



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

Canc frp: Mar 16

NAVCRUITDISTNYNOTE 5420
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11 Dec 15

NAVCRUITDIST NEW YORK NOTICE 5420

Subj: ASSIGNMENT OF PRIMARY AND COLLATERAL DUTIES, BOARDS, COUNCILS AND COMMITTEES

Encl: (1) List of Primary Duty Assignments
(2) List of Collateral Duty Assignments
(3) Periodicity and Members of Boards, Councils and Committees

1. Purpose. To publish assignments of primary and collateral duties, and membership of command boards, councils and committees.

2. Action

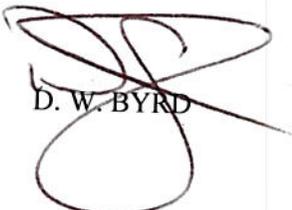
a. Personnel listed in enclosures (1) through (3) shall become familiar with the provisions of directives regarding their specific duties.

b. Personnel reporting for duty will assume the primary duties of the person they are relieving, unless otherwise notified. When personnel are detached without relief, the Executive Officer will recommend realignment of duties to assume coverage and equitable distribution of all required duties.

c. Each individual assigned a primary or collateral duty, and the senior member of each board and committee, shall maintain a turnover file for each assignment. The file must contain the guidance necessary for the incumbent and his/her relief to perform the tasks assigned. Turnover files will be reviewed by both the outgoing and incoming individual. In instances when individuals are relieved, the Department Head and/or the Executive Officer will review the turnover file. In reviewing the turnover file, the reviewing individuals will annotate each review on the first page of the file to include signature, rank, title and date.

d. Department Heads and/or Senior Board Members shall report by memorandum any changes, additions or deletions, as they occur, to the Administrative Officer.

e. This notice directs the same responsibilities as an official designation letter, with exception of those specifically required by other directives. In those instances where oral notification of duties is made pending revision of enclosures (1) through (3), it shall have the same full force and effect.


D. W. BYRD

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PRIMARY DUTY ASSIGNMENTS

<u>TITLE</u>	<u>INDIVIDUAL ASSIGNED</u>	<u>PRD</u>
Commanding Officer	CDR Byrd	MAR 2016
Executive Officer	CDR Sticht	JUL 2017
Command Master Chief	CMDCM(SS/SW) Perez	FEB 2017
Administrative Officer	YNCS(SW/AW) Allen	JUN 2017
Command Trainer	NCC(AW) Quito	MAR 2018
R-OPS	LT Griffith	FEB 2017
Assistant R-OPS	LT Lee	MAY 2017
Chief Recruiter	NCCM(SCW) Gardner	FEB 2017
Chief Recruiter (Officer)	VACANT	
Chief Recruiter (Enlisted)	NCCS(AW) Gray	NOV 2016
Logistics Support Officer	LSC(SW/AW) Lopez	SEP 2016
Education Services Specialist	Dr. Miller	GS-11
Marketing Department Head/Leads	NCC(AW) Butler	MAR 2017
Statistician	Mrs. Bocalino	CTR
Public Affairs Officer	MCC(AW/EXW) Simmons	NOV 2018
Financial Management Analyst (FMA)	Mr. Sheppard	GS-09
NROTC Coordinator	LSC(AW/SW) McCollin	APR 2016
Security Officer	BMC Santiago	SEP 2017

