



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

CANC frp: Jun 17

NSTCNOTE 5420

N00

4 Oct 16

NSTC NOTICE 5420

From: Deputy Commander, Naval Service Training Command

Subj: COLLATERAL DUTY, BOARD, AND COMMITTEE ASSIGNMENTS

Ref: (a) U.S. Navy Regulations, 1990

Encl: (1) [Collateral Duty Assignments](#)
(2) [Boards/committees Assignment](#)

1. Purpose. To assign personnel to collateral duties per reference (a) and other directives published by higher authority.

2. Information. Enclosure (1) assigns personnel to specific collateral duties. Enclosure (2) lists command boards and committees. This notice serves as official notification of assignment to collateral duties, boards, and committees. Short-term collateral assignments for a specific purpose, or as required by authoritative directives, will also receive an individual appointing letter, as required. Such letters will be prepared for the Commander's signature by the department concerned. Additionally, this notice in no way relieves personnel of those duties which are traditionally or routinely associated with their assigned primary billet.

3. Action

a. Personnel are directed to familiarize themselves with the duties and responsibilities associated with their assignment(s).

b. Boards and committees shall keep minutes from each meeting and forward these to the Chief of Staff (CoS) for review and approval.

c. Changes and/or deletions desired by directors shall be submitted to the Administrative Officer (AO). Changes shall be submitted by return of an annotated copy of enclosures (1) or (2), as appropriate.

4 Oct 16

d. The AO will maintain and publish, at regular intervals, an up-to-date listing of collateral duty assignments.

4. Cancellation Contingency. This notice will remain in effect until canceled by another notice of the same subject.



W. D. PFEIFLE
Chief of Staff

Distribution: (NSTCINST 5216.1B)

List 4

Collateral Duty Assignments

Alcohol and Drug Control Officer	LT Phil Lukanich
Anti-Terrorism Force Protection	LT Phil Lukanich
Assist Visit Manager	Kevin DuBose
Building Energy Monitor/Energy Conservation Board Rep	Howard Carabello
Career Development Board	CMDCM Matthew Laing CPO Deshawn Wilson
Command Career Counselor	CPO Raymond Palanca
Command Career Development Team	CAPT Doug Pfeifle CDR Matthew Harding LCDR Michael Keppen CMDCM Matthew Laing CPO Deshawn Wilson
Combined Federal Campaign Coordinator	PO1 Joshua Hollinger
Command Evaluation (CE) Officer and Managers' Internal Control Program (MICP) Coordinator	Kevin DuBose
Command Financial Advisor	CPO Deshawn Wilson
Command Fitness Leader/Fitness Enhancement Program Coordinator	LT Sean Brophy
Command Fitness/Fitness Enhancement Program Assistant/HQ	LT Alyson De Soto
Command Fitness Leader/Fitness Enhancement Program Assistant/OD	LT Joal Fischer
Command Indoctrination Coordinator	LT Brent Bondurant
Command Managed Equal Opportunity Program Manager	CPO Raymond Palanca
Command Ombudsman	Paige Green
Command Pass Coordinator (CPC)	PO2 Kingston Allen
Command Sponsor Coordinator	Michael Prelich

Drug and Alcohol Program Advisor	CDR Scott Norton
Assistant Drug and Alcohol Program Advisor	PO2 Kingston Allen
Educational Services Officer	PO1 Joshua Hollinger
Command Climate Specialist	CPO Deshawn Wilson
Emergency Management Coordinator	LT Phil Lukanich
Exceptional Family Member Program	CPO Deshawn Wilson
Family Advocacy Program	CMDCM Matthew Laing
Family Care Plan Coordinator	PO2 Seamus Stuart
Freedom of Information Act/ Privacy Act Program Coordinator	John Matuszak
Health and Wellness Program Coordinator (Civilian)	David Hart
Information Systems Security Manager	Richard Waupoose
Key Custodian	Howard Carabello
Morale, Welfare, & Recreation (MWR) Representative	PO2 Kingston Allen CPO Matthew Susienka CPO Deshawn Wilson LT Brent Bondurant
Navy-Marine Corps Relief Society Command Representative	CPO Matthew Susienka
Navy Family Accountability and Assessment System/HQ	Michael Prelich
Navy Family Accountability and Assessment System/OD	Marjorie McIntyre
OPSEC Program Manager	LCDR Daniel Golde
Operational Risk Manager	CAPT Bob Fink
Operational Risk Manager (Assistant)	Randy Carpenter

