



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

Canc frp: Sep 16

CNATRANOTE 1301  
N11  
17 Mar 16

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 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.

D. M. EDGECOMB  
Chief of Staff

Distribution:  
CNATRA SharePoint  
CNATRA Website

BOARDS, COMMITTEES AND COLLATERAL DUTY ASSIGNMENTS

<u>DUTY</u>	<u>INCUMBENT</u>	<u>PRD</u>
Alcohol and Drug Correspondence Officers Assistant (COMNAVAIRFORINST 5350.1)	LCDR McNally YNC Dejong	Mar 16 Oct 17
Anti-Terrorism/Physical Security Officer (DoD Directive 2000.12)	LCDR Huebner	Jun 17
HQ Building Monitor/Facilities (NASCCINST 11019.2B) NATRACOM Facilities Emergency Assistant N00/N1 Assistant N00D Legal Assistant N00P Assistant N00R Assistant N3 Assistant N4 Assistant N6 Assistant N7 Assistant N8 Assistant	CS2 Mahoney/Mr. Ortiz Mr. Scuggs SWO, CDO Mr. Ivey Ms. Penn Ms. Brown YNC Dejong AWSC Horton Ms. Alvarez Mr. Cyr Ms. Patterson Ms. Difiore	Dec 16         Oct 17 Aug 17
Career Counselor POC	NASCC CC AWSC Horton	Aug 17
Career Development Board (OPNAVINST 1040.11) POC	NASCC CC AWSC Horton	Aug 17

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DUTY

Casualty Assistance Calls Officer (CACO)  
(OPNAVINST 1770.1)

Civilian Equal Employment Opportunity EEO  
(SECNAVINST 5350.16)

Combined Federal Campaign

Command Assessment Team (OPNAVINST 5354.1)

Command Evaluation/Audit Program Coord

Command Individual Augmentee Coordinator

Command Indoctrination Coordinator (OPNAVINST 1740.3)  
Assistant

INCUMBENT

CDR Toscano

Mr. Quinn  
Ms. Sousa  
Mr. Ortiz  
Ms. Owens  
PACFLT Team (Ms. Mesch)

LCDR Schwerdtfeger

COS  
SJA (Legal)  
CMEO  
EA/Admin Officer  
Civilian EEO  
Admin Officer  
AWSC Horton

Mr. Ortiz

Mr. Myers

Mr. Ivey  
Mr. Roach

PRD

Jun 19

Apr 17

Aug 17

Enclosure (1)

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DUTY

CMEO (OPNAVINST 5354.1)

Command Sponsor Coordinator (OPNAVINST 1740.3)  
Assistant

Command Training Team (OPNAVINST 5354.1)  
Lead  
Team Members

Debt Management Monitor-Primary  
Alternate

Drug and Alcohol Program Advisor (DAPA)  
Officer (OPNAVINST 5350.4)  
POC

INCUMBENT

LTJG Feaster

Mr. Ivey  
Mr. Roach

Maj O'Connor  
CMEO  
Mr. Ortiz  
Senior Enlisted  
Mrs. Owens  
GMT  
DAPA/ADCO  
UPC  
SAPR  
CFS  
SWO  
CFL  
Indoc Coordinator  
Suicide Prev  
Ground Safety

Ms. Morin  
Ms. Muniz

NAS CC  
LCDR McNeill  
YNC Dejong

PRD  
Oct 18

Jul 16

Jul 17  
Oct 17

Enclosure (1)

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DUTY

Educational Services Officer  
POC

INCUMBENT

NAS CC PSD  
Mr. Roach

PRD

Emergency Management Coordinator/Disaster  
Preparedness (CNASTAFFINST 3440.1D)  
Assistant

Mr. Roach  
Mr. Ortiz

Exceptional Family Member Coordinator  
(OPNAVINST 1754.2)

Mr. Roach

Government Service Authority Vehicle Representative  
Asst

CS2 Mahoney  
YN1 Lizcano

Dec 16  
Oct 16

Family Advocacy Program (SECNAVINST 1752.3)

NAS CC  
COS  
CDR Tiefenbach

Nov 17

Family Readiness Group (FRG) (OPNAVINST 1754.5)

NAS CC  
COS  
CDR Brady

Oct 16

Fire Warden

Ground Safety

Enclosure (1)

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DUTY

Freedom of Information Act (FOIA)  
Program Manager (SECNAVINST 5720.42F)

Privacy Act Program Manager  
(CNATRAININST 5211.1A)

General Military Training (GMT)  
(OPNAVINST 1500.22)

