



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

Canc frp: 30 Apr 04

PERSUPPACTWESTNOTE 1300
N1

NOV 05 2003

PERSUPPACT WEST NOTICE 1300

Subj: COLLATERAL DUTY, BOARD AND COMMITTEE ASSIGNMENTS

Ref: (a) OPNAVINST 3120.32C

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

1. Purpose. Enclosures (1) and (2) constitute official notification of assignments to collateral duties, as well as appointments to boards, councils, and committees effective this date.

2. Responsibilities

a. Department Heads. Ensure personnel are aware of assignments. Submit recommended changes to the Executive Officer via the Administrative Officer.

b. Administrative Officer. Update and submit to the Commanding Officer on a semiannual basis.

c. Assigned members. Incumbents on collateral duty assignments and appointees to boards and committees shall maintain proper records and be governed by the provisions of reference (a) and other applicable directives. As a minimum, a turnover file shall be maintained containing copies of instructions and all actions initiated, planned, and approved or disapproved.


CAROLINE B. KONCZEY

Distribution:

PERSUPPACTWESTINST 5216.1K, Lists I and II

COLLATERAL DUTY ASSIGNMENTS

AIRLIFT COORDINATOR	CMDCM(SS) B. BAILEY Ms. L. MORGAN
ANTI-TERRORIST TRAINING/FORCE PROTECTION OFFICER	CWO3 V. PALUMBO
CASUALTY ASSISTANCE CALLS OFFICER	CDR J. CHRISTENSEN All E-7 through O-4, as assigned
CLASSIFIED MATERIAL CONTROL CLERK	ITC(SW) T. AYOSO
CMEO OFFICER	CWO3 V. PALUMBO
COMBINED FEDERAL CAMPAIGN COORDINATOR	YN2(SW) L. HOSKINS
COMMAND CAREER COUNSELOR	PNCS(SW/AW) J. GRIGSBY
COMMAND FAMILY ADVOCACY REPRESENTATIVE	DKCS(SW) E. FLORENDO
COMMAND FINANCIAL SPECIALIST	DKCS(SW) E. FLORENDO
COMMAND FITNESS COORDINATOR	PNCS(SW/AW) J. GRIGSBY
COMMAND FITNESS COORDINATOR (ASSISTANT)	PN1(SW/AW) B. DEHAAN
COMMAND TRAINING COORDINATOR	PN1 J. DUPONT
COMMERCIAL ACTIVITIES (CA)	Ms. L. ATKINS
DRUG/ALCOHOL PROGRAM ADVISOR/ DRUG FREE WORKPLACE COORDINATOR	PN1(SW/AW) B. DEHAAN
EDUCATIONAL SERVICES OFFICER	CWO3 V. PALUMBO
EEO	Mr. R. GERSTER
EMERGENCY MANAGEMENT COORDINATOR	CWO3 V. PALUMBO
ENLISTED WATCHBILL COORDINATOR	YN2 L. HOSKINS
FACILITIES MANAGER	Mr. R. PHIFER
FAMILY ADVOCACY REPRESENTATIVE	CMDCM(SS) B. BAILEY

