



DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

Canc frp: May 04

NAVPHIBASELCREEKNOTE 1301

N1

21 NOV 2003

NAVPHIBASELCREEK NOTICE 1301

Subj: NOTIFICATION OF DUTY ASSIGNMENTS AND COLLATERAL DUTY ASSIGNMENTS FOR NAVPHIBASE LITTLE CREEK STAFF, ASSIGNED STOREFRONTS, AND ADDITIONAL DUTY ACTIVITIES

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32 (Series)

Encl: (1) Duty Assignments
(2) Collateral Duty Assignments
(3) Boards/Committees Members Listing

1. Purpose. To promulgate enclosures (1) through (3) in accordance with references (a) and (b), for the information of all hands.

2. Information. Assignments listed in enclosures (1) through (3) constitute official notification of assignment. No other written designation will be made except where existing directives require individual notification and/or designation.

3. Action

a. Personnel listed herein shall familiarize themselves with applicable references and other pertinent directives in the performance of their assignments.

b. NAVPHIBASE LCREEK Department Heads and Storefront Directors/Managers shall ensure personnel under their cognizance carry out assigned duties in a timely fashion.

c. Recommendation for changes to enclosures (1) through (3) shall be provided to the Administrative Officer.

Handwritten signature of Eric B. Anderson in cursive.

E. B. ANDERSON
By direction

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB, IC, ID - Case B

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DUTY ASSIGNMENTS

<u>DUTY ASSIGNMENT</u>	<u>CODE</u>	<u>INCUMBENT</u>
<u>NAVPHIBASE LCREEK STAFF</u>		
COMMANDING OFFICER	00	CAPT GARRAT E. COOPER
EXECUTIVE OFFICER	01	CDR ERIC B. ANDERSON
CO'S SECRETARY	00S	MS. CYNTHIA FINDLATER
COMMAND MASTER CHIEF	008	CMDCM (SW/AW) SCHNURBUSCH CMDCM (SW) RUDD (PG)
CAREER COUNSELOR	008A	NC1 (SW/AW) GRANT
CHAPLAIN	00G	CAPT ALBERT HILL
STAFF JUDGE ADVOCATE	00L	LT ALEXANDER CHIZHIK
PUBLIC AFFAIRS	00PA	MR. LAMAR RAKER
ADMIN OFFICER	N1	MR. STEVE CRABB
TRAINING OFFICER	N7	LT ANTONIO MAURO LT ERICA MUNZINGER (PG)

STOREFRONTS

BACHELOR HOUSING (PERM)	N01BH	MR. WALT JONES
COMMISSARY	N01DECA	MR. TROY COLLINS (ACTING)
ENVIRONMENTAL	N01ENV	MS. STEPHANIE MCMANUS
FAMILY HOUSING	N01FH	MS. MAGGIE STICKLIN
FLEET FAMILY SUPPORT	N01FFSP	MS. DOROTHY HUNDLEY
FOOD SERVICES	N01FSO	MSC (SW) MAYBERRY
HUMAN RESOURCES OFFICE	N01HRO	MR. CHRIS MARTIN
INFO TECHNOLOGY	N01IT	MR. RICHARD ARMSTRONG
FIRST LIEUTENANT	N01LT	ENS ALFRED NUZZOLO
MAIL SERVICES	N01MAIL	PC2 EDDINGER
MORALE, WELFARE, REC	N01MWR	MS. MARYLOU WILLIARD
NAVY EXCHANGE	N01NEX	MR. BRUCE VAN KLEECK
ORDNANCE	N01ORD	LCDR JIM WASHINGTON
PORT OPERATIONS	N01PO	LCDR DONALD SMITH
PUBLIC WORKS	N01PWC	LCDR HECTOR ARELLANO
SUPPLY	N01RSO	LT DOUGLAS TURNER

LITTLE CREEK ADDU/SUPPORTED ACTIVITIES

BOONE DENTAL CLINIC	N01DEN	CDR JOY MEADE
BOONE MEDICAL CLINIC	N01MED	CDR MICHAEL VERNERE
NAVY COLLEGE	N01NCO	MR. GUS GOANOS
NAVY/MARINE CORPS RELIEF	N01NMCR	MS. CHRISTINE MURRAY
PERSONNEL SUPPORT DET	N01PSD	LT ROBBY FUENTES

