DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc: Dec 99

IN REPLY REFER TO
BUMEDNOTE 5420
BUMED-911
11 Jun 99

BUMED NOTICE 5420

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: COLLATERAL DUTY ASSIGNMENTS

Encl: (1) Bureau of Medicine and Surgery Collateral Duty Listing

1. Purpose. To identify and assign staff collateral duties at the Bureau of Medicine and Surgery.

2. Information. Enclosure (1) is a list of collateral duties with appropriate references.

3 Action

a. The Chief of Staff shall coordinate with the Deputy Assistant Chiefs, Directors, Special Assistants, and Command Master Chief for assignment of personnel.

b. The Director for Headquarters Administration shall perform all other administrative functions related to the assignment of collateral duties; to include preparation of appointment letters as required.

c. All personnel assigned a collateral function are required to familiarize themselves with the appropriate directives listed in enclosure (1) and comply with the provisions of those directives. Personnel assigned to collateral duties shall ensure his or her or designee's attendance at all scheduled meetings.

d. When the incumbent collateral duty member is detached, his or her relief shall assume the assigned duties of the predecessor unless otherwise directed. Each member being replaced shall ensure their replacement is fully familiar with all aspects of the collateral duty and has received a turnover binder including standard operating procedures.

Larry L. Younger
LARRY L. YOUNGER
Chief of Staff

BUREAU OF MEDICINE AND SURGERY COLLATERAL DUTY LISTING

COLLATERAL DUTY	STATUS	ASSIGNMENT	DIRECTIVE	LTR	CODE
ISSM SECURITY OFFICER	PG MGR	MS. BEVERLY HORSLEY	BUMEDINST 5239.1	N/A	09D
ADVANCEMENT PG MGR	PG MGR	HMC JEFFERY MOUW, USN	BUPERSINST 1430	N/A	2525
TRAVEL CARD PROGRAM	PG MGR	LT BRUCE MILLER, MSC, USN	BUMEDINST 7302.1	N/A	94
TRAVEL CARD PROGRAM	ASST MGR	VACANT	BUMEDINST 7302.1	N/A	
AUDIOVISUAL PROGRAM MANAGER	PG MGR	MR. CHARLES SIMPSON	BUMEDINST 5900.1F	N/A	913L
AWARDS BOARD	CHAIRMAN	CAPT JANET HIGGINS, MSC, USN	SECNAVINST 1650.1F	N/A	05B
AWARDS BOARD	MEMBER	CAPT WILLIAM WURZEL, MC, USN	SECNAVINST 1650.1F	N/A	00MCB4
AWARDS BOARD	MEMBER	CDR ANGELE BARROW, MSC, USN	SECNAVINST 1650.1F	N/A	00MSCB1
AWARDS BOARD	MEMBER	CAPT HECTOR QUILES, NC, USN	SECNAVINST 1650.1F	N/A	00NCB3
AWARDS BOARD	MEMBER	CDR TOM WALCZYK, DC, USN	SECNAVINST 1650.1F	N/A	00DCB1
AWARDS BOARD	CMC	DTCM PAUL DZIADON, USN	SECNAVINST 1650.1F	N/A	00HC1
AWARDS BOARD	MEMBER	VACANT	SECNAVINST 1650.1F	N/A	
AWARDS BOARD	MEMBER	MRS. SANDY BARKER	SECNAVINST 1650.1F	N/A	05X
BENEFICIAL SUGGESTION PROGRAM	PG MGR	DT1 JESSE BRYANT, USN	NAVSEAINST 5305.4A	N/A	5429
CAREER DEVELOPMENT ADVISORY TEAM	PG MGR	CAPT ELAINE SCHERER, NC, USN	CHARTER LTR OF 1 MAR 98	N/A	53
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	CAPT HECTOR QUILES, NC, USN	CHARTER LTR OF 1 MAR 98	N/A	00NCB3
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	CDR ROSALIND SLOAN, NC, USN	CHARTER LTR OF 1 MAR 98	N/A	542
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	LCDR BARBARA GATES, NC, USNR	CHARTER LTR OF 1 MAR 98	N/A	525
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MR. HAROLD MORROW	CHARTER LTR OF 1 MAR 98	N/A	15B
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MS. MARY SNYDER	CHARTER LTR OF 1 MAR 98	N/A	914A
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MS. JAN EVANS	CHARTER LTR OF 1 MAR 98	N/A	32
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MS. PATRICIA BAKEN	CHARTER LTR OF 1 MAR 98	N/A	94D
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MS. JANICE HORES	CHARTER LTR OF 1 MAR 98	N/A	00MCSA
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MS. ANTOE ALLEN	CHARTER LTR OF 1 MAR 98	N/A	00CP
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	LCDR SUSAN GALLOWAY, NC, USN	CHARTER LTR OF 1 MAR 98	N/A	5423
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MS. ALTHEA HESTER	CHARTER LTR OF 1 MAR 98	N/A	00L
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	HMC MARGARET HIGGINS, USN	CHARTER LTR OF 1 MAR 98	N/A	552
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	RPC GREGORY KINER, USN	CHARTER LTR OF 1 MAR 98	N/A	00GB
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	MS. DANITA MOORE	CHARTER LTR OF 1 MAR 98	N/A	917
CAREER DEVELOPMENT ADVISORY TEAM	MEMBER	HMC TOM RADOVICH, USN	CHARTER LTR OF 1 MAR 98	N/A	2521
CASUALTY ASSISTANCE CALLS OFFICER	PG MGR	HMC MICHAEL HALEY, USN	OPNAVINST 1770.1	N/A	214
CIVILIAN AWARDS PROGRAM BOARD	CHAIRPERSON	MR. HAROLD MORROW	BUMEDINST 12451.4	N/A	15B
CIVILIAN AWARDS PROGRAM BOARD	MEMBER	MS. ELLEN MCCAUSLAND	BUMEDINST 12451.4	N/A	00DCS
CIVILIAN AWARDS PROGRAM BOARD	MEMBER	LCDR MARVIN JONES, MSC, USN	BUMEDINST 12451.4	N/A	527
CIVILIAN AWARDS PROGRAM BOARD	MEMBER	MR. JOHN BARNISH	BUMEDINST 12451.4	N/A	826
CIVILIAN AWARDS PROGRAM BOARD	MEMBER	MS. CARSIETTA BURKE	BUMEDINST 12451.4	N/A	14D
CLASSIFIED MATERIAL CUSTODIAN	DFA	LCDR GARY L. BAKER, MSC, USN	OPNAVINST 1770.9	N/A	91
LEADING CHIEF PETTY OFFICER MED-02	LCPO	HMCM JAMES LAMBERT, USN	PENDING	N/A	221