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COLLATERAL DUTY ASSIGNMENTS

Accommodation Check Auditor CACO CACO (Alternate) Command Assessment Team (CAT) Manager	LT Griffith QMC(SW/EXW) Gillard LSC(AW/SW) Kamara HMC(FMF/PJ) Reboya NC1(EXW) Kodra CDR Sticht CMDCM(SS/SW) Perez LT Staub Dr. Melanie Miller NCC(SW/AW) Carolyn Masino Mr. Sheppard YN1(SW/AW) Tara Virgin HMC(FMF/PJ) Reboya LSC(SW/AW) MedinaGarcia	CNRCINST 4400.1 BUPERSINST 1770.3 BUPERSINST 1770.3 OPNAVINST 5354.1
Chairman Members		LEGAL OFFICER
EEO Command Advocates Command Individual Augmentation Coordinator (CIAC) Civilian Personnel Liaison Officer Assistant Civilian Personnel Liaison Officer Command Advisor for Military Apprenticeship Program Command Correspondence Manager Division 1 Career Counselor Division 2 Career Counselor Division 3 Career Counselor Division 4 Career Counselor Division 5 Career Counselor Division 6 Career Counselor Division 7 Career Counselor Division 8 Career Counselor MEPS/HQ/AP Career Counselor CFC Coordinator Command Financial Specialist Command Fitness Coordinator Asst Command Fitness Coordinator Alcohol Detection Device (Primary) (Alternate)	Mrs. Kuncman-Dybicki Ms. Willoughby CMDCM(SS/SW) Perez YNCS(SW/AW) Allen LS1(SW) Tiomico QM2(SW/AW) Lamot ET1(SS) Olvera AOC(AW/SW) Penas EM1(SS) Tonkin NC1(SW/AW) Smith AO1(AW/SW) Taher NCC(SW/AW) Benn NC1(SW) Kortright LSC(AW/SW) McCollin YN1(SW/AW) Virgin CSC(NAC/AW/SCW) Grzelczyk LT Lawson LSC McCollin NCC(IUSS) TorresSandlin BM1(SW) Todd Mrs. Bowen PS1(SW/AW) Almonte CDR Sticht Mr. Howard HMC(FMF/PJ) Reboya NC1(EXW) Kodra NC1 PolancoColon EN1(SW) MartinezCabrera NCC(AW) Quito NCC(IUSS) TorresSandlin NC1 PolancoColon LCDR Younker CSC(SW/AW) Lonergan	OPNAVINST 5354.1 OPNAVINST 1001.24 CNRCINST 5400.2 OPNAVINST 1560.10 SECNAVINST 5216.5 OPNAVINST 1040.6 OPNAVINST 1040.6 SECNAVINST 5340.6 OPNAVINST 1740.5 OPNAVINST 6110.1 OPNAVINST 6110.1 OPNAVINST 5350.8 COMNAVCRUITCOMINST 5350.1 OPNAVINST 1750.1 OPNAVINST 1000.23 OPNAVINST 1306.2 OPNAVINST 5354.1 OPNAVINST 5354.1
USMAPS Coordinator Command Ombudsmen Command PASS Coordinator Command Training Team Chairman Command Volunteer Coordinator CMEO Manager Assistant CMEO Manager CSADD Coordinator CSADD Assistant Coordinator Command MIC-P Manager Command MIC-P Coordinator Delayed Entry Program Coordinator Diversity Officer Drug & Alcohol Program Advisor		OPNAVINST 5354.1 OPNAVINST 5354.1 BUPERSINST 5200.12A COMNAVCRUITINST 5200.1A CNRCINST 1133.6 OPNAVINST 5350.4

Enclosure (2)