COLLATERAL DUTY ASSIGNMENTS

<u>DUTY</u>	<u>DIRECTIVE</u>	<u>INCUMBENT</u>
Accountable Officer (Material/Equip)	NAVSUP P485	LT Douglas Turner (Pri)
ATO (Anti-Terrorism Officer)	ONI 3300.55	SKC Mason (Alt)
ABNB Credit Union Liaison Officer	SNI 5381.5	Mr. Gene Myers
Bank of America Liaison Officer	SNI 5381.5	Ms. Joyce deGuzman
CACO (Casualty Assistance Calls Officer)	ONI 1770.1	Ms. Joyce deGuzman
Program Coordinator		Mr. Steve Crabb
Chief Master at Arms	ONI 3120.32C	MA1 (SW/AW) Hill
Classified Material Control Custodian	ONI 5530.14	ET1 Hulbert
Combined Federal Campaign Coordinator	SNI 5340.6	LT Antonio Mauro
Command Financial Specialist	ONI 1740.5	LT Erica Munzinger (PG)
Command Fitness Leader	ONI 6110.1G	GMC(SW) Bruggemann
Command Historian	ONI 5750.12	SK1(SW) Acevedo
Command Indoctrination Program Coordinator	ONI 5351.1	Mr. Lamar Raker
Command Managed EO Coordinator	ONI 5354.1 & 5350.10	GMI Moxley
Command Security Manager	ONI 5510.1	Ms. Jackie Edmunds
Command Training Officer	SNI 1500.9	Ms. Jackie Edmunds
Commercial Business Clearance Officer	NABI 1740.4	LT Antonio Mauro
DAPA (Drug and Alcohol Abuse Program Advisor)	ONI 5350.4B	LT Erica Munzinger (PG)
Directives Control Officer	SNI 5215.1	LT Alexander Chizhik
Disaster Preparedness Officer	ONI 3140.24 & 3440.16	Ms. Jackie Edmunds
Electrical Safety Officer	ONI 3120.32	YNC(AW) Wilcoxson
Energy Conservation Officer	ONI 4100.5	YNC(SW) Haldiman (PG)
Environmental Protection Coordinator	NAVSUP 5100.11	ETC(SW) Hudson
Equal Employment Officer	ONI 12720.4	Mr. Dave Edwards
Exceptional Family Member POC	ONI 1754.2	LT Pablo Sierra
Explosive Safety Officer	ONI 8023.23	Ms. Stephanie McManus
Family Advocacy Command Coordinator	ONI 1752.2	CAPT Garrat Cooper
		CMDMC (SW/AW) Schnurbusch
		CMDMC (SW) Rudd (PG)
		Ms. Glenna Maynard
		CMDCM(AW/SW) Schnurbusch
		CMDCM(SW) Rudd (PG)

COLLATERAL DUTY ASSIGNMENTS

<u>DUTY</u>	<u>DIRECTIVE</u>	<u>INCUMBENT</u>
Family Care Plan Coordinator	ONI 1740.4A	Ms. Jackie Edmunds
Fire Site Manager	ONI 11320.23	Mr. Mark Chaney
FOIA Coordinator	SNI 5720.42	LT Alexander Chizhik
Fraud, Waste, Abuse Officer	SNI 5430.92	LT Alexander Chizhik
Government Travel Card Coordinator	NAVCOMPT 7300	Ms. Jennifer Green (Pri)
HAZMAT Liaison	ONI 5090.1	Ms. Joyce deguzman (Alt)
Information System Security Officer	ONI 5239.1/NAVSUP 5239.1	LT Douglas Turner (Pri)
LIMDU Program Coordinator	ENLTRANSMAN Chap 27	SKC Mason (Alt)
Management Control Program Coordinator	SNI 5200.35	Mr. Richard Armstrong
Military Cash Awards (MILCAP) Coordinator/ Beneficial Suggestion	ONI 1650.8	Ms. Jackie Edmunds
MLSR Officer	ONI 5350.14	Ms. Harlean Shook
Naval Warfare Publications Custodian	NWP O	Mr. Steve Crabb
NMCRS Subarea Coordinator	SNI 5760.14	LT Dave Dozier
Naval Reserve Coordinator	CNRFT 5420.12	ET1 Hulbert
Official Mail Manager	ONI 5218.7	LT Antonio Mauro
Operations Security Officer	ONI 3070.1	LT Erica Munzinger (PG)
OSHA Activity Coordinator	ONI 5100.23E	Mr. Steve Crabb
Pass Liaison Representative	ONI 1000.23	YNC(AW) Wilcoxson
Photo Liaison Officer	ONI 3120.32	YNC(SW) Haldiman (PG)
Physical Security Specialist	ONI 5530.14	LT Antonio Mauro
Pregnancy Awareness Coordinator	OPI 6000.1A	LT Erica Munzinger (PG)
Range Safety Officer	ONI 3591.1	Ms. Glenna Maynard
Red Cross Blood Drive Program Rep	CNRMA/SOPADMINHRINST 5400.1E	YNC(SW) Bruggemann
Privacy Act Program Coordinator	SNI 5211.5	Ms. Cynthia Findlater
Records Disposal Officer	SNI 5212.5	LT Alexander Chizhik
		YNC(AW) Wilcoxson
		YNC(SW) Haldiman (PG)

