



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHNOTE 1301
Code 0
27 Dec 13

NAVCUITDIST RICHMOND NOTICE 1301

From: Commanding Officer, Navy Recruiting District Richmond

Subj: PRIMARY AND COLLATERAL DUTIES, BOARDS, AND COMMITTEE ASSIGNMENTS

Ref: (a) U.S. Navy Regulations, 1990

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

1. Purpose. To promulgate primary and collateral duties, board, and committee assignments for Navy Recruiting District Richmond (NRD), pursuant to reference (a).

2. Action. The individuals listed in enclosures (1) and (2) are appointed to the primary and collateral duties, boards, and committees indicated and will become familiar with the guidelines pertaining to each assignment. These appointments will remain in effect until member's detachment, unless revoked sooner by competent authority. Individual assignments will not be issued unless otherwise required by regulation.

3. Cancellation. This notice shall remain in effect until superseded by a subsequent notice with the same subject.


A. W. DIMMOCK

Distribution:
NRDRICHINST 5216.1H
List I, II (Case A and B), III

NRD RICHMOND PRIMARY AND COLLATERAL DUTY ASSIGNMENTS

<u>Title</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
ADP Security Officer	AT1(AW) Sweeney (AUG 15)	OPNAVINST 5239.1 CNRCINST 5234.2
Anti-Terrorism/ Force Protection	LT Gaertner (OCT 14) Mr. J. Kelley	DODINST 2000.16
ASTB/APEX Test Coordinators	Ms. Buck LT Poissant (MAY 15) LT Cruz (JUN 14) ENCS(SW) Kirkland (APR 14) NCC Bonne (FEB 16) ETC(SW) Dernar (MAY 16) YN1(SW) Jones (MAY 15) EM1 Riedel (SEP 14) PS1 Roettger (MAY 16) HM1 Scott (MAY 14)	
Audiovisual Manager	NCC(SW/AW) Jacobs (MAY 16)	OPNAVINST 3104.1
Casualty Assistance Calls Officer (CACO)	LCDR Stuflick (NOV 14) NCC Robinson (MAR 15)	BUPERSINST 1770.3 NAVPERS 1560.7
Chief Petty Officer Mess President	NCC Robinson (MAR 15)	
Combined Federal Campaign Coordinator	NC1 Rudloff (NOV 14)	www.cfcnca.org
Command Career Counselor	YN2(SW) Wilson (JUN 17)	OPNAVINST 3120.32
Career Development Team	<u>Division 1</u> ABH2 Daly (MAY 14) <u>Division 2</u> QM1(SW/AW) Ware (OCT 14) <u>Division 3</u> STG1(SW) Staincliffe (JAN 14) <u>Division 4</u> CE2 Rouse (JAN 15) <u>Division 5</u> EM1(SS) Medina (OCT 14)	
Career Development Team cont.	<u>Division 6</u> PR1(AW) Bickley (DEC 16)	

<u>Title</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
	<u>Division 7</u> N1 Curry (OCT 16)	
	<u>Division 8</u> A01(AW) Robbins (OCT 16)	
	<u>Division 9</u> LS1 Ortiz (JUL 14)	
	<u>HQ/MEPS</u> YN1 Humbles (JUL 16)	
Command Financial Specialist	NCC(SW) Jimenez (JAN 16)	OPNAVINST 1740.5
Assist Command Financial Specialist	NCC(NAC/AW) Crawn (MAR 16) QM1(AW) Ware (NOV 14) N1(SW/AW) Bingham (JAN 16) N1(SCW) Kidd (JAN 16)	
Command Forms Control Manager	YN1 Humbles (JUL 16)	SECNAVINST 5213.1 CNRCINST 5213.1
Command Individual Augmentee Coordinator	YNC(SW/IDW) Peterson (MAR 16)	OPNAVINST 1001.24
Command Individual Augmentee Rep	LTJG Greenway (MAY 14)	OPNAVINST 1001.24
Command Individual Personnel TEMPO (ITEMPO) Program Coordinator	YN1 Humbles (APR 16)	OPNAVINST 3000.13C
Assistant ITEMPO Program Coordinators	<u>Division 1</u> AWS2(NAC/AW) Smith (DEC 15) <u>Division 2/MEPS Ft. Lee</u> LS2 Stone (DEC 15) <u>Division 3</u> N1(SS) Rudloff (OCT 14) <u>Division 4</u> AZ1(AW) Guerra (SEP 14) <u>Division 5</u> EMC(SW/AW) Damico (MAR 15) <u>Division 6</u> LS1(SS) Striegler (MAY 15)	