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Educational Services Officer (ESO)	LCDR Barker	BUPERSINST 1430.16
Educational Services Officer (Admin)	SHC(SW/AW) Ayala	BUPERSINST 1430.16
Energy/Fuel Conservation	LSC(SW/AW) Lopez	OPNAVINST 4100.5
OPS PQS Training Officer	LT Griffith	CNRCINST 1136.2
NFQT Test Control Officer	LT Griffith	CNRCINST 5400.2
Exceptional Family Member Coordinator	NCC Grove	SECNAVINST 1754.5
Family Advocacy Representative	CMDCM(SS/SW) Perez	OPNAVINST 1752.2
Family Care Plan Coordinator	YNCS(SW/AW) Allen	OPNAVINST 1740.4
FMA	Mr. Sheppard	NAVSUPINST 4200.85
Freedom of Information Act Coordinator	YNCS(AW/SW) Allen	SECNAVINST 5720.42
Force Protection Officer	LT Lee	CNRCINST 3300.1
Force Protection Assistant	NC1(EXW/AW) Amadiz	CNRCINST 3300.1
Government Leased Housing Coordinator	NCCM Gardner	CNRCINST 11101.1
Health Benefits Advisor	LSC(SW) MedinaGarcia	BUMEDINST 6320.72
Immigration Officer	EM1(SW) Awosika	
Indoctrination Coordinator	NCC(AW) Quito	
Information Systems Security Officer	NC1 Polanco	
Legal Clerk	YNCS(SW/AW) Allen	JAGMANINST 5800.7
	YN1(AW/IDW) Castro	
Legal Officer	LT Staub	JAGMANINST 5800.7
License Examiner	Mr. Gonzalez	CNRCINST 5400.2
Mentorship Coordinator	PS1(SW/AW) Almonte	OPNAVINST 1740.3
	NCC Li	
Motorcycle Safety Coordinator	NC1(SW) Kortright	
Morale, Welfare & Recreation	AME1(AW) Matos	
Command Advisor	CMDCM(SS/SW) Perez	BUPERSINST 1710.11
MWR Fund Custodian		
MWR President	GM1(SW) Molloy	NAVSO P-3520
Division 1 MWR Rep	CS1(SW/AW) George	
Division 2 MWR Rep	LS1(SW) Tiomico	BUPERSINST 1710.11
Division 3 MWR Rep	QM2(SW/AW) Lamot	BUPERSINST 1710.11
Division 4 MWR Rep	AME1(AW/SW) Matos	BUPERSINST 1710.11
Division 5 MWR Rep	CS1(SW) Mark	BUPERSINST 1710.11
Division 5 MWR Rep	BM2(SW/AW) Hylton	BUPERSINST 1710.11
Division 6 MWR Rep	ABE2(AW/SW) Perez	BUPERSINST 1710.11
Division 7 MWR Rep	NC1(AW/SW) Duarte	BUPERSINST 1710.11
Division 8 MWR Rep	AWS1(NAC/AW) Bowen	BUPERSINST 1710.11
Medical MWR Rep	LS1 Mejia	BUPERSINST 1710.11
Officer MWR Rep	HM2(FMF) Lopez	BUPERSINST 1710.11
Civilian MWR Rep	LT Cardillo	BUPERSINST 1710.11
Navy and Marine Corps Relief Coordinator	Dr. Miller	BUPERSINST 1710.11
Official Mail Control Officer	AOC(AW/SW) Penas	
Official Mail Manager	LT Griffith	OPNAVINST 5218.7
Officer PQS Training Officer	YNCS(SW/AW) Allen	OPNAVINST 5218.7
OPE Approval Authority	CDR Sticht	CNRCINST 1136.2
Operational Stress Control	CDR Byrd	CNRCINST 5400.2
ORM Program Manager	AMC(AW) Diaz	OPNAVINST 6520.1
Assistant ORM Program Manager	CDR Sticht	OPNAVINST 3500.39
Physical Security Officer	AMC(AW) Diaz	OPNAVINST 3500.39
Postal Auditor	CDR Sticht	SECNAVINST 5510.36
	LT Griffith	OPNAVINST 5218.7

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Privacy Act Coordinator	LT O'Connor	SECNAVINST 5211.5
Reports Manager	YNCS(SW/AW) Allen	
Safety Officer	CDR Sticht	OPNAVINST 3120.32
Assistant Safety Officer	AMC(AW) Diaz	OPNAVINST 3120.32
SOQ/SOY Coordinator	NCC(AW/SW) Cedeno	
Seaman to Admiral(STA21) Coordinator	LT Perez	
Security Manager	CDR Sticht	OPNAVINST 3120.32
Assistant Security Manager	YNCS(SW/AW) Allen	OPNAVINST 3120.32
Senior Watch Officer	LT Griffith	NRDNYINST 6101.1
Service Treatment Records (STR) Coordinator	LSC(SW/AW) MedinaGarcia	DoDI 6040.43
Command Watchbill Coordinator		DoDI 6040.45
Suicide Prevention Coordinator	YN1(AW/IDW) Castro	NRDNYINST 6101.1
Sexual Assault (SAPR)	LSC(SW/AW) Lopez	OPNAVINST 1720.4A
SAPR POC	NCC(SW/AW) Masino	SECNAVINST 5800.11
SAPR Victim Advocate	YN1(AW/IDW)Castro	SECNAVINST 5800.11
SAPR Victim Advocate	QM2(SW) Murphy	SECNAVINST 5800.11
SAPR Victim Advocate	NCC(SW/AW) Masino	SECNAVINST 5800.11
SAPR Victim Advocate	GSM2(SW) Preetam	SECNAVINST 5800.11
Sponsor Coordinator	PS2 Rice	
Supply Petty Officers	NCCM(SCW) Gardner	OPNAVINST 1740.3
Division 1		
Division 2	BM1(SW) Todd	
Division 3	LSC(SW/AW) Kamara	
Division 4	LS1(SW) Oquendo	
Division 5	BM2 Alexander	
Division 6	LS2(SW/AW) Lecleres	
Division 7	EM1(SW/AW) Gargyi	
Division 8	ICC(SW) Slingerland	
Medical	LS1 Mejia	
LEADS	HM2(FMF) Lopez	
Admin	EN2(SW) Rojas	
OPS (Admin)	Mrs. Collado	
MEPS	Mrs. Messina	
NORS Woodbridge	Mr. Davis	
NORS Metro	Mr. Shuler	
Telephone Control Officer	Mr. King	
ASTB Test Control Officer	NC1 PolancoColon	CNRCINST 4400.1
Training Officer	LT Griffith	CNRCINST 1130.8
Transportation Officer	CDR Sticht	CNRCINST 1500.4
Victim & Witness Coordinator	Mr. Gonzalez	OPNAVINST 4650.15
	CMDCM(SS/SW) Perez	
Urinalysis Coordinator	YN1(AW/IDW)Castro	OPNAVINST 5800.7
Assistant Urinalysis Coordinator	NCC(AW) Butler	OPNAVINST 5350.4
Vehicle Safety Coordinator	QMC(SW/EXW) Gillard	OPNAVINST 5350.4
Voting Officer	Mr. Gonzalez	OPNAVINST 5100.12
Reserve Recruiting QA	LT Petti	DoDINST 1344.13
	NC1 PolancoColon	