Parking Coordinator	LCDR Steven Green
Personal Property Manager	Bruce Butler
Physical Readiness Control Officer	LT Alyson De Soto
Postal Officer/Official Mail Control Officer/Official Mail Manager	Michael Prelich
Professional Development Training Representatives	Lucinda Marshall (Exec) Mary Snere (N4/6) David Hart (N3) Don Gunter (5/7) Troy Davidson (N8) Kevin King (OGC) Dustan Burke (PAO) CDR Cynthia Ramsey (OD) LCDR Michael French (OTCN) Mike Henderson (CD) Kevin DuBose (IG)
Records Disposal Administration	Michael Prelich
Regional CMEO Program Manager	CPO Deshawn Wilson
Safety Officer/ Fire Warden/ Area Safety Professional	Randy Carpenter
Security Manager	Michael Prelich
Support Agreement Manager	Beth Kleinschmidt
Senior Watch Officer	CDR Matthew Harding
Sexual Assault Prevention & Response (SAPR) Strategy and Innovation	LTJG Autumn Gorden
Sexual Assault Prevention & Response (SAPR) Administration	LT Alyson De Soto
Suicide Prevention Officer	CDR Beth Stallinga
Training Coordinator	LCDR Daniel Golde
Training Coordinator (Assistant)	Bill Stokes
Training Coordinator (OD)	CDR Cynthia Ramsey

Urinalysis Program Coordinator	LCDR Daniel Golde
Urinalysis Program Assistant	LTJG Autumn Gorden
Veterans Affairs Representative	CAPT Bob Fink
Victims Witness Assistance Coordinator	LT Connor Cox
Voting Assistance Officer	LT Sean Brophy
Voting Assistance Officer/OD	LCDR Matthew Langreck
Watchbill Coordinator	LT Autumn Gorden
Wardroom Fund Custodian	CDR Matthew Harding

Boards and Committees Assignments

Bluejacket/Junior/Senior Sailor of the Quarter/Year Program	Ref: NSTCINST 1700.1B/1700.2C
CPO Mess	As assigned by CMDCM
Civilian of the Quarter/Year Program	Ref: NSTCINST 12451.1C
Executive Director (Chairperson) NSTC Department Heads/Directorates	
Command Assessment Team (CAT) CAPT Doug Pfeifle Rusty Hagins CPO Deshawn Wilson (CCS) CMDCM Matthew Laing Michael Prelich LT Brent Bondurant Bill Stokes Mary Snere Todd Willebrand Kimberly McCollum Kevin DuBose Donna Leifheit CDR Cynthia Ramsey PO1 Joshua Hollinger Dave Lasure Teresa Casey	Ref: OPNAVINST 5354.1F
Command Retention Team CMDCM Matthew Laing CPO Deshawn Wilson	Ref: OPNAVINST 1040.11D
Command Training Team LT Alyson DeSoto (SAPR) Michael Prelich (CTTI)	Ref: OPNAVINST 5354.1F
Continuous Process Improvement Review Board NSTC Department Heads/Directorates Commanding Officer, RTC	
Operational Security Working Group NSTC Department Heads/Directorates	Ref: OPNAVINST 3432.1A

**Contract Service Support (CSS) Requirement
Review Board**

Beth Kleinschmidt, N4 (Chair)

John Matuszak, OGC (Legal)

Carrie Long, N1 (Manpower)

Anne Hemingway, N8 (Funding)

Dave Coles, N6 (IT)

CAPT Doug Pfeifle, CoS (Approving Official)