<u>Title</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
Assistant ITEMPO Program Coordinators cont.	<u>Division 7</u> BM2(SW/AW/SCI) Carrow (JUN 16)	
	<u>Division 8</u> QM1(SW/AW) Gonzalez (DEC 14)	
	<u>Division 9</u> NC1 Traynor (AUG 16)	
	<u>Nuke</u> EM1(SS) Ruh (Nov 15)	
	<u>MEPS</u> PSC(SW) Patel (JUL 14)	
	<u>NSW/NSO</u> SOC Foldes (OCT 14)	
Command Leave Administrator	YN1 Humbles (APR 16)	OPNAVINST 1050.3
Command Managed Equal Opportunity (CMEQ) Manager	NCC(SW) Bloomfield (OCT 16)	OPNAVINST 5354.1 CNRCINST 5354.1
Command Ombudsman	Mr. James Reid (FEB 14)	NRDRICHINST 1750.1
Command MRRS Access Reps	LCDR Cantrell (MAR 14)	
Command PASS Coordinator/Reps	YNC(SW/IDW) Peterson (MAR 16) YN1 Humbles (APR 16) YN2(SW) Wilson (JUN 17)	OPNAVINST 1000.23
Command Physical Security Officer	LT Gaertner (OCT 14)	OPNAVINST 5510.60
Command Readiness Training Coordinator/ PHA Coordinator/CFL	NCC(AW) Nurse (FEB 16)	OPNAVINST 6110.1 NRDRICHNOTE 6110
Assistant Command Fitness Leaders	<u>Division 1</u> NC1 Weaver (JUN 14)	OPNAVINST 6110.1 NRDRICHNOTE 6110
	<u>Division 2/MEPS Ft. Lee</u> QM1(SW/AW) Ware (OCT 14)	
	<u>Division 3</u> OS2(SW/AW) Tellez (SEP 16)	

<u>Title</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
	<u>Division 4</u> SH2(AW) Daye (APR 14)	
	<u>Division 5</u> HML(EXW/FMF) Hightower (JUL 15)	
	<u>Division 6</u> ABE1(AW/SW) Feliciano (MAR 15)	
	<u>Division 7</u> LTJG Greenway (JUL 14) AE2(AW) Lassiter (SEP 14)	
	<u>Division 8</u> NCC(SW) Telman (AUG 14)	
	<u>Division 9</u> EO2 Woodard (SEP 14)	
	<u>HQ</u> EM1(SS) Ruh (NOV 15)	
Command Safety Officer	AZ2(AW) Rivera (MAR 16)	OPNAVINST 510..23G
Command Security Manager	LTJG Greenway (MAY 14) AWVC Navarro (MAY 16)	SECNAVINST 5510.36
Contracting Officer	CDR Dimmock (MAR 14) CDR Mohler (OCT 16) LSC(SW/AW) Kendall (FEB 14) Mr. John Bowers Mr. Pierre Denham	CNRCINST 4400.1
Correspondence Manager	YNC(SW/IDW) Peterson	SECNAV-M 5216.5
DEP Coordinator	AWVC Navarro (MAY 16)	CNRCINST 1650.1 CNRCINST 1130.8
Domicile-to-Duty Official	LSC(SW/AW) Kendall (FEB 14)	CNRCINST 4400.1
Drug/Alcohol Program Advisor	NCC(SW) Richardson (MAR 15) AO1(SW) Steele (FEB 15)	OPNAVINST 5350.4
Educational Services Officer	YNC(SW/IDW) Peterson (MAR 16) PS1 Roettger (MAY 16)	OPNAVINST 3120.32 (Article 303.6)
Exceptional Family Member Coordinators	NCC(AW) Lutz (JUL 15) ET1(SW/AW) Harris (DEC 15)	OPNAVINST 1754.2

