DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

Canc frp: Mar 03

CNETSTAFFNOTE 1300
Code 004
4 April 2002

CNET STAFF NOTICE 1300

From: Chief of Naval Education and Training
To: Staff, Chief of Naval Education and Training

Subj: ASSIGNMENT OF COLLATERAL DUTIES

Encl: (1) Collateral Duty Assignment List

1. Purpose. To issue the Chief of Naval Education and Training Staff collateral duty assignments.

2. Background. This notice constitutes official appointment to collateral duty assignments, boards, councils, committees, and other official functions as noted in enclosure (1). It also serves as an official appointment letter, unless otherwise required.

3. Action. Directors and Special Assistants shall ensure that personnel listed in enclosure (1) are aware of their collateral duty assignment(s). Personnel assigned collateral duties are responsible for fulfilling all commitments associated with the assigned collateral duty. If for any reason they are unable to meet a specific commitment, they must notify their Division Director or Special Assistant and obtain a temporary relief until they are able to resume their collateral duties. In such cases, the Administrative Officer (Code 004) shall be kept informed.

4. Cancellation Contingency. This notice is canceled upon receipt of another notice on the same subject.

D. W. NELMS
Chief of Staff

COLLATERAL DUTY ASSIGNMENT LIST

TITLE		MEMBER	CODE	PHONE
ADOPT-A-SCHOOL COORDINATOR (OPNAVINST 5350.6B/NAVPERS 1540.48)		LT R.L. BREWSTER	ETE312A	2-4918
ATHLETIC/MWR REPRESENTATIVE TO NASP (NASPNCLANOTE 1710/NASPNCLAINST 1700.5G)		YN3 C.L. JONES	OTE4YN	2-4207
AWARDS BOARD (CNETSTAFFINST 1650.1K)		MEMBERS ASSIGNED QUARTERLY		
BEO ADVISORY COMMITTEE/LIAISON OFFICER (NASPNCLAINST 11101.9S)		MMCM(SS) P. LEE	ETE333	2-3964
BLOOD DRIVE COORDINATOR (HROPNCLAINST 12790.1/NOTE 12790)		YN1(SW) M. BROWNLEE	0042	2-3216
CAREER COUNSELOR (VARIOUS)		YN1(SW) E.W. CHENOWETH	00425	2-2733
CASUALTY ASSISTANCE CALLS OFFICER (CACO) (BUPERSINST 1770.3)		CWO3 V. TIRADO	004	2-4923
CENTRAL GULF COAST FEDERAL SAFETY AND HEALTH COUNCIL (OSHA 29CFR)	PRIMARY	MR. M.K. BROWNSON	00X1	2-5624
	ALTERNATE	MR. H.E. TAYLOR	00X12	2-3865
CIVILIAN INCENTIVE AWARDS BOARD (CNETSTAFFINST 12451.1D)	CHAIRPERSON	MR. H.L. GILES	OOKA	2-4078
	AWARD COORDINATOR	MS. M.L. MCDOWELL	OS24	2-4830
		MR. B.D. CASEY	OS12	2-4992
		DR. J.D. SMITH	OTEJ	2-9483
		MR. J.N. BOUZIOS	TR	2-4984
CIVILIAN LEADERSHIP BOARD (CNETINST 12410.4)	CLB MEMBERS	RADM J. W. TOWNES	01	2-4809
		MS. R.D. PAULK	OOA	2-8926
		MR. M.M. MERRITT	OOC/OS	2-4041
	CLB ADVISORS	CAPT R.P. KRULL	LEAD	2-4798
		DR. C.J. STEIN	OTE1A	2-4983
		MS. J.P. SWANN	LEAD3	2-4712
CIVILIAN LEADERSHIP DEVELOPMENT WORKING GROUP (CNETINST 12410.4)		MS. J.P. SWANN	LEAD3	2-4712
		MS. S.D. RAY	ETE431	2-3889
		MR. M.L. FITZPATRICK	LEAD23	2-2251
		MS. M.L. MCDOWELL	OS24	2-4830
		MS. P.D. GEOGHAGAN	OOG4	2-4840
		MR. J.G. HOLMES	ETE46	2-4934
		MR. R.J. BUFFA	OS8112	2-3868
		MS. M. FARROW	ETE51	2-3879
		MS. D. ANDRES	ETE432	2-4195
		MS. F. JEFFREY	ETS13	2-4033
		MS. K. BLYTHE	CMETP1	2-3102
CLEAN AND GREEN SUPPORT PROGRAM (As announced)		SKCS(SW) J. H. FRANKLIN	0043	2-4001
COMBINED FEDERAL CAMPAIGN (As announced annually)		MEMBERS ASSIGNED AS REQUIRED		

