



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

Canc frp: Oct 2012

COMNAVCRUITCOMNOTE 5420 (HDQ)  
01  
21 Oct 2011

COMNAVCRUITCOM NOTICE 5420 (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: COLLATERAL DUTIES, BOARDS AND COMMITTEE ASSIGNMENTS

Encl: (1) Collateral Duty Assignments  
(2) Board and Committee Assignments

1. Purpose. To publish the collateral duties and committee assignments of personnel attached to Headquarters, Navy Recruiting Command.
2. Background. Enclosures (1) and (2) appoint individuals to various collateral duties, boards and committees. Numerals in parentheses after individual names indicate that person's department. This notice has the same force as an official designation letter. Individual designation assignment letters will not be issued unless otherwise required by regulation.
3. Action. All personnel assigned to collateral duties, boards and or committees are directed to familiarize themselves with the contents of the applicable directive(s). Additions, deletions, or corrections to this notice should be submitted in writing, as they occur, to Management Services Division, 002SD.
4. Cancellation Contingency. This notice may be retained for reference purposes.

/s/  
W. C. MARVEL  
Chief of Staff

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COLLATERAL DUTY ASSIGNMENTS

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
<b>CASUALTY ASSISTANCE CALLS OFFICER (CACO)</b>	PSC COLE (R/E) MCC KUSNER (N9)	07/2013 09/2013	BUPERSINST 1770.3
<b>COMBINED FEDERAL CAMPAIGN COORDINATOR</b>	LSC KENNEDY (N4)	04/2013	SECNAVINST 5340.6
<b>COMMAND ASSESSMENT TEAM</b>	See Enclosure (2)		See Enclosure (2)
<b>COMMAND CAREER COUNSELOR</b>	NCC JUSTICE (00)	01/2012	OPNAVINST 1040.11
<b>CAREER COUNSELOR (DEPARTMENTS)</b>	IT1 MYERS (N6) FC1 MARTENS (N6) CS2 AIKENS (00) LS1 BURNEY (N1/N4) HM1 BALL (N3) NCCS CANNON (N7) LS1 REYNA (N9) FT1 HUNTER (CYBER) AT2 MOFFETT (CTO)	09/2012 06/2014 01/2013 07/2012 11/2014 06/2013 04/2014 09/2012 06/2013	
<b>COMMAND FINANCIAL SPECIALIST</b>	HMC SAVOY (N3)	06/2013	OPNAVINST 1704.5
<b>COMMAND MANAGED EQUAL OPPORTUNITY OFFICER (CMEO)</b>	STGC WEST (CYBER)	12/2012	OPNAVINST 5354.5 COMNAVCRUITCOMINST 5354.1
<b>COMMAND SENIOR ENLISTED LEADER</b>	NCCM WHITE	03/2012	OPNAVINST 1306.2
<b>COMMAND SAFETY OFFICER</b>	LNC SENA (00J)	12/2013	NSAMIDSOUTHINST 5100.8

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
COMMAND PHYSICAL SECURITY OFFICER	YNC GREEN (00W)	04/2012	COMNAVCRUITCOMINST 5530.2
COMMAND SPONSOR PROGRAM	MC1 BLACHLY (N9) PSSA SARNA (00)	10/2012 04/2014	COMNAVCRUITCOMINST 1740.1
DISASTER PREPARENESS COORDINATOR	MR. CURRY (N4)	N/A	COMNAVCRUITCOMINST 3440.1
DISASTER PREPAREDNESS COORDINATOR (ASSISTANT)	MR. OLNEY (N4)	N/A	
DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)	PSC SUTHERLAND (N3)	09/2013	SECNAVINST 5300.28
EQUAL OPPORTUNITY ADVISOR	YNC PORTER (00IA)	12/2013	
EDUCATIONAL SERVICES OFFICER	PSC HOLLINGTON (00S)	09/2013	CNETINST 1560.3
EXCEPTIONAL FAMILY MEMBER	LT BOWERS (N3)	03/2013	OPNAVINST 1754.2
FAMILY ADVOCACY PROGRAM	ETC VADNAIS (N3)	02/2012	SECNAVINST 1752.3 OPNAVINST 1752.2
FIRE WARDEN	MR. CURRY (N4)	N/A	NSAMIDSOUTHINST 11320.23
FIRE WARDEN (ALTERNATE)	MR. OLNEY (N4)	N/A	
FREEDOM OF INFORMATION ACT COORDINATOR	LCDR COOPER (00J)	12/2012	SECNAVINST 5720.42
FUNERAL DETAIL COORDINATOR	QMC SAXTON (CYBER)	03/2012	NSAMIDSOUTHINST 5360.3 COMNAVCRUITCOMINST 5360.1