<u>Title</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
Facility Coordinator	LSC(SW/AW) Kendall (FEB 14)	CNRCINST 4400.1
Family Advocacy	NCCS(SW) Loyola (JUN 14)	OPNAVINST 1752.2 SECNAVINST 1752.3
Family Care Plan Coordinator	YNC(SW/IDW) Peterson (MAR 16)	OPNAVINST 1740.4
First Class Petty Officer Association President	PS1 Roettger (MAY 16)	
Freedom of Information Act Coordinator	AWVC Navarro (MAY 16)	SECNAVINST 5720.42F BUPERSINST 5720.7
Government Leased Housing Programs	LT Poissant (MAY 15)	CNRCINST 11101.1D
Government Purchase Card Activity Program Coordinator	LSC(SW/AW) Kendall (FEB 14)	CNRCINST 5720.11
Health Benefits Advisor	LCDR Cantrell (MAR 14)	BUMEDINST 6320.74
Humanitarian Reassignment/Hardship Discharge Screening	CMDCM(SS) Davenport (JUN 15)	MILPERSMAN 1300-500
Information Systems Security Officer	AT1(AW) Sweeney (AUG 15)	CNRCINST 5239.1
Legal Officer	LT Miles (MAY 15)	OPNAVINST 3120.32 (Article 303.9)
Material Control Officer	Ms. Sunday Franklin	CNRCINST 5305.1
Minor Property Administrator	Ms. Sunday Franklin	CNRCINST 4400.1
Minor Property Responsible Officers	As Assigned	CNRCINST 4400.1
Multicultural Committee Coordinator	LSC(SW/AW) Kendall (FEB 14)	
MWR President	AE2(AW) Lassiter (Sep 14)	OPNAVINST 1700.13
MWR Vice President	NC1 Luke (NOV 14)	OPNAVINST 1700.13

NRDRICHNOTE 1301
27 Dec 13

<u>Title</u>	<u>Personnel Assigned</u>	<u>Reference (s)</u>
MWR Treasurer	Ms. Sunday Franklin	OPNAVINST 1700.13
NAPT Test Control Officer	LT Miles (JUN 14) LT Elizalde (APR 16)	CNRCINST 1130.9K
Navy/Marine Corps Relief Society Fund Drive Coordinator	NC1 Rudloff (NOV 14)	SECNAVINST 5340.7
Non-Instrumented Drug Testing Coordinator	NCCS(SW) Chau (JUN 15) AWVC Navarro (MAY 16)	CNRCINST 1130.9k
OHARP Coordinator OPL Asst. OPL	YNC(SW/IDW) Peterson (MAR 16) Ms. Buck PS1 Roettger (MAY 16)	BUPERSINST 1150.1
ORM Manager	CDR Mohler (OCT 16)	OPNAVINST 3500.39C
ORM Manager Asst.	LCDR Farren (AUG 15) LT Vanzie (OCT 16) NCC(NAC/AW) Crawn (MAR 16)	OPNAVINST 3500.39C
Postal Fund Verification Officer	LT Elizalde (APR 16)	CNRCINST 4400.1
Privacy Act Coordinator	AWVC Navarro (MAY 16)	SECNAVINST 5211.5
Public Affairs Coordinator	NCC(SW/AW) Jacobs (MAY 16)	SECNAVINST 5720.44
RDAC Coordinator/Navy League Liaison	CDR Dimmock (OCT 15)	CNRCINST 1155.2
ROTC Coordinator	QMC(SW/AW) Case (APR 15) NC1(SS) Gardner (MAR 14)	CNRCINST 1533.4C
Savings Bond Coordinator	NCC(NAC/AW) Crawn (MAR 16)	
Senior Watch Officer	LT Elizalde (APR 16)	NRDRICHINST 1601.3
Sexual Assault Prevention and Response (SAPR) Coordinator	FCC(SW) Marino (MAY 16) FC1(SW) Williamson (SEP 14) LCDR Conklin (MAR 14) DC1 Zimmerman (DEC 15)	OPNAVINST 1752.1
SAPR Victim Advocates	HM1(SW) Conn (MAY 14) EN2 Lacroix (MAY 14)	OPNAVINST 1752.1

