



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

Canc: Jan 2021

NSTCNOTE 5420
N02
31 Aug 2020

NSTC NOTICE 5420

From: Chief of Staff, Naval Service Training Command

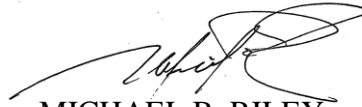
Subj: COLLATERAL DUTY, BOARD, AND COMMITTEE ASSIGNMENTS

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 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 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 notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.



MICHAEL B. RILEY
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,

http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.

Collateral Duty Assignments

Alcohol and Drug Control Officer	LT Wesley Jordan
Anti-Terrorism Force Protection	LT Audrey Talbot
Assist Visit Manager	Mr. Kevin DuBose
Building Energy Monitor/Energy Conservation Board Rep	Mr. Howard Carabello
Career Development Board	CMDCM Richard Mengel YNC Marcelo Ordonez
Casualty Assistance Calls Officer (CACO)	UTC Kahlil Dawson
Combined Federal Campaign Coordinator	YN2 Dina Nieto
Command Career Development Team	CAPT Michael Riley CDR Chris Vega CMDCM Richard Mengel YNC Marcelo Ordonez
Command Climate Specialist	UTC Kahlil Dawson
Command Evaluation Officer and Managers' Internal Control Program Coordinator	Mr. Kevin DuBose
Command Financial Advisor	MCC Byron Linder
Command Fitness Leader/Fitness Enhancement Program Coordinator/GL	LT Justin Lamothe
Assistant Command Fitness Leader/Fitness Enhancement Program Coordinator/GL	YN1 Bruno Calderon MC3 Nikki Custer
Command Fitness Leader/Fitness Enhancement Program Coordinator/PCOLA	LT Maxine Robinson
Command Indoctrination Coordinator	YN2 Dina Nieto
Command Managed Equal Opportunity (CMEO) Program Manager	YN1 Bruno Calderon
Command Ombudsman	Mrs. Carissa Petrillo

Command Pay and Personnel Administrator	YNC Marcelo Ordonez YN1 Bruno Calderon YN2 Dina Nieto
Command Sponsor Coordinator	YN2 Dina Nieto
Command Urinalysis Coordinator	TSC - Evelyn Blair
Communications/Special Incident Reporting	LT Megan Mittleider LT Steven Miller
Deployability Coordinator	LT David Tejada
Drug and Alcohol Program Advisor	LT Audrey Talbot
Emergency Response Coordinator	LT Audrey Talbot
Educational Services Officer	YNC Marcelo Ordonez
Exceptional Family Member Program	YNC Marcelo Ordonez
Family Advocacy Program Rep	CAPT Michael Riley (OFF) CMDCM Richard Mengel (ENL)
Family Care Plan Coordinator	YN2 Dina Nieto
Freedom of Information Act/ Privacy Act Program Coordinator	Mr. John Matuszak
Health and Wellness Program Coordinator (Civilian)	Ms. Yasheca Johnson
Information Systems Security Manager	Mr. Richard Waupoose
Key Custodian	Mr. Howard Carabello
Morale, Welfare, & Recreation Representative	CSCS Matthew Susienka
Navy Family Accountability and Assessment System (NFAAS)	Mr. Daniel Rose (Pri) YNC Marcelo Ordonez (Sec) Mrs. Marjorie McIntyre (PCOLA)
Navy-Marine Corps Relief Society Rep	YN2 Dina Nieto

Enclosure (1)

Operational Risk Manager	CAPT Michael Riley
Operational Risk Manager (Assistant)	Mr. Randy Carpenter
Operational Support Officer	LCDR Caitlin Tye
Operational Security Program Manager	Mr. Dan Rose
Parking Coordinator	Mr. Jerry Long
Physical Readiness Control Officer	LT Michael Logan
Physical Security Officer	LT Audrey Talbot
Postal Officer/Official Mail Control Officer/Official Mail Manager	YNC Marcelo Ordonez
Records Manager	Mr. Daniel Rose
Safety Officer/ Fire Warden/ Area Safety Professional	Mr. Randy Carpenter
Security Manager	Mr. Daniel Rose
Senior Watch Officer	LCDR Frederick Martin
Sexual Assault Prevention & Response (SAPR) Uniformed Victim Advocate	LT Nancy Martinez
SAPR Point of Contact	YN2 Dina Nieto
Service Treatment Records Manager	LT Dale Hirsch
Suicide Prevention Officer	LT Kevin Matuszewski
Support Agreement Manager	Ms. Beth Kleinschmidt
Training Coordinator (Military)	LT Steven Miller
Training Coordinator (Civilian)	Ms. Michelle Rea
Transportation Incentive Program Coordinator	LT David Tejada
Victim Assistance Coordinator	LT Nancy Martinez
Voting Assistance Officer	Mrs. Margarita Brown

Enclosure (1)

Boards and Committees Assignments

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

Ref: NSTCINST 1700.1E
NSTCINST 1700.2C

Command Resilience Team (CRT)
CAPT Michael Riley
Dr. Donovan Philips
CMDMCM Richard Mengel
UTC Kahlil Dawson
YNC Marcelo Ordonez
LT Nancy Martinez
Ms. Yasheca Johnson
Ms. Mary Snere
Mr. Edward Rosquist III
Mr. Kevin DuBose
Mr. Dave Lasure
Mr. Teresa Casey

Ref: OPNAVINST 5354.1G

Command Retention Team
CMDMCM Richard Mengel
YNC Marcelo Ordonez

Ref: OPNAVINST 1040.11D

Operational Security Working Group
NSTC Department Heads/Directorates

Ref: OPNAVINST 3432.1A

**Contract Service Support (CSS)
Requirement Review Board**
Dr. Donovan Philips (Chair)
Mrs. Carrie Long
Ms. Anne Hemingway
Mr. Jerry Long
Mr. John Matuszak
Mr. Kevin Robinson

Ref: NSTCINST 4210.1