



## DEPARTMENT OF THE NAVY

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

Canc: Mar 2023

NSTCNOTE 5420

N02

24 Jan 2024

### NSTC NOTICE 5420

From: Chief of Staff, Naval Service Training Command

Subj: COLLATERAL DUTY, BOARD, AND COMMITTEE ASSIGNMENTS

Encl: (1) Collateral Duty Assignments  
(2) Boards/Committees Assignment

1. Purpose. To assign personnel to collateral duties pursuant to applicable Code of Federal Regulations, DOD and Navy Instructions 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 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 position.
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 Flag Secretary. Changes shall be submitted by return of an annotated copy of enclosures (1) or (2), as appropriate.
  - d. The Flag Secretary will maintain and publish, at regular intervals, an up-to-date listing of collateral duty assignments.

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4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



B. E. COWER

By Direction

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/>

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**Collateral Duty Assignments**

Alcohol and Drug Control Officer	HMC Brittani Scholz
Anti-Terrorism Force Protection	LT Marci Steinfels
Career Development Board	CMDCM Andrew Hochgraver PS1 Dylan Thomas
Casualty Assistance Calls Officer (CACO)	LT Lynnea Vis
Combined Federal Campaign Coordinator	OS1 Jason Coleman
Command Career Development Team	CAPT Brent Cower LT Thomas Still CMDCM Andrew Hochgraver PS1 Dylan Thomas
Command Climate Specialist	OS1 Jason Coleman
Command Inspection Coordinator	Mr. Kevin DuBose
Command Financial Advisor	PS1 Dylan Thomas
Command Fitness Leader	LT Mark Mohammad
Assistant Command Fitness Leader	LT Maria Spencer IT1 Nicholas Otteni
Command Indoctrination Coordinator	YN1 Michael Moore Mrs. Courtney Gobble
Command Managed Equal Opportunity (CMEO) Program Manager	OS1 Jason Coleman
Command Ombudsman	Mr. Damien Mitchum
Command Pay and Personnel Administrator	Mrs. Courtney Gobble YN2 Donnie Gibson
Command Sponsor Coordinator	YN1 Michael Moore Mrs. Courtney Gobble
Communications/Special Incident Reporting	LT Mark Mohammad
Deployability Coordinator	LT Tom Still

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Drug and Alcohol Program Advisor	IT1 Carrie Mitchum OS1 Jason Coleman
Emergency Response Coordinator	LT Marci Steinfelds
Educational Services Officer	IT1 Carrie Mitchum
Exceptional Family Member Program	LT Tom Still
Expanded Operational Stress Control Team Leader Representative	LT Christoff Lindsey ITCS Kalasy Lor
Family Advocacy Program Rep	CAPT Brent Cower (OFF) CMDCM Andrew Hochgraver (ENL)
Family Care Plan Coordinator	YNCS Christine Gilley PS1 Dylan Thomas
Freedom of Information Act/ Privacy Act Program Coordinator	Ms. Laura Crifase
Health and Wellness Program Coordinator (Civilian)	Ms. Christa Holland
Information Systems Security Manager	Mr. Richard Waupoose
Key Custodian	Mr. Rob Lopez
Morale, Welfare, & Recreation President	Ms. Meghan Lengner (Acting)
Navy Family Accountability and Assessment System (NFAAS)	Mr. Daniel Rose (Pri) Mr. Bruno Carrasco (Sec)
Navy-Marine Corps Relief Society Rep	OS2 Jaden Belski (Pri) GM2 Marina Davis (Sec)
Operational Risk Manager Operational Risk Manager (Assistant)	CAPT Omar Martinez Mr. Randy Carpenter
Operational Security Program Manager Representatives	Mr. Dan Rose LT Tom Still ITCM Thomas Najewski YN2 Donnie Gibson
Parking Coordinator	Mr. Jerry Long
Physical Readiness Control Officer	LT Christoff Lindsey

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Physical Security Officer	LT Marci Steinfels
Postal Officer/Official Mail Control Officer/Official Mail Manager	YN2 Donnie Gibson
Records Manager	Ms. Meghan Lengner
Reserve Program Director	VACANT
Safety Officer/ Fire Warden/ Area Safety Professional	Mr. Randy Carpenter
Security Manager	Mr. Daniel Rose
Senior Watch Officer	LT Christoff Lindsey
Sexual Assault Prevention & Response (SAPR) Uniformed Victim Advocate	OS2 Tracsion Wilson
Service Treatment Records Manager	LT Kuran Bricker
Suicide Prevention Officer	LT Kuran Bricker
Support Agreement Manager	Mr. Sidney Coleman
Training Coordinator (Military)	LCDR Erich Grawunder
Training Coordinator (Civilian)	Ms. Lindsey Dumas
Transportation Incentive Program Coordinator	LT Christoff Lindsey
Urinalysis Program Coordinator	ITCS Kalasy Lor
Victim Assistance Coordinator	VACANT
Victim Witness Assistance Coordinator	Staff Judge Advocate
Voting Assistance Officer	Mrs. Courtney Gobble

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**Boards and Committees Assignments**

**Bluejacket/Junior/Senior Sailor  
of the Quarter/Year Program**  
CMDMCM Andrew Hochgraver

Ref: NSTCINST 1700.1G  
NSTCINST 1700.2C

**Command Resilience Team (CRT)**

CAPT Brent Cower  
Mr. Christopher Stallings  
LT Savannah Smidt  
LT Thomas Still  
LT Kuran Bricker  
LT Daniel Gilmore  
CMDMCM Andrew Hochgraver  
OS1 Jason Coleman  
PS1 Dylan Thomas  
ITCS Kalasy Lor  
IT1 Carrie Mitchum  
IT1 Nicholas Otteni  
OS2 Jaden Belski  
Mr. Malek Abduljaber

Ref: OPNAVINST 5354.1H

**Command Retention Team**

CMDMCM Andrew Hochgraver  
PS1 Dylan Thomas

Ref: OPNAVINST 1040.11D

**Operational Security Working Group**

NSTC Department Heads/Directorates

Ref: OPNAVINST 3432.1A

**Contract Service Support (CSS)**

**Requirement Review Board**

Mr. Christopher Stallings (Chair)  
Mrs. Carrie Long  
Mr. Tim Schultheis  
Mr. Jerry Long  
Mr. Kevin Robinson

Ref: NSTCINST 4205.1

**Military Awards Board**

CAPT Brent Cower  
CMDMCM Andrew Hochgraver  
CAPT Omar Martinez  
CAPT Christopher Adams  
CAPT Michael Delaney

Ref: NSTCINST 1650.3