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Periodicity and Members of Boards, Councils and Committees

COUNCIL, BOARD or COMMITTEE

MEMBERSHIP

Monthly:

Career Development Board

Command Master Chief
 Command Career Counselor
 Applicable Leading Chief Petty Officer (LCPO)
 Others as required

Awards Board

Executive Officer
 Command Master Chief
 Chief Recruiter
 Recruiting Operations Officer
 Administrative Officer
 Supply Officer
 Marketing Officer
 Civilian Representative
 Officer and Enlisted Assistant Chief Recruiters
 Others as required

Quarterly:

Marketing Council

Executive Officer
 Command Master Chief
 Chief Recruiter
 Recruiting Operations Officer
 Administrative Officer
 Supply Officer
 Marketing Officer
 Civilian Representative
 Officer and Enlisted Assistant Chief Recruiters
 Education Services Specialist
 Public Affairs Officer

Command Assessment Team

Chairperson: Executive Officer
 Members: Command Master Chief
 Legal Officer
 CMEO
 Department Division Representatives
 Civilian Reps (GS)
 CCC

Safety Council

Executive Officer
 Command Master Chief
 Recruiting Operations Officer
 Assistant Recruiting Operations Officer
 Supply Officer
 Administrative Officer
 Assistant Safety Officer

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**Morale, Welfare and
Recreation Committee**

Command Master Chief
MWR President
Division Representatives
Officer Representative
HQ Representative
NRPS Representative

Traffic Safety Council

Executive Officer
Command Master Chief
Chief Recruiter
Supply Officer
Vehicle Safety Coordinator
Recruiting Operations Officer
Leading Chief Petty Officers (DIVO)
Assistant Recruiting Operations Officer
Associate Membership

Audit Board

Assistant Recruiting Operations Officer

Semi - Annual:

Physical Security Review Committee - meets semi-annually and as required.

Executive Officer
Recruiting Operations Officer
Assistant Recruiting Operations Officer
Supply Officer
Administrative Officer
Assistant Safety Officer
Anti-Terrorism/Force Protection Officer

Annual:

Meritorious Advancement Program Board

Command Master Chief
Chief Recruiter
E and O ACRs
Departmental/Division Reps (E7 and above) as assigned

As Required:

Command Training Team

Executive Officer
Command Master Chief
Command Trainer
CMEO
Marketing Officer
Public Affairs Officer
Security Officer
NROTC Coordinator

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Loss Prevention Subcommittee
(Physical Security)

Executive Officer
Recruiting Operations Officer
Administrative Officer
Assistant Recruiting Operations Officer
Marketing Officer
Supply Officer

Diversity Council

Membership as required