DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

Canc frp: MAR04

IN REPLY REFER TO:
NETPDTCNOTE 5420
N831
22 JUL 2003

NETPDTC NOTICE 5420

Subj: **BOARDS, COMMITTEES, AND COLLATERAL DUTIES**

Encl: (1) List of Boards and Committees
(2) List of Collateral Duties
(3) Alphabetical Index of Duties

1. **Purpose**. To publish a list of NETPDTC personnel assigned to boards, committees, and collateral duties.

2. **Action**. Applicable personnel will keep apprised of duties assigned and become familiar with procedures necessary for the proper execution of these duties. Members appointed to boards, committees, and collateral duties as indicated in enclosures (1) and (2) will fulfill assignments for the duration of their tours of duty or until properly relieved. Chairpersons of the various committees and boards are responsible for submitting written notification to NETPDTC Central Administrative Services (011) and Military Services Office (MSO) immediately when membership changes.

3. **Cancellation Contingency**. Upon issuance of a new notice of the same subject.

JOHN MAITNER
By direction

Distribution: (NETPDTCINST 5216.1G)
Lists I, IA, & II

Web Access: MAIN INDEX
https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf

BOARDS BOARDS BOARDS BOARDS BOARDS BOARDS

AWARDS BOARD
Executive Officer
Command Master Chief, OOE
YNC DeJesus, N343
(Ref: SECNAVINST 1650.1G)

COMMAND MANAGED EQUAL OPPORTUNITY BOARD
(Ref: OPNAVINST 5354.1E)

⇨⇨**Command Assessment Team**
Executive Officer,
Chairperson
CDR Frusti, 00G
Command Master Chief, OOE
CMEO Coordinator:
STGCS Traylor, N342,
Cat Coordinator:
ASC Jefferson, N344,
ACCS Millard, N344
CTT Coordinator
AOC Brown, N344
CTOCM McKim, N341
LNCS Daniel, N343
MMC Dodson, N342
(Ref: OPNAVINST 5354.1E)

⇨⇨**Command Training Team**
ACCS Millard CTT Coord, N343
YNC DeJesus, N343
ASC Devack, N344
(Ref: OPNAVINST 5354.1E)

NAVY EXCHANGE/COMMISSARY STORE ADVISORY BOARD
SHC Timmons, N343
(Ref: NASPINST 5420.10H)

NETC COURT MARTIAL ASSIGNMENT BOARD
04 or above. Assigned by ltr on quarterly rotating basis.
(Ref: CNETINST 5813.1D)

OFFICER PROGRAM SCREENING BOARD
Executive Officer
CWO3 Nonnenmocher, N341
(Ref: BUPERSINST 1131.1A)

PROFESSIONAL DEVELOPMENT BOARD
Command Master Chief, OOE
Command Career Counselor, OOR
Code LCPO Rep
(Ref: CNETINST 1040.5)

CAPTAIN'S CUP COORDINATOR
EMCS Sorrentini, N342
Kim Coles, N2A4
Command Master Chief, OOE
Code Reps
(Ref: NETPDTCINST 1710.1A)

CAREER INFORMATION TEAM
Commanding Officer
Executive Officer
Command Master Chief, OOE
Command Career Counselor, OOR
CTRCS Davis, N341
AWCS Odom, N35
AOC Brown, N344
NCC Pappas, N343
MMC Deeb, N345
EMCS Sorrentini, N342
(Ref: Appointed by CO)

QUALITY OF LIFE ADVISORY COMMITTEE
Chairperson, MMCS Dodson, N342
Cochair, Chrissy Wagner, N822
Secretary, Dallas Hansen, N342
Co-Treasurers, Jon Tisler, N712
Co-Treasurers, Lee Bateman, N2
Legal Asst, LNCS Daniel, N343
Gloria Taylor, N8111
Emma Griffin, N62
ENC Jones, N345
ENC Shannon, N345
Mellody Donaldson, N812
Ace Dubose, N2A5
Paula Florenzano, N72
Carla Lee, N331
Karen Nightengale, N331
FCCS Schack, N342
(Ref: NETPDTCINST 1710.3B)