COLLATERAL DUTY ASSIGNMENTS

<u>DUTY</u>	<u>DIRECTIVE</u>	<u>INCUMBENT</u>
Religious Offering Fund Administrator	SNI 7010.6	CAPT Albert Hill
Religious Offering Fund Custodian	SNI 7010.6	RPI Flick
SAVI POC	NAVOP 006/95	MA1 Kedrowski (Pri)
Savings Bond Coordinator	SNI 5120.3H	Ms. Jackie Edmunds (Alt)
SEABEE Force Liaison	ONI 3120.32C	LT Antonio Mauro
Security Officer	ONI 5530.14	LT Erica Munzinger (PG)
Senior Watch Officer	NABI 1601.1	LT Pablo Sierra
Sponsor Program Coordinator	ONI 1740.3	LT Dave Dozier
STU-III Custodian	CNRMAI 2280.1A/2305.1	LT Dave Dozier
3M Coordinator	ONI 4790.4C	CMDCM(AW/SW) Schnurbusch
Telephone Control Officer	ONI 2061.1	CMDCM(SW) Rudd (PG)
Terminal Area Security Officer	SNI 5230.2	ET1 Black
Tour Coordinator	NABINST 5728.3D	ET1 Hulbert
Transportation Incentive Program POC	SECNAV 192056Z APR 01	Mr. Richard Armstrong
Urinalysis Coordinator	ONI 5350.4	Mr. Richard Armstrong
Victim/Witness Assistance Program Coordinator	SNI 5800.11A	Mr. Scott Vanier
Volunteerism Coordinator	ONI 5350.6	Ms. Jennifer Green
Voting Officer	MPM 6210220/NAVADMIN 250/95	MA1(SW/AW) Hill
Youth Advisory Council (Chairman)	BPI 1710.21	MA2 Villa (Asst)

BOARDS/COMMITTEES MEMBERS LISTING

1. AMERICAN HERITAGE OBSERVANCE COMMITTEE:

CHAIRPERSON	COMMAND MANAGED EO	N11
MEMBERS	CHAPLAIN REP	00G
	PAO REP	00PA
	STOREFRONT MWR MARKETING REP	N01MWR
	OTHER STAFF/STOREFRONT REPS	AS ASSIGNED

2. BACHELOR HOUSING QOL ADVISORY BOARD:

CHAIRPERSON	STOREFRONT CBH SITE DIRECTOR	N01BH
MEMBERS	STOREFRONT CBH MANAGER	BH REP
	STOREFRONT CBH LCPO	BH REP

3. CENSORSHIP BOARD:

CHAIRPERSON	EXECUTIVE OFFICER	01
MEMBERS	LEGAL OFFICER	00L
	ADMIN OFFICER	N1

4. COMMAND ASSESSMENT TEAM (CAT):

CHAIRPERSON	EXECUTIVE OFFICER	01
MEMBERS	COMMAND MASTER CHIEF	008
	COMMAND CAREER COUNSELOR	008A
	LEGAL OFFICER	00L
	ADMIN OFFICER	N1
	COMMAND MANAGED EQUAL OPP	N11
	COMMAND TRAINING TEAM LEADER	N7
	DESIGNATED ENLISTED PERSONNEL	AS ASSIGNED

5. COMMAND RETENTION TEAM:

CHAIRPERSON	EXECUTIVE OFFICER	01
MEMBERS	COMMAND MASTER CHIEF	008
	COMMAND CAREER COUNSELOR	008A
	ALL DEPT/STOREFRONT CAREER COUNSELORS	AS ASSIGNED

6. COMMAND TRAINING TEAM:

CHAIRPERSON	COMMAND TRNG TEAM LEADER	N7
MEMBERS	A MINIMUM OF 8 PERSONNEL FROM STAFF/STOREFRONTS	AS ASSIGNED

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7. CPO MESS ADVISORY BOARD:

CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
V/CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
SECRETARY	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
MEMBERS	STOREFRONT PORT OPS REP	N01PO

8. FAMILY ADVOCACY CASE REVIEW COMMITTEE:

CHAIRPERSON	MEDICAL REP	NAVMEDCEN
MEMBERS	LEGAL OFFICER	00L
	SENIOR LINE OFFICER	N7
	FAMILY ADVOCACY REP	N01FFSP
	STOREFRONT PRECINCT COMMANDER	N03LC
	MENTAL HEALTH PROVIDER	N01FFSP
	NCIS AGENT	NCIS
CONSULTANT	STOREFRONT FAP SUPERVISOR	N01FFSP

9. MENU REVIEW BOARD

CHAIRPERSON	GALLEY REGIONAL COORDINATOR	N01FSO
MEMBERS	STOREFRONT GALLEY MANAGER	N01FSO REP
	GALLEY FOOD PRODUCTION CHIEF	N01FSO REP
	STAFF/STOREFRONT REPS	AS ASSIGNED

