



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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Canc frp: Sep 16

NAVSUPPACT NAPLES NOTE 5040
N00G

19 NOV 2015

NAVSUPPACT NAPLES NOTICE 5040

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

Subj: INTERNAL OVERSIGHT PLAN FOR FISCAL YEAR 2016

Ref: (a) CNICINST 5040.3
(b) CNIC NOTICE 5040 of 31 Aug 2015
(c) CNREURAFSWA NOTICE 5040 of 5 Oct 2015

Encl: (1) Fiscal Year 2016 Internal Oversight Plan

1. Purpose. Per reference (a), enclosure (1) promulgates responsibility and inform department heads/special assistants of the Fiscal Year (FY) 2016 Internal Oversight Plan.

2. Background. Per reference (a) through (c), the Installation Inspectors shall provide the Commanding Officer with independent capability to assess the efficiency, effectiveness, and integrity of command functions while ensuring compliance with instructional guidance, regulations, and laws. The inspection review process outlines 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) is an oversight plan for inspections that will be performed by the Installation Inspectors during FY 2016.

4. Action

a. Installation Inspectors will ensure scheduled quality inspections are conducted Per enclosure (1).

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.

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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 Departments 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 This notice is in effect for one year or until superseded by another notice, whichever occurs first.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(at)eu.navy.mil or maria.fiorella.IT(at)eu.navy.mil.



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INTERNAL OVERSIGHT PLAN - FISCAL YEAR (FY) 2016

1st Quarter FY 2016

<u>Department</u>	<u>Review Function</u>
N00	Voting Assistance Program (CNIC directed)
N3/N3AT	Uniform Allowance/Work Station Uniform Program (CNREURAFSWA directed)
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

2nd Quarter FY 2016

N3AT	Operational Security (CNIC directed)
Various	Sexual Assault Prevention and Response Program (CNREURAFSWA directed)
N7	Suicide Prevention Training (CNREURAFSWA directed)
N01R	Religious Offering Fund Quarterly Review
N01R	Sacramental Wine
N5	General Services Fund Quarterly Review
N92	NAF Government-Wide Commercial Purchase Card Program (annual)
DODDS	Student Account Funds Financial Review

3rd Quarter FY 2016

N01A	Official Representation Funds (CNIC directed)
N01R	Religious Offering Fund Quarterly Review

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3rd Quarter FY 2016 (cont'd)

<u>Department</u>	<u>Review Function</u>
N13	Interim Performance Management System (CNREURAFSWA directed)
N3AT	Force Protection Equipment Inventory Follow-up
N5	General Services Fund Quarterly Review
N6	Emergency Land Mobile Radio Accountability
N8	Government-Wide Commercial Travel Card Program

4th Quarter FY 2016

N3AT	Small Arms Inventory (CNIC directed)
N8	LN/US Overtime/Compensatory Time Follow-up (CNREURAFSWA directed)
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)
DoDDS	Student Account Funds Financial Review

NOTES: Annual Multi-Disciplinary Directed of NAVSUPPACT Naples MWR Child Development Centers, School-Age Care Program, Youth Programs, and Child Development Homes is coordinated by N00G office.

Enclosure(1)