



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

CANC frp: Jul 13

NSTCNOTE 5420  
N004  
16 Oct 12

NSTC NOTICE 5420

From: Commander, Naval Service Training Command

Subj: COLLATERAL DUTY AND BOARDS/COMMITTEES ASSIGNMENTS

Ref: (a) U.S. Navy Regulations, 1990

Encl: (1) [Collateral Duty Assignments](#)  
(2) [Boards/committees Assignment](#)

1. Purpose. To assign military and civilian personnel to collateral duties per reference (a) and other directives published by higher authority.

2. Information. Enclosure (1) lists personnel who have been assigned specific collateral duties. Enclosure (2) lists command boards/committees. This notice serves as official notification of collateral duty and boards/committees assignments of a continuing nature. Short-term collateral assignments for a specific purpose, or as required by authoritative directives, will be the subject of an individual appointing letter. Such letters will be prepared for the Commander's signature by the department concerned. Additionally, this notice in no way relieves cognizant personnel of those collateral duties which are traditionally or routinely associated with their assigned primary billet such as those of a division officer, etc.

3. Action

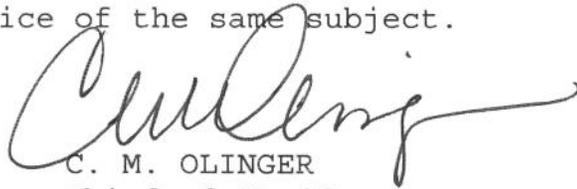
a. All assigned personnel are directed to familiarize themselves with their duties and responsibilities associated with their assignments.

b. Boards/committees shall keep minutes from each meeting and forward these to the Commanding Officer for review and approval.

c. Changes and/or deletions desired by directors shall be submitted to the Director of Administration. Changes shall be submitted by return of an annotated copy of enclosures (1) or (2).

d. The Director of Administration will maintain and publish, at regular intervals, an up-to-date master listing of collateral duty assignments.

4. Cancellation Contingency. This notice will remain in effect until canceled by another notice of the same subject.



C. M. OLINGER  
Chief of Staff

Distribution: (NSTCINST 5216.1B)  
List 4

**Collateral Duty Assignments**

Alcohol and Drug Control Officer	LT Jason Gamble
Anti-Terrorism Force Protection	LT Jason Gamble
Assist Site Manager	Mr. Kevin DuBose
Building Energy Monitor/Energy Conservation Board Rep	Mr. Howard Carabello
Career Development Board	CMDCM Leon Walker NCCS Gene Garland
Command Career Counselor	NCCS Gene Garland
Command Career Development Team	RDML David F. Steindl CAPT C. M. Olinger CMDCM Leon Walker NCCS Gene Garland DH/N-code as required CPOs as required
Combined Federal Campaign Coordinator	LT Eric Marquardt
Command Evaluation (CE) Officer and Managers' Internal Control Program (MICP) Coordinator	Ms. Judith Goldsmith
Command Financial Advisor	NCCS Gene Garland
Command Fitness Leader/Fitness Enhancement Program Coordinator	CS1 Ryan Swan LT Pierce Murray
Command Fitness Leader/Fitness Enhancement Program Assistant/HQ	YN2 Camille May
Command Fitness Leader/Fitness Enhancement Program Assistant/OD	LT Matthew Hoffman
Command Indoctrination Coordinator	Mr. Michael Prelich
Command Managed Equal Opportunity Officer	LT Tanisha Thorpe
Command Ombudsman	Ms. Melissa Brennick
Command Pass Coordinator (CPC)	Ms. Barbara Larison

Command Sponsor Coordinator	Mr. Michael Prelich
Court Martial Board Member (officer)	LT Jason Gamble
Court Martial Board Member (enlisted)	YNCS George Wooten
Drug and Alcohol Program Advisor	NCCS Gene Garland
Educational Services Officer	NCCS Gene Garland
Equal Opportunity Advisor	YNCS George Wooten
Exceptional Family Member Program	YN2 Camille May
Family Advocacy Program	CMDCM Leon Walker
Family Care Plan Coordinator	YN2 Camille May
Freedom of Information Act/ Privacy Act Program Coordinator	Ms. Georgia Vlahos
Health and Wellness Program Coordinator (Civilian)	Ms. Jami Curtis
Individual Augmentee Coordinator	LCDR Steven Liberty
Indoctrination Trainer	NCCS Gene Garland
Information Systems Security Manager	Mr. Richard Waupoose
Key Custodian	Mr. Howard Carabello
Morale, Welfare, & Recreation (MWR) Representative	YNC George Wooten/ YN2 Camille May
Navy-Marine Corps Relief Society Command Representative	As Assigned
Navy Family Accountability and Assessment System/HQ	Mr. Michael Prelich
Navy Family Accountability and Assessment System/OD	Ms. Marjorie McIntyre
Physical Readiness Control Officer	YNCS Matthew Brennick
Postal Officer/Official Mail Control	Mr. Michael Prelich

Officer/Official Mail Manager

Professional Development Training  
Representatives

Ms. Jami Curtis (Exec)  
Ms. Jodi Allen (N1)  
Ms. Mary Snere (N4/6)  
Ms. Machel Ferry (N3/5/7)  
Ms. Jean Medina (N8)  
Ms. Leah Wimberley (N9)  
Mr. Kevin King (OGC)  
Mr. Dustan Bourke (PAO)  
LCDR Todd Russell (OD)  
LCDR Kevin Anderson (OTCN)  
Mr. Mike Henderson (CD)  
Mr. Kevin Dubose (IG)

Records Disposal Administration

Mr. Michael Prelich

Safety Officer

Mr. Dale Ault

Security Manager

Mr. Michael Prelich

Senior Watch Officer

LCDR Steve Liberty

Sexual Assault Prevention &  
Response (SAPR)

LT Tanisha Thorpe

Suicide Prevention Officer

CAPT Carlos Ortiz

Total Force Manpower Management  
System Coordinator

Ms. Glenda Baker

Training Coordinator

NCCS Gene Garland

Training Coordinator (Ass't)

CS1 Ryan Swan

Training Coordinator (OD)

LCDR Todd Russell

Transition Assistance Management  
Program Officer

NCCS Gene Garland

Urinalysis Coordinator

LT Eric Marquardt

Veterans Affairs Representative

CAPT C. M. Olinger

Victims Witness Assistance  
Coordinator

LT Pierce Murray

Voting Assistance Officer

LT Matthew Comer

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**Boards and Committees Assignments**

<b>Bluejacket/Junior/Senior Sailor of the Quarter/Year Program</b>	Ref: NSTCINST 1700.1B/1700.2C
CPO Mess	As assigned by CMDCM
<b>Civilian of the Quarter/Year Program</b>	Ref: NSTCINST 12451.1B
CoS (Chairperson) NSTC Department Heads	
<b>Command Assessment Team (CAT)</b> CAPT Caroline Olinger (CoS) LT Tanisha Thorpe (CMEO) YNCS George Wooten (EOA) CMDCM Leon Walker Mr. Michael Prelich NCCS Gene Garland Ms. Georgia Vlahos Ms. Mary Snere Mr. Todd Willebrand LCDR Todd Russell Mr. Dave Lasure Mrs. Teresa Casey	Ref: OPNAVINST 5354.1F
<b>Command Retention Team</b> CMDCM Leon Walker NCCS Gene Garland	Ref: OPNAVINST 1040.11
<b>Command Training Team</b> LT Tanisha Thorpe (CMEO) (SAPR) Mr. Michael Prelich (CTTI) NCCS Gene Garland (CCC) & (DAPA)	Ref: OPNAVINST 5354.1F

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