



DEPARTMENT OF THE NAVY

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

Canc: Apr 26

NSTCNOTE 1300

N02

02 May 2025

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 and/or policy.
3. Action
 - a. Personnel are directed to familiarize themselves with the duties and responsibilities associated with their assignment(s).
 - b. Changes and/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 Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>

Collateral Duty Assignments

Anti-Terrorism Force Protection	LT Lawrence Tu
Casualty Assistance Calls Officer	NCCS Douglas Edmonston
Combined Federal Campaign Coordinator	YN2 Donnie Gibson
Command Deployability Coordinator	NCCS Douglas Edmonston
Command Inspection Coordinator	Mr. Jeffrey Ramsey
Command Financial Specialist	YN1 Michael Moore
Command Fitness Leader	LT Mark Mohammad
Command Managed Equal Opportunity Program Manager	YN1 Camryn Kelley
Command Pay and Personnel Administrator	YN1 Camryn Kelley YN1 Michael Moore YN2 Donnie Gibson
Command Sponsor Coordinator	YN1 Michael Moore
Communications/Special Incident Reporting	LT Mark Mohammad
Drug and Alcohol Program Advisor	MC1 Reymundo Villegas
Emergency Response Coordinator	LT Lawrence Tu
Educational Services Officer	NCCS Douglas Edmonston
Exceptional Family Member Program	LTJG Jeffrey Warner
Family Care Plan Coordinator	YN1 Michael Moore
Freedom of Information Act/ Privacy Act Program Coordinator	Ms. Laura Crifase
Health and Wellness Program Coordinator (Civilian)	Ms. Sarah Donbullian
Key Custodian	Mr. Rob Lopez
Morale, Welfare, & Recreation President	MC1 Reymundo Villegas

Navy Family Accountability and
Assessment System Commanding
Officer Representatives

Mr. Daniel Rose (Pri)
Mr. Bruno Carrasco (Alt)

Navy-Marine Corps Relief Society Rep

CS1 Bruce Simpson

Operational Risk Manager

Mr. Randy Carpenter

Parking Coordinator

Mr. Scott Mowery

Postal Officer/Official Mail Control
Officer/Official Mail Manager

Ms. Meghan Lengner

Senior Watch Officer

LT Peter Hodapp

Sexual Assault Prevention and Response Officer

LT Melinda Schneider

Sexual Assault Prevention and Response Victim
Advocates

YN1 Camryn Kelley
ET2 Daniel Stortz

Suicide Prevention Officer

LT James Kluesner

Support Agreement Manager

Mr. Sidney Coleman

Training Coordinator (Military)

LT Kathleen See

Training Coordinator (Civilian)

Ms. Lindsey Dumas

Transportation Incentive Program Coordinator

LT Julian Turner

Urinalysis Program Coordinator

ICC Ariana Robledo (RTC)

Voting Assistance Officer

Ms. Meghan Lengner