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
INFORMATION ASSURANCE MANAGER	LT WONG (N6)	05/2013	OPNAVINST 5239.1 COMNAVCRUITCOMINST 5400.2
NAVY/MARINE CORPS RELIEF SOCIETY FUND COORDINATOR	NCCS KAUL (IG)	09/2012	SECNAVINST 5340.7
NSA MID-SOUTH AUX SECURITY FORCE	AS ASSIGNED	AS ASSIGNED	COMNAVCRUITCOMINST 1601.1
OMBUDSMAN FORCE COMMAND	MRS. ERICA WEST MRS. LINDSAY BERNARD	N/A N/A	OPNAVINST 1750.1
PHYSICAL READINESS TRAINING COORDINATOR/ COMMAND FITNESS LEADERS	AZC FORBES (N9) HMC COUCH (N3M)	02/2012 09/2014	OPNAVINST 6110.1
PHYSICAL SECURITY/FORCE PROTECTION/ANTI-TERRORISM OFFICER	MR. CURRY (N4)	N/A	OPNAVINST 5530.14
PRIVACY ACT COORDINATOR	LT RICHELMI (00J)	07/2012	SECNAVINST 5211.5
SECURITY MANAGER	LCDR BRISBANE (N3)	07/2012	SECNAVINST 5510.36
SENIOR WATCH OFFICER	LCDR GRAHAM (N3)	09/2013	OPNAVINST 3120.32
WATCHBILL COORDINATOR	CTRCS COLEMAN (N3)	05/2013	OPNAVINST 3120.32
SEXUAL ASSUALT PREVENTION AND RESPONSE (SAPR)	OSC STEVENS (N3)	02/2013	OPNAVINST 1752.1
STANDARDS OF CONDUCT/ETHICS ADVISOR	LCDR COOPER (00J)	12/2012	DOD 5500.7

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
SUICIDE PREVENTION COORDINATOR	LCDR HOPSON (N7)	10/2012	OPNAVINST 1720.2A
TRAINING OFFICER	LCDR BOATWRIGHT (N1)	03/2013	COMNAVCRUITCOMINST 1500.5 (HDQ)
TRAINING OFFICER (ASSISTANT)	LT PARSELL (N3)	03/2014	COMNAVCRUITCOMINST 1500.5 (HDQ)
URINALYSIS COORDINATOR	OSC WILLIAMS (CYBER)	04/2012	OPNAVINST 5350.4
ALTERNATE URINALYSIS COORDINATOR	HMC SAVOY (N3)	06/2013	OPNAVINST 5350.4
VOTING ASSISTANCE OFFICER	CDR RAMSEY (N7)	12/2012	OPNAVINST 1740.1

**BOARD AND COMMITTEE ASSIGNMENTS**

**AWARDS (HQ) BOARD**

(Ref: SECNAVINST 1650.1)

CHAIR: CHIEF OF STAFF  
MEMBERS: ALL DEPARTMENT HEADS  
SENIOR ENLISTED LEADER  
RECORDER: 00S

**AWARDS (NATIONAL) SCREENING COMMITTEE**

(Ref: COMNAVCRUITCOMINST 1650.27)