COLLATERAL DUTIES COLLATERAL DUTIES COLLATERAL DUTIES

ACTIVITY CIVILIAN CASUALTY ASSISTANCE OFFICER (ACCAO)
Jim Dewater, OOC (P)
Jane Reich, N3101 (A)
NETPDTCINST 12790.1B

ANTITERRORISM TRAINING OFFICER
LT Henderson, N34
MACS Massey, N343
(Ref: Appointed by CO)

BLOOD DRIVE COORDINATOR
EAC Daniels, N345
(Ref: Appointed by CO)

CAREER COUNSELOR
NCC Ferguson, OOR
(Ref: CNETINST 1040.4A)

CASUALTY ASSISTANCE CALLS OFFICER
NCC Pappas, N343 (P)
ABHC Beville, N344 (A)
AZC Trautmann, N344 (A)
(Ref: NMPCINST 1770.3)

COMMAND ETHICS, INTEGRITY AND EFFICIENCY PROGRAM COORD
Jim Dewater, (OOC)
NETPDTCINST 5430.1

COMBINED FEDERAL CAMPAIGN
LNCS Daniel, N343 (P)
MMCS Dodson, N341 (A)
LT Henderson, N34
(Ref: Appointed annually by the Commanding Officer)

COMMAND COMMUNICATIONS OFFICER
Rich Andres, 011
(Ref: Appointed by XO)

COMMAND ENERGY CONSERVATION OFFICER
ITC Evans, N342
(Ref: Appointed by CO)

COMMAND HOTLINE COORDINATOR
Jim Dewater, OOC
(Ref: NETPDTCINST 5370.1)

COMMAND INDOCTRINATION COORDINATOR
Executive Officer;
ACCS Millard, N344
(Ref: OPNAVINST 5351.1)

COMMAND MANAGED EQUAL OPPORTUNITY/PREVENTION OF SEXUAL HARASSMENT COORDINATOR (MILITARY)
STGCS Traylor, N342 (P)
ASC Jefferson, N344 (A)
(Ref: SECNAVINST 5300.26C)

COMMAND MASTER CHIEF
AVCM Sanders, 00E
(Ref: OPNAVINST 1306.2D)

COMMUNITY SERVICE
Partnership-In-Education Coordinator, MTCS Davies, N342 (Longleaf Elementary)
(Ref: OPNAVINST 5350.6B)

COMMAND SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM COORDINATOR
AGCS McHaley, N344 (P)
ASC Jefferson, N344 (A)
(Ref: SECNAVINST 1752.4)

DISASTER PREPAREDNESS COORDINATOR
GSEC Johnson, N345(P)
MACS Massey, N343 (A)
(Ref: OPNAVINST 3440.16C)

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DRUG ALCOHOL PROGRAM ADVISOR (DAPA)
ETC Goble, N342 (P)
AMCS Franks, N345 (A)
(Ref: OPNAVINST 5350.4C)

DRUG-FREE WORKPLACE PROGRAM COORDINATOR (CIVILIAN)
Candice Rice, N2A2
(Ref: OPNAVINST 5355.4)

EQUAL EMPLOYMENT OPPORTUNITY OFFICER
Commanding Officer
(Ref: CNETINST 12713.9A)

ESCAMBIA COUNTY EMERGENCY NAVY LIAISON
ENC Jones, N345 (P)
AGCS McHaley, N344 (A)

EXAMINING BOARD MEMBER PSD NAS PENSACOLA
CWO3 Nonnenmocher, N34
(Ref: BUPERSINST 1430.16D)

FACILITIES COORDINATOR
BMC Phillips, 00E1 (P)
ETC Sanschargrin, N344, (A)

FAMILY SERVICE/ADVOCACY LIAISON OFFICER
CUCM Harris, N345
(Ref: OPNAVINST 1754.1A)

FINANCIAL SPECIALIST/COUNSELOR
AMC Davenport, N344 (P)
CTIC Easterlin, N341 (A)
(Ref: OPNAVINST 1740.5A)