COMMAND FINANCIAL SPECIALIST (OPNAVINST 1740.5A)	PRIMARY	YN1(SW) M. BROWNLEE	OO42	2-3216
	ALTERNATE	YN1(SW) E.W. CHENOWETH	00425	2-2733
COMMAND SPONSOR PROGRAM COORDINATOR (OPNAVINST 1740.3A)		YN1(SW) E.W. CHENOWETH	00425	2-2733
COMMISSARY/NAVY EXCHANGE ADVISORY BOARD (NASPNCLAINST 5420.10J)		MMCM(SS) P. LEE	ETE333	2-3964
HQ COMMUNITY SERVICE COORDINATOR		LCDR J. B. SMITH	OTE5	2-9258
CNET STAFF CMC (Assigned by letter)		MMCM(SS) P. LEE	ETE333	2-3964
COMMUNICATION TEAM		MS. A.S. HUNTER	SHOPA	2-8956
		MR. R. MCNAIR	CIO32	2-9069
		MS. M.C. HARRISON	OOP1	2-4861
		MR. C.E. MENEES	SHOP4	2-5249
		MS. P.E. DAVID	ETS21	2-4912
		MS B. KEEN	OS413	2-4082
		MS S.D. RAY	ETE431	2-3889
CPO CLUB ADVISORY BOARD (NASPNCLAINST 1700.5G)	PRIMARY	MMCM(SS) P. LEE	ETE336	2-3964
	ALTERNATE	EWCM(SW) R.A. MAHANKE	ETE417	2-4921
DEPARTMENTAL TRAINING COORDINATORS (DTCs) (CNETSTAFFINST 1500.6A)	TRAINING OFFICER	CDR T.J. GUNNELL	OOR	2-4816
	HRO REPRESENTATIVE	MS. J. HOLLEY	N41	2-2660
	CNET TRAINING COOR	MS. M.L. MCDOWELL	OS24	2-4830
	MILITARY REP	YN2(SW/AW) D.J. FALLAS	00426	2-2182
		MR. T. ROBERSON	HRO	2-2660
		MS. B.Y. HALL	OO41	2-4005
		MS. L.S. WALTERS	OOJ1	2-4847
		MS. P.D. GEOGHAGAN	OOG4	2-4840
		MS. J.M. CHILDRESS	OOPS	2-4858
		MS. C.H. SHULER	ETES	2-8497
		MS. G.A. GRAVES	ETE3S	2-4085
		MS. B.P. RAY	ETE4S	2-4906
		MS. R.R. TRAJANO	ETESS	2-5283
		MS. C.A. VARGAS	LEAD1S	2-4799
		MS. J.M. NEELEY	OS4S	2-4797
		MS. D.M. WALLEK	OSDS	2-4042
		MR. G.A. PATTEN	OTE43	2-4020
		MS. B.A. RANKIN-CONYERS	OOF2	2-4791
		MS. M.N. COX	OOXS	2-8783
		MS. J.M. PEACOCK	CIOS	2-4589
		MS. S.E. HAGOOD	SHOP	2-4939
		MS. T.R. ROBINSON	OOKS	2-3190
		MR. D.C. PHILLIPS	EDUA	2-3896
		MS. P.K. HANSEN	ETE5S	2-4083
		MS. R.B. THOMAS	OS1S	2-3904
		MS. E.J. SHOEMAKER	OS3T	2-9214
		MS. B. HODGINS	TR1S/OOH	2-8946
		MS. J.C. PRATT	EDUS	2-5451
		MS. M.A. KOONTZ	ETE41S	2-8014
DISASTER PREPAREDNESS REPRESENTATIVE (NASP OPLAN 3)		SKCS(SW) J.H. FRANKLIN	043	2-4001

DRUG AND ALCOHOL PROGRAM ADVISOR (OPNAVINST 5350.4C)	STSCS(SS) C.W. BEAR	ETE333	2-4102
ENERGY CONSERVATION REPRESENTATIVE (NASPNCLAINST 4100.2D)	SKCS(SW) J.H. FRANKLIN	0043	2-4001
ENLISTED CLUB ADVISORY BOARD (NASPNCLAINST 4061.1K)	MMCM(SS) P. LEE	ETE333	2-3964
ENLISTED WATCHBILL COORDINATOR (CNETSTAFFINST 5530.1C)	YN1(SW) M. BROWNLEE	0042	2-3216
FAMILY ADVOCACY PROGRAM REPRESENTATIVE (OPNAVINST 1752.2A/SECNAVINST 1752.3A)			
OFFICER	CWO3 V. TIRADO	004	2-4923
ENLISTED	MMCM(SS) P. LEE	ETE333	2-3964
FIRE INSPECTION REPRESENTATIVE (NASPNCLAINST 11320.1G)	SKCS(SW) J.H. FRANKLIN	0043	2-4001
GENERAL COURT-MARTIAL MEMBER (MCM)	MEMBERS ASSIGNED AS REQUIRED		
HOUSING LIAISON OFFICER (OPNAVINST 11101.29)	CAPT J.G.A. RICCIO, JR	OS44	2-4091
HUMAN PERFORMACE INTERN MANAGEMENT BOARD			
CHAIRPERSON	MS. R.D. PAULK	OOA	2-8926
	MS. S.K. DRUMMER	ETS	2-4030
	MS. M. FARROW	ETE51	2-3879
LEADERSHIP AWARDS BOARD			
CHAIRPERSON	MS. R.D. PAULK	OOA	2-8926
	MS. S.K. DRUMMER	ETS	2-4030
LIMDU COORDINATOR (ENLTRANSMAN 27)			
PRIMARY	YN1(SW) M. BROWNLEE	0042	2-3216
SECONDARY	YN1(SW) E.W. CHENOWETH	00425	2-2733
NAVY BIRTHDAY BALL REPRESENTATIVE (Published Annually)	MEMBERS ASSIGNED AS REQUIRED		
NAVY/MARINE CORPS RELIEF SOCIETY AUDIT BOARD (Published Annually)	CAPT J.W. MULLALLY	OS41	2-8957
NAVY/MARINE CORPS RELIEF SOCIETY FUND DRIVE (SECNAVINST 5760.14C)	MEMBERS ASSIGNED AS REQUIRED		
NEWSLETTER COMMITTEE			
CHAIRPERSON	CWO3 V. TIRADO	004	2-4923
	YN1(SW) E.W. CHENOWETH	00425	2-2733
	MS. C.J. NERI	LEAD2A	2-4413
	MS M.L. MCDOWELL	OS24	2-4830
	MS S.D. RAY	ETE431	2-3889
	MS J.M. MCGHEE	SHOP8	2-2803
	MS L.A. PELICANO	TRC9	2-8811
	MS J. PRICE	OS81T2	2-8925