10. NON-NUCLEAR ORDNANCE/EXPLOSIVE HANDLING QUALIFICATIONS BOARD:

CHAIRPERSON	STOREFRONT SECURITY OFFICER	N03LC
BOARD OBSERVERS	RANGE SAFETY OFFICER	N7
	SAFETY REP	N05LC

11. OCCUPATIONAL SAFETY AND HEALTH POLICY COUNCIL:

CHAIRPERSON	EXECUTIVE OFFICER	01
MEMBERS	STOREFRONT FFSP DIRECTOR	N01FFSP
	STOREFRONT PORT OPS OFFICER	N01PO
	STOREFRONT PUBLIC WORKS REP	N01PWC
	STOREFRONT SAFETY MANAGER	N05LC
	STOREFRONT SECURITY OFFICER	N03LC
	STOREFRONT SUPPLY MANAGER	N01RSO
	STOREFRONT MWR MANAGER	N01MWR

12. CPO MESS ADVISORY BOARD:

CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
V/CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
SECRETARY	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
MEMBERS	STOREFRONT PORT OPS REP	N01PO

13. OFFICER PROGRAMS INTERVIEW BOARD:

CHAIRPERSON	EXECUTIVE OFFICER	01
COORDINATOR	COMMAND CAREER COUNSELOR	008A
MEMBERS	STAFF/STOREFRONT REPS	AS ASSIGNED

14. PETTY OFFICER/SAILOR OF THE QUARTER/YEAR BOARD:

CHAIRPERSON	COMMAND MASTER CHIEF	008
MEMBERS	STAFF/PRECINCT LCPO'S	AS ASSIGNED

15. PHYSICAL SECURITY REVIEW BOARD:

CHAIRPERSON	EXECUTIVE OFFICER	01
MEMBERS	LEGAL OFFICER	00L
	ADMINISTRATION OFFICER	N1
	STAFF PLANS OFFICER	N7
	STOREFRONT ORDNANCE OFFICER	N01ORD
	STOREFRONT PUBLIC WORKS REP	N01PWC
	STOREFRONT SECURITY OFFICER	N03LC
	CHIEF MASTER-AT-ARMS	N03LC
	STOREFRONT PRECINCT COMMANDER	N03LC
	PHYSICAL SECURITY SPECIALIST	N03LC
	BUSINESS OFFICE	N02
	STOREFRONT INFO TECH STAFF REP	N01IT
	STOREFRONT SUPPLY MANAGER	N01RSO
	STOREFRONT MWR MANAGER	N01MWR
	SENIOR WATCH OFFICER	AS ASSIGNED

16. POSITION MANAGEMENT BOARD (PM) :

PM REVIEW OFFICER	EXECUTIVE DIRECTOR	00ED
MEMBERS	REGIONAL SECURITY DIRECTOR	N03
	REGIONAL FIRE DIRECTOR	N04
	REGIONAL SAFETY DIRECTOR	N05

17. CAREER DEVELOPMENT BOARD:

CHAIRPERSON	COMMAND MASTER CHIEF	008
MEMBER	COMMAND CAREER COUNSELOR	008A
MEMBERS	DEPT LCPO	00G
	DEPT LCPO	N1
	DEPT LCPO	N7
	DEPT LCPO	N03LC
	PRECINCT LCPO	AS ASSIGNED
	DEPT/STOREFRONT CAREER COUNSELOR	AS ASSIGNED

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18. RECREATION (NAVPHIBASE LCREEK PROPER) COMMITTEE (MILITARY):

CHAIRPERSON	COMMAND MASTER CHIEF	008
MEMBERS	COMMAND CAREER COUNSELOR	008A
MEMBER	SENIOR ENLISTED	00G
	SENIOR ENLISTED	00L
	SENIOR ENLISTED	N1
	SENIOR ENLISTED	N7
	SENIOR ENLISTED	N03LC
	SENIOR ENLISTED	N01PO
	SENIOR ENLISTED	N01LT
	SENIOR ENLISTED	N01MWR
	SENIOR ENLISTED	N01FSO

19. RECREATION FACILITIES ADVISORY BOARD:

CHAIRPERSON	APPOINTED BY COMMANDING OFFICER	AS APPOINTED
MEMBERS	COMMAND MASTER CHIEF	008
	STOREFRONT MWR MANAGER	N01MWR

20. SAFE DRIVE COUNCIL:

CHAIRPERSON	STOREFRONT PRECINCT COMMANDER	N03LC
MEMBER	STOREFRONT PUBLIC WORKS REP	N01PWC
MEMBER	STOREFRONT SAFETY MANAGER	N05LC
MEMBER	STOREFRONT SECURITY OFFICER	N03LC