



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:
JAG/CNLSC NOTE 5401
Code 60
1 Dec 11

JAG/CNLSC NOTICE 5401

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: ASSIGNMENT OF COLLATERAL DUTIES

Ref: (a) OPNAVINST 3120.32C

Encl: (1) List of Collateral Duty Assignments

1. Purpose. To publish the current assignment of collateral duties within the Office of the Judge Advocate General and Naval Legal Service Command.
2. Background. Reference (a) sets forth guidelines in the general assignment and performance of collateral duties. Personnel are responsible for consulting appropriate references to learn the scope of their duties and must maintain turnover files. When possible, duties are assigned based on command position, allowing duties to pass from one holder to the next in the course of regular turnover.
3. Action. Retain this notice for reference and information until superseded. My point of contact on the assignment of collateral duties is the office of Executive Administration (Code 60), (202) 685-5190.
4. Cancellation. This notice is cancelled when superseded by an updated notice.


J. G. HANNINK
By direction

Distribution:
Electronic only, via Office of the Judge Advocate General Website,
<http://jag.navy.mil> and Navy Knowledge On-line,
<https://wwa.nko.navy.mil/>.

LIST OF COLLATERAL DUTIES ASSIGNMENTS

COLLATERAL DUTY	INSTRUCTION	CODE	NAME
American Bar Association (ABA) Liaisons	N/A	61	LT Mandy Gardner LT Erin Quay
Casualty Assistance Calls Officer (CACO)	NDWINST 1770.2C	-	LCDR Liam Connel LT Nicholas Stampfli
Command Action Team	OPNAVINST 5354.1F	-	Ms. Meghan Rosenheck Ms. Tomiko Thompson CPL Jerry Padilla
Command Training Team	N/A	-	Ms. Heidi Beasley LT Brett Cook LT Thomas Brown LN1 Abraham Tarr
Command Career Counselor (CCC)	NAVPERS 15878	004	LN1 Abraham Tarr
Command IA Coordinator (CIAC)	NAVADMIN 099/09	60	LN1 James Richardson
Classified Material Control Officer	SECNAV M-5510.36	30	Ms. Heidi Beasley
Clemency & Parole Board Representative	SECNAVINST 5815.3J	20	Director, Code 20
Combined Federal Campaign (CFC) Keyperson	DODD 5035.1 SECNAVINST 5340.2D	45	LT Daniel C. LaPenta
Command Financial Specialist	OPNAVINST 1740.5B	16	Deputy Director, Legal Assistance Division
Command Fitness Leader	OPNAVINST 6110.1H	14	LCDR Michael O'Regan
Continuity of Operations (COOP) Program Manager	JAG/CNLSCINST 3030.4	63 60	CDR Melissa Powers LT Nicholas Stampfli LT Naomi Shubatt
Command Managed Equal Opportunity (CMEO) Representative	OPNAVINST 5354.1F	61	LT Tashinda Richardson
Diversity Committee Representative and Coordinator (NAVFAC/OJAG)	N/A	60	Ms. Wendy Winston
Drug & Alcohol Program Advisor (DAPA)	OPNAVINST 5350.7	004	LN1 Abraham Tarr
Environmental and Energy Liaison		63	CDR Brian Grappe
Exceptional Family Member Program Coordinator	OPNAVINST 1754.2D	60	LN1 James Richardson
Extended Crisis Action Team (ECAT)	OPNAVINST 1601.7K	63	LT Nicholas Stampfli
Family Care Plan Coordinator	OPNAVINST 1740.40	60	LN1 James Richardson
Family Advocacy Program Representative (FAP)	OPNAVINST 1752.2A NDWINST 1752.1B	RLSO NDW	LT Lauren Faust
First Lieutenant	JAGINST 5400.1A	60	Director, Code 60

1 Dec 11

Government Travel Credit Card Coordinator	EBUSOPSOFFINST 4650.1A	60	Ms. Von Lyles
Health and Wellness Promotion Committee	OPNAVINST 6100.2A	-	LCDR Michael O'Regan LT Naomi Shubatt LT Lisa Senay LT Robert Burk LT Lindsay Geiselman LN1 James Richardson Mr. Steveon Williams
Information Systems Security Officer (ISSO)	SECNAVINST 5510.36A	65	Mr. Mark Bernard
Key Control Officer	OPNAVINST 5530.14E	60	LT Naomi Shubatt
Medical and Dental Readiness Officer	SECNAVINST 6120.3	60	LT Naomi Shubatt
Management Internal Controls Program Manager	OPNAVINST 5200.25D	00IG	Mr. Joseph Scranton
Metro Fare Card Custodian	JAGINST 4642.1	64	LaShawn Fortson
Motorcycle Safety Representative	OPNAVINST 5100.12H	63	LT Naomi Shubatt
Navy/Marine Corps Relief Society Keyworker Coordinator	SECNAVINST 5340.2C	-	TBD
Ombudsman	OPNAVINST 1750.1F	60	Mrs. Erin Dursa
Physical Security/Anti-Terrorism and Force Protection Officer	OPNAVINST 5530.14E	63	CDR Todd Huntley
FOIA/Privacy Act Coordinator	SECNAVINST 5211.5E	13	LT Lisa Senay
Post Deployment Health Reassessment Program Coordinator	NAVADMIN 207/08	60	LN1 James Richardson
Property Manager	DoD INST 5000.64 SECNAVINST 7320.10A	64	Director, Code 64
Records Manager	OPNAVINST 5210.20	60	LT Naomi Shubatt
Safety and Occupational Health Liaison	OPNAVINST 5100.23G	60	LT Naomi Shubatt
Senior Watch Officer (SWO)	OPNAVINST 1601.7K	63	Director, Code 63
Sexual Assault Prevention and Response (SAPR) Coordinator	OPNAVINST 1752.1B NDWINST 1752.3	20	Ms. Teresa Scalzo
Sexual Assault Prevention and Response (SAPR) Command Liaison and Data Collection Coordinator	OPNAVINST 1752.1B NDWINST 1752.3	20	LT Mandy Gardner
Sexual Assault Victim Intervention (SAVI)	OPNAVINST 1752.1B SECNAVINST 1752.4A	00 65	LN2 Brittany Pardo Ms. Stephney Drinkard

Social Committee (OJAG)	N/A	-	LT Janelle Kuroda LT Tashinda Richardson
Training Officer	JAGINST 1500.4	-	LT Brett Cook Ms. Amy Stevens
TRIM Dataset Records Manager	OPNAVINST 5210.20	60	Director, Code 60
Uniform Code of Military Justice (UCMJ) Joint Service Committee	UCMJ	20	Director, Code 20
Urinalysis Liaison	OPNAVINST 5350.4D	004	LNCS Shannon Charles
Voting Officer	OPNAVINST 1742.1B	16	Ms. Kathlene Somerville