CHAIR: DEPUTY COMMANDER  
MEMBERS: CHIEF OF STAFF  
DIRECTOR, OPERATIONS DEPARTMENT  
DIRECTOR, PROGRAMS AND PLANS DEPARTMENT  
DIRECTOR, DIVERSITY  
DIRECTOR, TRAINING DEPARTMENT  
FORCE MASTER CHIEF  
NATIONAL CHIEF RECRUITER  
OTHER DIRECTORS AS SELECTED BY THE CHAIRMAN  
RECORDER: ADMIN ASSISTANT

**CHIEF RECRUITER EVALUATION BOARD (CREB)**

(Ref: COMNAVCRUITCOMINST 5400.2)

CHAIRMAN: REGION COMMANDER (OUTSIDE MEMBER'S REGION)  
MEMBERS: DIRECTOR, OPERATIONS DEPARTMENT  
DIRECTOR, TRAINING DEPARTMENT  
FORCE MASTER CHIEF  
NATIONAL CHIEF RECRUITER  
REGION CHIEF RECRUITER  
NAVCRUITDIST COMMANDING OFFICER  
NAVCRUITDIST CHIEF RECRUITER  
N7 NTT CHIEF RECRUITER

**COMMAND ASSESSMENT TEAM (CAT)**

(Refs: COMNAVCRUITCOMINST 5354.1)

CHAIR: COMMAND MANAGED EQUAL OPPORTUNITY OFFICER (CMEO)  
COMMAND MANAGED EQUAL OPPORTUNITY ASSISTANT  
MANDATORY MEMBERS: DEPUTY COMMANDER  
CHIEF OF STAFF  
LEGAL AFFAIRS  
HUMAN RESOURCES POSITION MANAGEMENT OFFICER  
COMMAND TRAINING OFFICER  
SENIOR ENLISTED LEADER

**ASSESSMENT TEAM**

CDR HARRISON (00C)  
STGC WEST (CYBER)  
YNC PORTER (00IA)  
NCC JUSTICE (CCC)  
FORCM GRAY  
PSC COLE (N3)  
YNC GREEN (00W)  
YNC DYER (N3)  
LT SAWYER (N37)  
STGC SPIVEY (CYBER)  
EM2 MITCHELL (CYBER)  
LN2 THOMAS (00J)  
HMC COUCH (N3M)  
NCC CARLIN (N7)  
NCC KESSLER (N3)  
MC2 LAVENDER (N9)  
YN2 STOKES (N3)  
AO2 TALLENT (CYBER)  
BM1 BLACKBURN (CYBER)  
YN1 TAYLOR (00S)  
MRS. JENNIFER RAMSEY (N5) CIVILIAN  
MR. MICHAEL HOGAN (00J) CIVILIAN  
MR. ALBERT TRIANA (N8) CIVILIAN  
MRS. GLORIA BOOKER (N12) CIVILIAN  
MR. WALTER ALDRIDGE (N5) CIVILIAN

**COMMAND TRAINING TEAM (CTT)**

(Ref: OPNAVINST 5354.5)

CHAIR: COMMAND TRAINING OFFICER  
MANDATORY MEMBERS: CHIEF OF STAFF  
SENIOR ENLISTED LEADER  
COMMAND CAREER COUNSELOR  
EDUCATIONAL SERVICES OFFICER

**TRAINING TEAM**

ITC ANDERSON (N6)  
MS. BRANCH (00P)  
LS1 BURNEY (N4)  
MRS. CLOWER (N9)  
IC2 FIGUEROA (CYBER)  
NCC KONRAD (00IG)  
PS1 KOROMA (N7)  
MC2 LAVENDER (N9)  
PSC MATTINGLY (N3)  
LT MCDUFFIE (N3)  
PS2 MITCHELL (N1)  
MC2 IRWIN (N9)  
MR. PEOPLES (N12)  
YN1 PHELPS (01A)  
MRS. RAMSEY (N5)  
MRS. RHEW (N8)  
LNC SENA (00J)

