone Bill Review
N6	Emergency Land Mobile Radio Accountability

23 JAN 2014

3rd Quarter FY 2014 cont'd

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

N8 Appropriated Funds Assets/The Defense Property Accountability system

N91 Sexual Assault Prevention and Response (semi-annual)

Various Victim Witness Assistance Program

4th Quarter FY 2014

N01 Equal Opportunity Program

N01 Voting Assistance Program

N01R Religious Offering Fund Quarterly Review

N1 Information Security/Personal Identifiable Information

N3AT Key Control Program

N5 General Services Fund Quarterly Cash Verification for Naples and Gaeta

N5 Quarterly Review of Government-Wide Commercial Purchase Card Approving Officials and Cardholders

N6 Quarterly Telephone Bill Review

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

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

23 JAN 2014

4th Quarter FY 2014 cont'd

N93	Housing Warehouse Contract Administration and Loaner Furniture Program
N93	NGIS 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
Various	Voting Assistance Program (semi-annual)

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.