OFFICERS' CLUB ADVISORY BOARD (NASPNCLAINST 1746.1)	LT W.D. BOOSE	OTE32	2-7104
PASS LIAISON REPRESENTATIVE (OPNAVINST 1000.23B)	YN1(SW) M. BROWNLEE	0042A	2-3216
PHYSICAL FITNESS COORDINATOR (OPNAVINST 6110.1F)	FTC(SS) M. LEDESMA	ETE334T	2-4170
PHYSICAL SECURITY OFFICER (CNETSTAFFINST 5530.1C)	LTJG G. SMITH	OS45	2-2115
PLANNING BOARD FOR TRAINING (CNETSTAFFINST 1500.6A)	CDR T.J. GUNNELL	OOR	2-4816
SAFETY AND OCCUPATIONAL HEALTH MANAGER (CNETSTAFFINST 5103.1E)	MR. M.K. BROWNSON	OOX1	2-5624
SAVINGS BOND CAMPAIGN (SECNAVNOTE 5120)	YN1(SW) E.W. CHENOWETH	00425	2-2733
SECURITY MANAGER (CNETSTAFFINST 5510.1J)	LCDR R.E. ANDERSON	002	2-4283
SENIOR WATCH OFFICER (CNETSTAFFINST 5530.1C, 1601.2B)	LCDR M.D. STEELE	OTE2SWO	2-4993
TRANSPORTATION OFFICER/EMPLOYEE TRANSPORTATION COORDINATOR (CNETSTAFFINST 11240.1H)	SKCS(SW) J.H. FRANKLIN	0043	2-4001
URINALYSIS MANAGER (OPNAVINST 5350.4C)	YN1(SW) M. BROWNLEE	00421	2-3216
VOTING ASSISTANCE OFFICER	CDR K.R. LOONEY	OTE6A	2-9387
WELFARE AND RECREATION COMMITTEE (CNETSTAFFINST 1700.1G)			
CHAIRPERSON	MS. J.C. PRATT	EDUS	2-5451
CO-CHAIRPERSON	FTC(SS) M. LEDESMA	ETE334	2-4170
TREASURER	MS. P.S. BROCK	EDU1	2-7271
SECRETARY	MS. B. HODGINS	TR1S	2-8946
	MMCM(SS) P. LEE	ETE333	2-3964
	LTJG G. SMITH	OS45	2-2115
	CUCM(SCW) T.H. BABB	ETE44	2-2960
	SKC(SW/AW) L.D. TAVENNER	OTE4111	2-4414
	YN2(SW/AW) D. FALLAS	OO426	2-2182
	LN2(SW) G.F. BOYKIN	00J3	2-4845
	Ms. R.B. THOMAS	OS1S	2-3904
	MS. E.J. SHOEMAKER	OS3T	2-9214
	MS2(SS) C.R. THOMPSON	00B1	2-4809
	MS. J.M. CHILDRESS	OOPS	2-4858
	MR. T.D. KELLY	OS4414	2-8967
	MS. S. MYRICK	CIO12	2-9065
	MS. B.A. RANKIN-CONYERS	OOF2	2-4791
	MS. K.K. BOWEN	OOH4	2-7270
	MR. B.J. BUFFA	OS8112	2-3868
	MS. L.B. WARNER	OTE932	2-9428
	MR. R. MCNAIR	CIO32	2-9069
	MS. D. RHODES	OOH12	2-8813
	MS. C. VARGAS	LEAD1S	2-4799