



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

Canc: Mar 2023

NSTCNOTE 5420  
N02  
19 Dec 2022

NSTC NOTICE 5420

From: Chief of Staff, 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 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.

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/>

19 Dec 2022

**Collateral Duty Assignments**

Alcohol and Drug Control Officer	LT Anthony Dinh
Anti-Terrorism Force Protection	LT Marci Steinfelds
Assist Visit Manager	Mr. Kevin DuBose
Career Development Board	CMDCM Richard Mengel NCCS Charles Raynorrepko
Casualty Assistance Calls Officer (CACO)	UTCS Kahlil Dawson
Combined Federal Campaign Coordinator	OS1 Jason Coleman
Command Career Development Team	CAPT Brent Cower LCDR Leah Carter CMDCM Richard Mengel NCCS Charles Raynorrepko
Command Climate Specialist	UTCS Kahlil Dawson
Command Inspector Coordinator	Mr. Kevin DuBose
Command Financial Advisor	PS1 Dylan Thomas
Command Fitness Leader	LCDR Mark Riebel
Assistant Command Fitness Leader	LCDR Steven Miller
Command Indoctrination Coordinator	YN1 Dina Nieto
Command Managed Equal Opportunity (CMEO) Program Manager	OS1 Jason Coleman
Command Ombudsman	Mrs. Laura Chandler
Command Pay and Personnel Administrator	YN1 Dina Nieto YN2 Donnie Gibson Mrs. Courtney Gobble
Command Sponsor Coordinator	Mrs. Courtney Gobble
Communications/Special Incident Reporting	LTJG Brian Dolat
Deployability Coordinator	LT Tom Still

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 Gabriel Pogliano ITCS Kalasy Lor
Family Advocacy Program Rep	CAPT Brent Cower (OFF) CMDCM Richard Mengel (ENL)
Family Care Plan Coordinator	YNCS Christine Gilley
Freedom of Information Act/ Privacy Act Program Coordinator	Mr. John Matuszak
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	LTJG Brian Dolat
Navy Family Accountability and Assessment System (NFAAS)	Mr. Daniel Rose (Pri) Mr. Bruno Carrasco (Sec)
Navy-Marine Corps Relief Society Rep	YN1 Dina Nieto
Operational Risk Manager Operational Risk Manager (Assistant)	CAPT Frank Brown Mr. Randy Carpenter
Operational Security Program Manager Representatives	Mr. Dan Rose LT Tom Still ITCS Thomas Najewski YN2 Donnie Gibson
Parking Coordinator	Mr. Jerry Long
Physical Readiness Control Officer	LT Gabriel Pogliano

Physical Security Officer	LT Marci Steinfels
Postal Officer/Official Mail Control Officer/Official Mail Manager	YN2 Donnie Gibson
Records Manager	LT Tom Still
Reserve Program Director	LCDR Caitlin Tye
Safety Officer/ Fire Warden/ Area Safety Professional	Mr. Randy Carpenter
Security Manager	Mr. Daniel Rose
Senior Watch Officer	LCDR Caitlin Tye LCDR Steven Miller (Sec)
Sexual Assault Prevention & Response (SAPR) Uniformed Victim Advocate	LT Daniel Gilmore
Service Treatment Records Manager	LT Kuran Bricker
Suicide Prevention Officer	LT Kuran Bricker
Support Agreement Manager	Mr. Sidney Coleman
Training Coordinator (Military)	LCDR Steven Miller
Training Coordinator (Civilian)	Ms. Lindsey Dumas
Transportation Incentive Program Coordinator	LT Gabriel Pogliano
Urinalysis Program Coordinator	ITCS Kalasy Lor
Victim Assistance Coordinator	LT Nancy Martinez
Victim Witness Assistance Coordinator	LCDR Caitlin Tye
Voting Assistance Officer	Ms. Margarita Brown

**Boards and Committees Assignments**

**Bluejacket/Junior/Senior Sailor  
of the Quarter/Year Program**  
CMDMCM Richard Mengel

Ref: NSTCINST 1700.1F  
NSTCINST 1700.2C

**Command Resilience Team (CRT)**  
CAPT Brent Cower  
Mr. Christopher Stallings  
CDR Brian Jacobson  
LT Nancy Martinez  
CMDMCM Richard Mengel  
UTCS Kahlil Dawson  
NCCS Charles Raynorrepko  
Ms. Yasheca Johnson  
Ms. Mary Snere  
Mr. Edward Rosquist III  
Mr. Kevin DuBose

Ref: OPNAVINST 5354.1G

**Command Retention Team**  
CMDMCM Richard Mengel  
NCCS Charles Raynorrepko

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. John Matuszak  
Mr. Kevin Robinson

Ref: NSTCINST 4210.1

**Military Awards Board**  
CAPT Brent Cower  
CMDMCM Richard Mengel  
CAPT Francis Brown  
CAPT Christopher Adams  
CAPT Michael Delaney

Ref: NSTCINST 1650.3