FIRE MARSHALL
EMCS Sorrentini, N342 (P)
BMC Phillips, OOE (A)
(Ref: Appointed by CO)

FORMS CONTROL OFFICER
Frank Ellsworth, 011 (P)
Rich Andres, 011 (A)
(Ref: Appointed by XO)

FREEDOM OF INFO ACT COORD
Jim Dewater, OOC
SECNAVINST 5720.42F

HEALTH CONSUMER COUNCIL REP.
HMCM Hopkins, N343
(Ref: BUMEDMINST 6010.16)

HOUSING LIAISON OFFICER
DMC Crooke, N343
(Ref: Appointed by CO)

INCENTIVE AWARDS OFFICER
Executive Officer
(Ref: CPI 451)

INFORMATION SYSTEM SECURITY MANAGER
Mr. Ron Schmidt, N6
(Ref: CNETINST 5239.1B)

KEY CUSTODIANS - DEPARTMENTS
Rick Cusimano-N2, MRC Martin-N3, Mary Lou Leady-N6, Hannah Eaton-N7, Jennifer Kennedy-N8
(Ref: OPNAVINST 5530.14C)

LEGAL REPRESENTATIVE
LNCS Daniel, N343
(Ref: Appointed by CO)

CWR Rep.
Terry Clark, N812

NAVY AND MARINE CORPS RELIEF FUND DRIVE COORDINATOR
LNCS Daniel, N343
(Ref: SECNAVINST 5760.14C)

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NAVY AND MARINE CORPS RELIEF FUND DRIVE COORDINATOR
LNCS Daniel, N343
(Ref: SECNAVINST 5760.14C)

NAVY BALL
MSC Roberts, N343
(Ref: Appointed by CO)

NAVY RIGHTS AND RESPONSIBILITIES COORDINATOR
SKCS Rainey, N343
(Ref: OPNAVINST 5354.1E)

NEAS BRIEF COORDINATOR
MMC Medley, N342 (P)
PNCS Seilhymer, N343 (A)

NAVAL WARFARE PUBLICATIONS (NWP) CONTROL OFFICER
Roy Japzon, LLRC - (N8323)
(Ref: Appointed by CO)

OFFICIAL MAIL MANAGER
NCC Pappas, N343 (P)
RPCS Velasco, N343 (A)
MSC Robert, N343 (A)
OPNAVINST 6110.1G

PASS LIAISON REPRESENTATIVE
PNCS Seilhymer, N343 (P)
NCC Pappas, N343 (A)
(Ref: OPNAVINST 1000.23B)

PHYSICAL FITNESS COORDINATOR
RPCS Velasco, N343
ABHC Beville, N344
(Ref: OPNAVINST 6110.1G)

PHYSICAL SECURITY
LT Henderson, N34
MACS Massey, N343

PRIVACY ACT COORDINATOR
Jim Dewater, OOC
(Ref: SECNAVINST 5211.5D)

PUBLIC AFFAIRS ASSISTANT
LTJG Eifert, N35
JOCS Gagne, N343
(Ref: SECNAVINST 5720.44A

RED CROSS SHELTER MANAGER
LNCS Daniel, N343

REPROGRAPHICS LIAISON REPRESENTATIVE
Kathy Collins, N8613 (P)
Denise Davis, N86S (A)
(Ref: NAVPUBINST 5600.44D)

SAFETY OFFICER
ETC Sanschargrin, N344 (P)
CEC Milletary, N345 (A)
(Ref: OPNAVINST 5100.23F)

SAVINGS BONDS COORDINATOR
RP1 Moreno, OOG
(Ref: SECNAVINST 5120.3H)

COMMAND SECURITY MANAGER
CWO3 Nonnenmocher, N341
(Ref: SECNAVINST 5510.30A)

SENIOR WATCH OFFICER
ISCS McDorman, N342
(Ref: NETPDTCINST 1601.1B)

SUICIDE PREVENTION REPRESENTATIVE
AZC Trautmann, N344
(Ref: CNETINST 1720.2)