**CONFIGURATION CONTROL BOARD**

(Ref: COMNAVCRUITCOMINST 5400.2)

CHAIR: DIRECTOR, INFORMATION TECHNOLOGY/COMMUNICATIONS DEPARTMENT  
MEMBERS: ALL DEPARTMENT DIRECTORS

**DIVERSITY COMMITTEE**

(Ref: SECNAVINST 12720.5)

CHAIR: CDR HARRISON (00C)  
MEMBERS: ALL DEPT HEADS

**HEADQUARTERS INCENTIVE AWARDS BOARD**

(Ref: COMNAVCRUITCOMINST 12450.1)

CHAIRMAN: DIRECTOR, MANPOWER AND HUMAN RESOURCES  
MEMBERS: ALL DEPARTMENT DIRECTORS

**INCENTIVE AWARDS (BENEFICIAL SUGGESTIONS) COMMITTEE**

(Ref: COMNAVCRUITCOMINST 12452.2)

CHAIR: DIRECTOR, MANPOWER AND HUMAN RESOURCES  
NON-VOTING  
MEMBERS: BENEFICIAL SUGGESTION ADMINISTRATOR (N1)  
POSITION MANAGEMENT OFFICER (N1)  
MEMBERS: SENIOR ENLISTED LEADER  
MR. ANDERSON (N5)  
MR. SLADYK (N5)  
MS. WALKER (N6)  
MR. SAXION (00SD)

**PHYSICAL SECURITY REVIEW COMMITTEE**

(Ref: COMNAVCRUITCOMINST 5510.3)

CHAIR: COMMAND SECURITY MANAGER  
MEMBERS: CHIEF OF STAFF  
PHYSICAL SECURITY OFFICER  
CLASSIFIED MATERIAL CONTROL OFFICER  
DEPARTMENTAL SECURITY OFFICERS

**POSITION MANAGEMENT BOARD (PMB)**

(Ref: COMNAVCRUITCOMINST 5310.1)

CHAIR: DEPUTY  
MEMBERS: CHIEF OF STAFF (ALTERNATE CHAIR)  
DIRECTOR, MANPOWER AND HUMAN RESOURCES  
POSITION MANAGEMENT OFFICER (PMO)  
COMPTROLLER  
ADVISORS DEPARTMENT HEADS/SPECIAL ASSISTANTS  
EQUAL EMPLOYMENT OPPORTUNITY OFFICER  
RECORDER (PROVIDED BY PMO)

**CAREER DEVELOPMENT BOARDS**

(Ref: COMNAVCRUITCOMINST 1040.2(HDQ))

CHAIR: SENIOR ENLISTED LEADER/  
DEPARTMENT LEADING CHIEF PETTY OFFICERS  
ADVISORS: COMMAND CAREER COUNSELOR  
DEPARTMENT CAREER COUNSELOR  
ESO  
MEMBERS: DEPARTMENT LCPO  
DEPARTMENT LPO  
DIVISION LCPO  
DEPARTMENT LPO

**MORALE, WELFARE, AND RECREATION (MWR) ASSOCIATION**

(Ref: SECNAVINST 7000.23, OPNAVINST 1700.7, BUPERSINST 1710.11)

PRESIDENT: PSC ETHERINGTON (N3)  
VP: YN2 HAYNES (00S)  
SECRETARY: IT3 MATHEWS (N6)  
TREASURER: NCC KONRAD (N7)  
MAA: MC2 LAVENDER (00P)

**SAILOR OF THE YEAR/QUARTER, JUNIOR SAILOR OF THE YEAR/QUARTER AND  
BLUE JACKET OF THE YEAR/QUARTER SELECTION COMMITTEE**

(Ref: COMNAVCRUITCOMINST 1650.6 (HDQ))

CHAIR: SENIOR ENLISTED LEADER  
MEMBERS: DEPARTMENT LCPO  
RECORDER: ADMIN CHIEF (00A)