



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

Canc frp: OCT 13

CNATRANOTE 1301

N1

9 Nov 12

CNATRA NOTICE 1301

Subj: BOARDS, COMMITTEES, COLLATERAL DUTY ASSIGNMENTS

Encl: (1) Boards, Committees and Collateral Duty Assignments

1. Purpose. To publish a listing of boards, committees, collateral duties, for personnel attached to Chief of Naval Air Training (CNATRA) staff.

2. Action. All personnel listed in enclosure (1) shall perform their assigned duties and inform the Administrative Officer (N11) of any changes thereto. Additionally, each department is to ensure that when the incumbent departs a competent relief is assigned.

3. Cancellation contingency. This notice is cancelled upon receipt of a revised 1301 notice.

C. HOLLINGSWORTH
Chief of Staff

Distribution:
CNATRA Web Site

BOARDS, COMMITTEES AND COLLATERAL DUTY ASSIGNMENTS

Alcohol and Drug Correspondence Officers (CNAFINST 5350.1) Assistant	LT Reel AWRC Seek YN1 Bellew
Anti-Terrorism Officer (DoD Directive 2000.12)	LCDR Hunter
Building Monitor/Facilities (NASCCINST 11019.2B) Emergency Assistant Front Office Assistant N1 Assistant PAO Assistant N3 Assistant N4 Assistant N7 Assistant N8, Assistant Legal Assistant Reserve Assistant	Mr. Scruggs MN1 Lewis SWO and CDO Flag Writer Ms. Lund Mr. Stewart Ms. Borges Ms. Alvarez Ms. Murphy Ms. Williams Ms. Penn YN1 Bellew
Career Counselor	NACC
Career Development Board (OPNAVINST 1040.11) POC	NACC SEL
Casualty Assistance Calls Officer (CACO) Assistant (OPNAVINST 1770.1)	LCDR Breitenfeld YN1 Hollinger
Civilian EEO (SECNAVINST 5350.16)	Ms. Sousa
Civilian Drug Program (OPNAVINST 5355.4)	Ms. Sousa
Combined Federal Campaign	LT Reel
Command Assessment Team (OPNAVINST 5354.1)	COS SJA (Legal) SEL CMEO Civilian EEO Admin Officer
Command Chief/Senior Enlisted Leader (SEL)	AWRC Seek
Command Evaluation/Audit Program Coord	Mr. Anderson
Command Individual Augmentee Coordinator	Mr. Myers

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Command Indoctrination Coordinator (OPNAVINST 1740.3) Assistant	Mr. Roach Ms. Lund
CMEO (OPNAVINST 5354.1) Assistant	LT Supple YN1 Sheppard
Command Sponsor Coordinator (OPNAVINST 1740.3) Assistant	Mr. Roach Ms. Lund
Command Training Team (OPNAVINST 5354.1) Lead	LCDR Dodd Mr. Anderson SEL
Team Members	CMEO Asst CMEO DAPA/ADCO UPC SAPR CFS SWO CFL Suicide Prev
Debt Management Monitor Assistant	Ms. Morin Ms. Muniz
Drug and Alcohol Program Advisor (DAPA) Coordinator (OPNAVINST 5350.4) Advisor	NACC LT Reel YN1 Bellew
Educational Services Officer POC	Mr. Roach PSD
Emergency Management Coordinator/Disaster Preparedness (CNASTAFFINST 3440.1B) Assistant	Mr. Roach Mr. Ortiz
Equal Employment Opportunity	Ms. Sousa
Exception Family Member Coordinator(OPNAVINST 1754.2)	Mr. Roach
Family Advocacy Program (SECNAVINST 1752.3)	Assigned Dept/ COS/SEL
Family Care Plan Program (OPNAVINST 1754.5)	SEL
Family Readiness Group (FRG) (OPNAVINST 1754.5)	NACC/ Assigned Dept

Enclosure (1)

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Fire Warden	Ground Safety
Freedom of Information/Privacy Act (FOIA) Program Manager (SECNAVINST 5720.42) Inadvertent Release POC	Mr. Laguaite Ms. Penn
General Military Training (GMT) (OPNAVINST 1500.22)	LCDR Dodd
Managers Internal Control (MIC) Program Coordinator Alternate	Mr. Anderson Mr. Ortiz
Managers Internal Control (MIC) Program	
N1 Representative	Mr. Myers
N3 Representative	Mr. Lashua
N4 Representative	Ms. Thompson
N6 Representative	Mr. Armstrong
N7 Representative	CDR Cadena
N8 Representative	Ms. Nitschke
Legal Representative	Ms. Penn
Safety Representative	CDR Green
PAO Representative	LT Supple
Mentoring Program Coordinator Assistant	CDR Hanson YN1 Hollinger
Medical Readiness Coordinator Authorized Medical Dept Rep (AMDR) AMDR	CAPT Reuer SEL CFL
Morale, Welfare & Recreation Committee (OPNAVINST 1700.7D)	
Officer	LCDR Walker
Chairman	SEL
President	YN1Sheppard
Vice President	MN1 Lewis
Secretary	YN1 Hollinger
Front Office Representative, PAO	LT Supple
N1 Representative	YN1 Sheppard
N3 Representative	LCDR Russell
N4 Representative	Mr. Serna
N6 Representative	Ms. Eastmon
N7 Representative	LCDR Walker
N8 Representative	Ms. Morin
Reserve Representative	YN1 Bellew
Safety, Legal	Vacant
Motorcycle Safety Coordinator (OPNAVINST 5100.12)	Ground Safety

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Navy Family Accountability Assessment System (NFASS)	Mr. Roach
Navy Relief Campaign Coordinator	LT Supple
Ombudsman (OPNAVINST 1750.1)	Mrs. Calderon
Personal Financial Management (OPNAVINST 1740.4) Command Financial Specialist	LT Reel
Physical Readiness Program (OPNAVINST 6110.1J) Command Fitness Leader	LCDR Jones AWRC Seek
Sailor of the Year (COMNAVAIRPACINST 1700.6)	SEL
SAPR POC/ Coordinator (OPNAVINST 1752.1) Data Collection Coordinator (DCC) SAVI Liaison SAPR Victim Advocate SAPR Victim Advocate Victim Advocate (VWAP)(SECNAVINST 1752.4A)	LCDR English LCDR English LCDR Murphy LCDR Cazalas LCDR Sowles LCDR Murphy
Security Manager/Physical Security/ Top Secret Control Officer (TSCO) (SECNAV M-5510) Assistant	Mr. Ortiz Mr. Roach
Senior Watch Officer	LCDR Hunter
Suicide Prevention Coordinator (OPNAVINST 1720.4)	YN1 Sheppard
Urinalysis Program Coordinator (Primary) Coordinator/Liaison (Primary) Assistant	NHCC LCDR Walker YN1 Hollinger
Voting Officer (OPNAVINST 1742.1)	LCDR Murphy

Enclosure (1)