TAX ASSISTANCE OFFICER
EMC Sangalang, N345
MMC Lopez, N741
(Ref: IRS Pub 678-M)

TOP SECRET CONTROL OFFICER
CTACS Conti, N341
(Ref: OPNAVINST 3120.32C)

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TRAINING OFFICER
CTIC Easterlin, N341 (P)
ETCS Clausen, N342 (A)
Victoria Knight, N832
(Ref: Appointed by CO)

URINALYSIS SCREENING COORDINATOR
MACS Massey, N343 (P)
SHC Timmons, N343 (A)
(Ref: OPNAVINST 5350.4C)

VOTING OFFICER
FCCS Schack, N342(P)
(Ref: MILPERSMAN 1742.010)

WARDROOM MESS TREASURE
LT Henderson, N34
(Ref: NETPDTC Officer Wardroom Bylaws)

WATCH BILL COORDINATOR
ISCS McDorman, N342 (CDO)
(Ref: NETPDTCINST 1601.1B)

WATCH BILL REPRESENTATIVES
CTMCM Lamontagne, N341
STGCM Nickel, N342
SKCM Harmon, N343
PRCM Deel, N344
CUCM Harris, N345
MMC Lopez, N35
(Ref: NETPDTCINST 1601.1B)

ZONE INSPECTION COORDINATOR
BMC Phillips, OOE (P)
ETC Sanschargrin, N344 (A)

ALPHABETICAL LISTING

DUTY/ASSIGNMENT	RESPONSIBLE PARTY
Activity Civilian Casualty Assistance Officer (ACCAO)	Jim Dewater (OOC) (P), Jane Reich (N3101) (A)
Antiterrorism Training Officer	LT Henderson (N34), MAC Massey (N343)
Awards Board	XO, CMC, YNC DeJesus (N343)
Blood Drive Coordinator	EAC Daniels (N345)
Captain's Cup Coordinator	EMCS Sorrentini (N342), Kim Coles (N2A4), CMC, Code Reps
Career Counselor	NCC Ferguson (OOR)
Career Information Team	CO, XO, CMC, OOR, CTRCS Davis (N341), AWCS Odom (N35), AOC Brown (N344), NCC Pappas (N343), MMC Deeb (N345), EMCS Sorrentini (N343)
Casualty Assistance Calls Officer (CACO)	NCC Papas, N343 (P), ABHC Bebille (N344) (A), AZC Trautman (N344) (A)
CMEO/POSH Coordinator	STGCS Traylor (N342) (P), ASC Jefferson (N344 (A)
Command Assessment Team (CAT)	XO
Command Communications/Message Officer	Rich Andres (011)
Command Energy Conservation Officer	ITC Evans (N342)
Command Ethics, Integrity and Efficiency Program Coord	Jim Dewater (OOC)
Command Federal Campaign (CFC)	LNCS Daniel (N343) (P), MMCS Dodson (N341) (A), LT Henderson (N34)
Command Indoctrination Officer	XO; ACCS Millard (N344)
Command Master Chief	AVCM Sanders (OOE)
Command Sexual Assault Victim Intervention (SAVI) Coord	AGCS McHaley (N344) (P), ASC Jefferson (N344) (A)
Command Training Team	ACCS Millard (N343) (P), YNC DeJesus (N343), ASC Devack (N344)
CWR Rep	Terry Clark (N812)
Disaster Preparedness Coordinator	GSEC Johnson (N345) (P), MACS Massey (N343) (A)
Drug Alcohol Program Advisor (DAPA)	ETC Goble (N342) (P), AMCS Franks (N344) (A)
Drug-Free Workplace Program Coordinator (Civ)	Candice Rice (N2A2)
Equal Employment Opportunity Officer	CO
Escambia County Emergency Navy Liaison	ENC Jones (N345) (P), AGCS McHaley (N344) (A)
Examining Board Member PSD NASP	CWO3 Nonnenmocher (N341)
Facilities Coordinator	BMC Phillips (OOE1)
Family Service/Advocacy Liaison Officer	CUCM Harris (N345)
Financial Specialist/Counselor	AMC Davenport (N344) (P), CTIC Easterlin (N341) (A)
Fire Marshall	EMCS Sorrentini (N342) (P), BMC Phillips (OOE) (A)
Forms Control Officer	Frank Ellsworth (011) (P), Rich Andres (011) (A)
Freedom of Information Act Coordinator	Jim Dewater (OOC)
Health Consumer Council Representative	HMCM Hopkins (N343)

