



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

Canc frp: Oct 17

CNATRANOTE 1301

N1

31 Oct 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)	CPO Dejong LCDR Carpenter	Oct 17 Jul 18
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	PO2 Mahoney/Mr. Ortiz Mr. Scuggs SWO, CDO Mr. Ivey Ms. Penn Ms. Brown CPO Dejong CPO Horton Ms. Alvarez Mr. Cyr Ms. Patterson Ms. Difiore	Dec 16         Oct 17 Aug 17
Career Counselor POC	NASCC CC CPO Horton	Aug 17
Career Development Board (OPNAVINST 1040.11) POC	NASCC CC CPO Horton	Aug 17
Casualty Assistance Calls Officer (CACO) (OPNAVINST 1770.1)	CDR Toscano	Jul 17

DUTY

INCUMBENT

PRD

Combined Federal Campaign	LCDR Schwerdtfeger	Apr 17
Command Assessment Team (OPNAVINST 5354.1)	COS SJA (Legal) CMEO Admin Officer Civilian EEO CPO Horton	Aug 17
Command Evaluation/Audit Program Coord	Mr. Ortiz	
Command Individual Augmentee Coordinator	Mr. Myers	
Command Indoctrination Coordinator (OPNAVINST 1740.3) Assistant	Mr. Ivey Mr. Roach	
Command Sponsor Coordinator (OPNAVINST 1740.3) Assistant	Mr. Ivey Mr. Roach	
CMEO (OPNAVINST 5354.1)	LTJG Feaster	Oct 18
Debt Management Monitor-Primary Alternate	Ms. Morin Ms. Muniz	

DUTY

INCUMBENT

PRD

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

NAS CC  
LCDR Carpenter  
CPO Dejong

Jul 18  
Oct 17

Educational Services Officer  
POC

NAS CC PSD  
Mr. Roach

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

Mr. Roach  
Mr. Ortiz

Exceptional Family Member Coordinator  
(OPNAVINST 1754.2)

Mr. Roach

Government Service Authority Vehicle Representative

PO1 Mahoney

Dec 16

Family Advocacy Program (SECNAVINST 1752.3)

NAS CC  
COS  
CDR Brady

Oct 17

Family Readiness Group (FRG) (OPNAVINST 1754.5)

NAS CC  
COS  
CDR Brady

Oct 17

Fire Warden

Ground Safety  
Mr. Watson

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

Ms. Penn

Enclosure (1)

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DUTY

Privacy Act Program Manager  
(CNATRANINST 5211.1A)

General Military Training (GMT)  
(OPNAVINST 1500.22)

Ground Safety

Key Control Officer

POC  
Custodian  
N3  
N7  
Legal  
N6

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

Medical Readiness Coordinator

INCUMBENT

Ms. Penn

LCDR Henderson

Mr. Watson

Mr. Ortiz  
Facilities Department Rep  
SWO  
Mrs. Lund  
Mr. Miller  
Mrs. Penn  
Mr. Pendleton

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

CDR Agerton

PRD

Jan 18

Dec 17

Jun 17

OCT 18

Jan 18

Enclosure (1)

<u>DUTY</u>	<u>INCUMBENT</u>	<u>PRD</u>
Morale, Welfare & Recreation Committee (OPNAVINST 1700.7D)		
Officer	CDR Pratt	Apr 17
President	Ms. Smith	
Vice President	Ms. Montoya	
Chairman	CPO Horton	Aug 17
Secretary	Ms. Pinkard	
Treasurer	Mr. Watson	
Front Office Representative	PO2 McKinley	Sep 17
PAO	LTJG Feaster	Oct 18
N1 Representative	Mr. Ivey	
N3 Representative	CPO Horton	Aug 17
N4 Representative	Mrs. Montoya	
N6 Representative	Ms. Bullock	
Legal	LCDR Hullihan	Jun 17
N7 Representative	Ms. Smith	
N8 Representative	Ms. Walls	
Reserve Representative	CPO Dejong	Oct 17
Motorcycle Safety Representative (OPNAVINST 5100.12)	Ground Safety	
Navy Family Accountability Assessment System (NFASS)	Mr. Roach Mr. Ortiz	
Navy Relief Campaign Coordinator	LT Sydow	Oct 18
Official Mail Manager	Mr. Ivey	
Mail Clerk	Mr. Ivey	
Mail Clerk	PO2 McKinley	Sep 17

Enclosure (1)

Ombudsman (OPNAVINST 1750.1)	None	
Operational Risk Management (ORM - OPNAVINST 3500.39C) Command ORM Manager ORM Assistant	COS ACOS Safety	
Personal Financial Management (OPNAVINST 1740.4) Command Financial Specialist	CDR Silbernagel	Jan 18
Physical Readiness Program (OPNAVINST 6110.1J) Physical Readiness Program Officer Command Fitness Leader	N3 Rep? CPO Horton	Aug 17
Protocol Officer (OPNAVINST 1710.7A) Administrative Officer Asst	LT Schellhorn Mr. Ortiz PO2 McKinley	Sep 17 Sep 17
Recreational and Off-Duty Safety Program Manager (OPNAVINST 5100.25B)	Ground Safety	
Sailor of the Year (COMNAVAIRPACINST 1700.6)	CPO Horton	Aug 17
SAPR POC/ Coordinator (OPNAVINST 1752.1)  SAPR Victim Advocate Victim Advocate (VWAP)(SECNAVINST 1752.4A)	LCDR Wynfield  CPO Dejong LCDR Hullihan	Feb 17  Oct 17 Jun 17
Security Manager / Top Secret Control Officer (TSCO) (SECNAV M-5510) Assistant	Mr. Ortiz Mr. Roach	

Enclosure (1)

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DUTY

INCUMBENT

PRD

Senior Watch Officer Enlisted Watchbill Coordinator	LCDR Huebner CPO Horton	Mar 16 Aug 17
Suicide Prevention Coordinator (OPNAVINST 1720.4)	CDR Agerton	Jan 18
Traffic Safety Coordinator (OPNAVINST 5100.12J)	Ground Safety	
Urinalysis Program Coordinator (Primary) Coordinator/Liaison (Primary) Coordinator/Liaison (Alternate) Assistant	NHCCC LT Geeseman Mr. Ortiz None	Mar 19
Voting Officer (OPNAVINST 1742.1)	LCDR Hullihan	Jun 17
Wardroom Treasure	LT Geeseman	Mar 19

Enclosure (1)