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FAMILY CONTACT AND ASSISTANCE OFFICER (FCAO)	CDR J. CHRISTENSEN
FIRE MARSHALL	ITC(SW) T. AYOSO
FIRE PREVENTION PROGRAM COORDINATOR	ITC(SW) T. AYOSO
FOIA COORDINATOR	CWO3 V. PALUMBO
GENERAL MILITARY TRAINING COORDINATOR	PN1 J. DUPONT
GOVERNMENT CHARGE CARD AGENCY PROGRAM COORDINATOR	Mr. M. QUINTO
INFORMATION SYSTEMS SECURITY MANAGER	ITC(SW) T. AYOSO
JUNIOR OFFICER CAREER COUNSELOR	CAPT CAROLINE B. KONCZEY CDR J. CHRISTENSEN
KEY CONTROL COORDINATOR	Mr. R. PHIFER
LEGAL OFFICER	CWO3 V. PALUMBO
MENTORSHIP PROGRAM COORDINATOR	CMDCM(SS) B. BAILEY
MILCAP COORDINATOR	DKCS(SW) E. FLORENDO
MWR OFFICER	CWO3 V. PALUMBO
NAVY RELIEF COORDINATOR	PNCS(SW/AW) J. GRIGSBY
OFFICIAL MAIL MANAGER	CWO3 V. PALUMBO
PHYSICAL SECURITY OFFICER	ITC(SW) T. AYOSO
POSITION MANAGEMENT OFFICER	CDR J. CHRISTENSEN
PUBLIC AFFAIRS OFFICER	CWO3 V. PALUMBO
SAFETY OFFICER/NAVOSH COORDINATOR	DKCS(SW) E. FLORENDO
SAVINGS BOND OFFICER	Mr. T. STOLZOFF
SECURITY MANAGER	CWO3 V. PALUMBO
SENIOR LEADERS ASSOCIATION (SLA) PRESIDENT	CDR J. CHRISTENSEN

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SENIOR LEADERS ASSOCIATION (SLA)
TREASURER

CWO3 V. PALUMBO

SENIOR WATCH OFFICER

DKCS (SW) E. FLORENDO

SAVI ADVOCATE

ITC (SW) T. AYOSO

STAFF DUTY OFFICERS

All E5-E6 assigned

STAFF PERSONNEL OFFICER

CWO3 V. PALUMBO

STANDARDS OF CONDUCT COORDINATOR

PN1 J. DUPONT

TELEPHONE/CATS COORDINATOR

Mr. R. PHIFER

VICTIM AND WITNESS ASSISTANCE PROGRAM
COORDINATOR

ITC (SW) T. AYOSO

VOTING OFFICER

CWO3 V. PALUMBO

URINALYSIS COORDINATOR

DKCS (SW) E. FLORENDO

BOARD AND COMMITTEE ASSIGNMENTS

AIS CONFIGURATION CONTROL BOARD

Mr. R. PHIFER
ITC(SW) T. AYOSO

Ms. NANCY SZASZ

MILITARY AWARDS BOARD

CDR J. CHRISTENSEN - CHAIRMAN
CMDM(SS) B. E. BAILEY

CWO3 V. PALUMBO

CIVILIAN AWARDS BOARD

CDR J. CHRISTENSEN
Mr. M. QUINTO

Mr. R. PHIFER
Ms. L. ATKINS

BY DIRECTION AUTHORITY

EXECUTIVE OFFICER

DEPARTMENT HEADS

CASH VERIFICATION BOARD

DKCS(SW) E. FLORENDO

PNCS(SW/AW) J. GRIGSBY

COMMAND ASSESSMENT TEAM

CHAIRMAN - CDR J. CHRISTENSEN
CMDM(SS) B. BAILEY

CWO3 V. PALUMBO
ALL DETACHMENT OICs

COMMAND TRAINING TEAM

CHAIRMAN - DKCS(SW) E. FLORENDO
ALL DETACHMENT PRIMARY/ALTERNATE TEAM MEMBERS

PHYSICAL SECURITY REVIEW COMMITTEE (PSRC)

CDR J. CHRISTENSEN
Ms. P. BURKS
ALL DETACHMENT ASSISTANT SECURITY MANAGERS

DKCS(SW) E. FLORENDO
Mr. N. ABALOS

POSITION MANAGEMENT BOARD

CDR J. CHRISTENSEN - CHAIRMAN
Mr. R. GERSTER

Ms. L. ATKINS
DETACHMENT OIC - AS
REQUIRED

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SAFETY COUNCIL

CAPT CAROLINE B. KONCZEY
ALL DETACHMENT OICs
Ms. L. ATKINS
Ms. S. TOWNSEND

CDR J. CHRISTENSEN
CWO3 V. PALUMBO
Mr. M. QUINTO
Mr. R. PHIFER