DUTY/ASSIGNMENT	RESPONSIBLE PARTY
Housing Liaison Officer	DMC Crooke (N343)
Incentive Awards Officer	XO
Information Systems Security Manager	Ron Schmidt (N6)
Key Custodians - Departmental	Rick Cusimano-N2 (N2A2), MRC Martin-N3 (N345), John Thayer (N6261), Jane Zealor (N7), Marie Goss-N8 (N81)
Legal Assistant/Representative	LNCS Daniel (N343)
Naval Warfare Publication (NWP) Control Officer	Roy Japzon (N8323)
Navy Ball Representative	MSC Robert (N343)
Navy Exchange/Commissary Store Advisory Board	SHC Timmons (N343)
Navy Rights and Responsibilities Coordinator	SKCS Rainey (N343)
Navy/Marine Corps Relief Fund Drive Coordinator	LNCS Daniel (N343)
NEAS Brief Coord	MMC Medley (N342) (P), PNCS Seilhymer (N342) (A)
NETC Court Martial Assignment Board	O4 and above – assigned by XO
NETPDTC Hotline Coord	Jim Dewater (OOC)
Officer Program Screening Board	XO, CWO3 Nonnenmocher (N341)
Official Mail Manager	NCC Pappas (N343) (P), RPCS Velasco (N343) (A), MSC Robert (N343) (A)
Partnership-in-Education Coordinator (Longleaf)	MTCS Davies (N342)
PASS Liaison Representative	PNCS Seilhymer (N343) (P), NCC Pappas (N342) (A)
Physical Fitness Coordinator	RPCS Velasco (N343) (P), ABHC Beville (N344) (A)
Physical Security	LT Henderson (N34), MACS Massey (N343)
Privacy Act Coordinator	Jim Dewater (OOC)
Professional Development Board	CMC, Command Career Counselor (OOR), Code LCPO Reps
Public Affairs Assistant	LTJG Eifert (N35), JOCS Gagne (N343)
Quality of Life Advisory Committee	MMC Dodson (N342) (Chairperson)
Red Cross Shelter Manager	LNCS Daniel (N343)
Reprographics Liaison Representative	Kathy Collins (N8612) (P), Denise Davis (N865) (A)
Safety Officer	ETC Sanschargrin (N344), UTC Coney (N345)
Savings Bond Coordinator	RP1 Moreno (OOG)
Security Manager	CWO3 Nonnenmocher (N341)
Senior Watch Officer	ISCS McDorman (N342)
Suicide Prevention Representative	AZC Trautman (N344)
Tax Assistance Officer	EMC Sangalang (N345), MMC Lopez (N741)
Top Secret Control Officer	CTACS Conti (N341)
Training Officer	CTIC Easterlin (N341) (P), ETCS Clausen (N342) (A), Victoria Knight (N832) (A)

DUTY/ASSIGNMENT	RESPONSIBLE PARTY
Urinalysis Screening Coordinator	MACS Massey (N343) (P), SHC Timmons (N343)
Voting Officer	FCCS Schack (N342)
Wardroom Mess Treasurer	LT Henderson, (N34)
Watch Bill Coordinator	ISCS McDorman, (N342)
Watch Bill Representatives	CTMCM Lamontagne (N341), STGCM Nickel (N342), SKCM Harmon (N343), PRCM Deel (N344), CUCM Harris (N345), MMC Lopez (N35)
Zone Inspection Coordinator	BMC Phillips (OOE1) (P), ETC Sanschargrin (N344) (A)