Ground Safety

Key Control Officer  
POC  
Custodian

Managers Internal Control (MIC) Program Coordinator  
Alternate

Managers Internal Control (MIC) Program

N1 Representative  
N3 Representative  
N4 Representative  
N6 Representative  
N7 Representative  
N8 Representative  
Legal Representative  
Safety Representative  
PAO Representative  
NATRACOM Facilities

INCUMBENT

Ms. Penn

Ms. Penn

LCDR Henderson

Mr. Watson

Facilities  
Facilities Department Rep  
SWO

Mr. Ortiz  
Mr. Roach

Mr. Ortiz/Mr. Roach

Mr. Lashua

Ms. Pena

Mr. Armstrong

LCDR Dodd

Ms. Nitschke

Ms. Penn

CDR Vega

LTJG Feaster

Mr. Scruggs

Jan 18

Dec 17

Jun 17

OCT 18

Enclosure (1)

<u>DUTY</u>	<u>INCUMBENT</u>	<u>PRD</u>
Medical Readiness Coordinator	CDR Agerton	Jan 18
Morale, Welfare & Recreation Committee (OPNAVINST 1700.7D)		
Officer	CDR Pratt	Apr 17
President	Ms. Smith	
Vice President	Ms. Montoya	
Chairman	AWSC Horton	Aug 17
Secretary	Ms. Pinkard	
Treasurer	Mr. Watson	
Front Office Representative	YN2 McKinley	Sep 17
PAO	LTJG Feaster	Oct 18
N1 Representative	Mr. Ivey	
N3 Representative	AWSC Horton	Aug 17
N4 Representative	Mrs. Montoya	
N6 Representative	Ms. Bullock	
Legal	LCDR Hullihan	Jun 17
N7 Representative	Ms. Smith	
N8 Representative	Mr. Watson	
Reserve Representative	YNC Dejong	Oct 17
Safety	Mr. Watson	
Motorcycle Safety Representative (OPNAVINST 5100.12)	Ground Safety	
Navy Family Accountability Assessment System (NFASS)	Mr. Roach Mr. Ortiz	
Navy Relief Campaign Coordinator	LT Selk	Jul 16
Official Mail Manager	Mr. Ivey	
Mail Clerk	Mr. Ivey	
Mail Clerk	YN1 Lizcano	Oct 16

Enclosure (1)

DUTY

Ombudsman (OPNAVINST 1750.1)  
Home: 361-239-8433  
Ombudsman Phone Line 361-239-8433 (all hands)  
NASCCOmbudsman@gmail.com

Operational Risk Management (ORM - OPNAVINST 3500.39C)  
Command ORM Manager  
ORM Assistant

Personal Financial Management (OPNAVINST 1740.4)  
Command Financial Specialist

Physical Readiness Program (OPNAVINST 6110.1J)  
Physical Readiness Program Officer  
Command Fitness Leader

Protocol Officer (OPNAVINST 1710.7A)  
EA/Administrative Officer  
Asst

Recreational and Off-Duty Safety Program Manager  
(OPNAVINST 5100.25B)

Sailor of the Year (COMNAVAIRPACINST 1700.6)

SAPR POC/ Coordinator (OPNAVINST 1752.1)

SAPR Victim Advocate  
Victim Advocate (VWAP)(SECNAVINST 1752.4A)

INCUMBENT

Mrs. Nancy Theus

COS  
ACOS Safety

CDR Silbernagel

LT Gaston  
AWSC Horton

LT Schellhorn  
Mr. Ortiz  
YN2 McKinley

Ground Safety

AWSC Horton

LCDR Wynfield

YNC Dejong  
LCDR Hullihan

PRD

Jan 18

Jul 17  
Aug 17

Sep 17  
Sep 17

Aug 17

Feb 17

Oct 17  
Jun 17

Enclosure (1)

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DUTY

Security Manager /  
Top Secret Control Officer (TSCO) (SECNAV M-5510)  
Assistant

Senior Watch Officer  
Enlisted Watchbill Coordinator

Suicide Prevention Coordinator (OPNAVINST 1720.4)

Traffic Safety Coordinator (OPNAVINST 5100.12J)

Urinalysis Program Coordinator (Primary)  
Coordinator/Liaison (Primary)  
Coordinator/Liaison (Alternate)  
Assistant

Voting Officer (OPNAVINST 1742.1)

Wardroom Treasurer

INCUMBENT

Mr. Ortiz  
Mr. Roach

LCDR Huebner  
AWSC Horton

CDR Agerton

Ground Safety

NHCCC  
LCDR Chandler  
Mr. Ortiz  
YN1 Lizcano

LCDR Hullihan

LT Gaston

PRD

Mar 16  
Aug 17

Jan 18

Aug 16

Oct 16

Jun 17

Jul 17

Enclosure (1)