



DEPARTMENT OF THE NAVY  
NAVAL SERVICE TRAINING COMMAND  
2601A PAUL JONES ST  
GREAT LAKES IL 60088-5000

Canc: June 2027

NSTCNOTE 1300

N02

3 June 2026

NSTC NOTICE 1300

From: Commander, Naval Service Training Command

Subj: COLLATERAL DUTY ASSIGNMENTS

Encl: (1) Collateral Duty Assignments

1. Purpose. To publish the list of collateral duties for military personnel and civilian employees assigned to Naval Service Training Command (NSTC).
2. Policy. Enclosure (1) assigns personnel to specific collateral duties. This notice serves as official designation of assignment to collateral duties. Individuals will only receive a designation letter if specifically required by higher authority or policy.
3. Action
  - a. Personnel are directed to familiarize themselves with the duties and responsibilities associated with their assignment(s).
  - b. Changes or deletions desired may be submitted to the Flag Secretary.
4. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

A handwritten signature in black ink, appearing to read "G. M. BECKER", is positioned above the printed name and title.

G. M. BECKER  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Naval Service Training Command web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>.

**Collateral Duty Assignments**

Anti-Terrorism Force Protection Officer	GMC Curtis Spaulding
Casualty Assistance Calls Officer	CMDCS Douglas Edmonston
Command Deployability Coordinator	CMDCS Douglas Edmonston
Command Inspection Coordinator	Mr. Kevin Dubose
Command Financial Specialist	YN1 Michael Moore
Command Fitness Leader	HMC Brittani Scholz
Command Managed Equal Opportunity	CDR Vahe Sarkissian
Command Sponsor Coordinator	YN1 William Turner III
Drug and Alcohol Program Advisor	MC1 Reymundo Villegas
Emergency Management Coordinator	GMC Curtis Spaulding
Educational Services Officer	CMDCS Douglas Edmonston
Exceptional Family Member Program	LT Jeffrey Warner
Family Care Plan Coordinator	YN2 Shakiya Johnson
Freedom of Information Act/Privacy Act Program Coordinator	Ms. Laura Crifase
Health and Wellness Program Coordinator	Ms. Sarah Donbullian
Key Custodian	Mr. Rob Lopez
Morale, Welfare, & Recreation President	YN1 William Turner III
Navy Family Accountability and Assessment System Coordinator	Mr. Bruno Carrasco
Navy-Marine Corps Relief Society Rep	CS1 Bruce Simpson
Operational Risk Manager	Mr. Robert Schultz Jr.
Operations Security Program Manager	LT Mark Mohammad

**Collateral Duty Assignments (Continued)**

Parking Coordinator	Vacant
Postal Officer/Official Mail Control Officer/Official Mail Manager	Mrs. Meghan Lengner
Senior Watch Officer	LT Dylan Panizo
Sexual Assault Prevention and Response Officer	LT William Anderson
Suicide Prevention Officer	LT Nicholas Minnich
Support Agreement Manager	Mr. Sidney Coleman
Training Coordinator (Military)	LCDR Kathleen See
Training Coordinator (Civilian)	Ms. Lindsey Dumas
Transportation Incentive Program Coordinator	LT Matthew Degarmo
Urinalysis Program Coordinator	EMC Stella Cyrus Okoro
Voting Assistance Officer	Mrs. Meghan Lengner