<u>Title</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
SLDCADA Administrator/ Civilian Timekeeper	YN2(SW) Wilson (JUN 17)	CNRCINST 12630.2
Suicide Prevention Coordinator	QMC(SW) Crowley (DEC 15) AWVC Navarro (MAY 16)	OPNAVINST 1720.4A
Telephone Control Officer	Ms. Sunday Franklin	CNRCINST 5400.2
Traffic Safety Coordinator	LSC(SW/AW) Kendall (FEB 14)	CNRCINST 4400.1
Training Officer	CDR Mohler (OCT 16)	OPNAVINST 5354.1 CNRCINST 5354.1
Transition Assistance Management Program (TAMP) Officer	LCDR Cantrell (MAR 14)	OPNAVINST 1900.2 NAVPERs 15878
Transportation Agent	Mr. Jerald Williams	NMPCINST 4650.2
Urinalysis Program Coordinator	NCC(SW) Craig (JUN 16)	OPNAVINST 5350.4
Asst. Urinalysis Program	YNC(SW/IDW) Peterson (MAR 16) NCC(AW) Fields (JAN 14) MA1 Ducker (SEP 15)	
USMAP Coordinator	FC1 Long (MAR 15)	
Vehicle Coordinator	AZ2(AW) Rivera (MAR 16)	CNRCINST 4400.1
Vehicle Safety Officer	LSC(SW/AW) Kendall (FEB 14)	OPNAVINST 3120.32 (Article 303.13)
Victim and Witness Assistance Coordinator	NCCS(SW) Loyola (MAY 14)	SECNAVINST 5800.11
Asst. Victim Witness Assistance Coordinators.	DC1 Zimmerman (DEC 15) CE1 Cave (OCT 16) IS1 Reid (SEP 14)	SECNAVINST 5800.11
Voting Assistance Officer	SHC(SW/AW) Ayson (MAR 15)	OPNAVINST 1742.1
Wardroom President	CDR Mohler (OCT 16)	NRD Richmond Wardroom By-Laws
Wardroom Vice President	LTJG Greenway (MAY 14)	NRD Richmond Wardroom By-Laws
Wardroom Treasurer	LCDR Stuflick (NOV 14)	NRD Richmond Wardroom By-Laws

NRD RICHMOND BOARD AND COMMITTEE ASSIGNMENTS

<u>Board/Committee</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
Awards and Incentives Board	Executive Officer Department Heads Command Master Chief Chief Recruiter/Assistant Chief Recruiter	SECNAVINST 1650.1 CNRCINST 1650.1
Career Development Boards	Command Master Chief Command Career Counselor Divisional Career Counselors	
Command Assessment Team	Executive Officer Operations Officer Command Master Chief Command Assessment Team Members	OPNAVINST 5354.1 CNRCINST 5354.1
Command Training Team	Executive Officer Command Master Chief Chief Recruiter Command Trainer Mr. John Bowers	OPNAVINST 5354.1 CNRCINST 5354.1
Domicile to Duty Board	Commanding Officer Executive Officer Operations Officer Assistant Operations Officer Chief Recruiter	
Enlisted Examining Board	Executive Officer Operations Officer Assistant Operations Officer	BUPERSINST 1430.16
Evaluation Report Ranking Boards	Command Master Chief Chief Recruiter Assistant Chief Recruiter Divisional LCPOs CMEO All Chiefs	BUPERSINST 1610.10
Loss Prevention Subcommittee	Executive Officer Admin Officer Supply Officer Systems Administrator	OPNAVINST 5530.14
Management Control Team	Commanding Officer Executive Officer Department Heads	SECNAVINST 5200.35

<u>Board/Committee</u>	<u>Personnel Assigned</u>	<u>Reference(s)</u>
Marketing Council	Operations Officer Assistant Operations Officer Chief Recruiter Officer Assistant Chief Recruiter Enlisted Assistant Chief Recruiter Mr. John Bowers	
Monies Review Board	Commanding Officer Executive Officer	OPNAVINST 3120.32
Morale, Welfare, and Recreation Board	Department Heads Command Master Chief MWR Staff	BUPERSINST 1710.11 OPNAVINST 3120.32
Physical Security Review Committee	Executive Officer Operations Officer Assistant Operations Officer Physical Security Officer Admin Officer Supply Officer	OPNAVINST 5530.14
Planning Board for Training	Executive Officer Department Heads Command Master Chief Command Trainer	OPNAVINST 3120.32
Safety Committee	Operations Officer Assistant Operations Officer Admin Officer Supply Officer Divisional LCPOs Mr. Jerald Williams	OPNAVINST 5100.12 OPNAVINST 5100.8 OPNAVINST 3120.32 CNRCINST 4400.1
Traffic Safety Council	Executive Officer Department Heads Division Officers Vehicle Coordinator	OPNAVINST 5100.12 CNRCINST 4400.1
Waiver Review Board	Executive Officer Operations Officer Assistant Operations Officer EPDS	CNRCINST 1130.3