COLLATERAL DUTY	STATUS	ASSIGNMENT	DIRECTIVE	LTR	CODE
LEADING CHIEF PETTY OFFICER MED-05	LCPO	HMCS RONALD MARTIN, USN	PENDING	N/A	561
LEADING CHIEF PETTY OFFICER MED-07	LCPO	HMCS JEFFREY VOLLUM, USN	PENDING	N/A	07E
LEADING CHIEF PETTY OFFICER MED-06	LCPO	HMCS BUCKLEY HICKMAN, USN	PENDING	N/A	00HC2
LEADING CHIEF PETTY OFFICER MED-09	LCPO	HMCS JOHNNY WEST, USN	PENDING	N/A	911
LEADING CHIEF PETTY OFFICER MED-01	LCPO	HMCM MICHAEL TERMINE	PENDING	N/A	25
LEADING CHIEF PETTY OFFICER MED-03	LCPO	HMC MICHAEL GARDNER, USN	PENDING	N/A	03GT
COMBINED FEDERAL CAMPAIGN	CHAIRPERSON	VACANT	SECNAVINST 5340	N/A	
COMBINED FEDERAL CAMPAIGN	VICE CHAIRPERSON	VACANT	SECNAVINST 5340	N/A	
COMMAND ASSESSMENT TEAM	CHAIRPERSON	CAPT LARRY YOUNGER, MSC, USN	OPNAVINST 5354.5	N/A	09B
COMMAND ASSESSMENT TEAM	CMEO	CDR ERICA SPENCE, NC, USN	OPNAVINST 5354.5	YES	532
COMMAND ASSESSMENT TEAM	MEMBER	CDR JOHN CLASS, MSC, USN	OPNAVINST 5354.5	YES	03A
COMMAND ASSESSMENT TEAM	MEMBER	CDR ELEANOR VALENTIN, MSC, USN	OPNAVINST 5354.5	YES	31
COMMAND ASSESSMENT TEAM	DFA	LCDR GARY L. BAKER, MSC, USN	OPNAVINST 5354.5	YES	91
COMMAND ASSESSMENT TEAM	MEMBER	LCDR SALLY ROLDAN, MSC, USN	OPNAVINST 5354.5	YES	823
COMMAND ASSESSMENT TEAM	MEMBER	LT KENNETH GORNIC, JAGC, USNR	OPNAVINST 5354.5	YES	00L1
COMMAND ASSESSMENT TEAM	MEMBER	LT GREGORY CADLE, MSC, USN	OPNAVINST 5354.5	YES	08A
COMMAND ASSESSMENT TEAM	MEMBER	HMC MARGARET HIGGINS, USN	OPNAVINST 5354.5	YES	552
COMMAND ASSESSMENT TEAM	MEMBER	HMC FRANCISCO HILVANO, USN	OPNAVINST 5354.5	YES	5411
COMMAND ASSESSMENT TEAM	MEMBER	HMC TOMMY KING, USN	OPNAVINST 5354.5	YES	5424
COMMAND ASSESSMENT TEAM	CMC	DTCM PAUL DZIADON, USN	OPNAVINST 5354.5	YES	00HC1
COMMAND ASSESSMENT TEAM	MEMBER	HM1 VICKI BOLTON, USN	OPNAVINST 5354.5	YES	112A
COMMAND ASSESSMENT TEAM	MEMBER	DT1 JULIE FORT, USN	OPNAVINST 5354.5	YES	06A1
COMMAND ASSESSMENT TEAM	MEMBER	HM1 RICHARD CARUSO, USNR (TAR)	OPNAVINST 5354.5	YES	32
COMMAND ASSESSMENT TEAM	CCC	HM1 GINA WARD, USN	OPNAVINST 5354.5	YES	911B
COMMAND ASSESSMENT TEAM	MEMBER	MS. CAROLYN BARETT-BALLINGER	OPNAVINST 5354.5	YES	32
COMMAND ASSESSMENT TEAM	MEMBER	MS. KETTISHA JENKINS	OPNAVINST 5354.5	YES	33S1
COMMAND ASSESSMENT TEAM	MEMBER	MS. DANITA MOORE	OPNAVINST 5354.5	YES	917
COMMAND ASSESSMENT TEAM	MEMBER	MR. JAMES SCARBOROUGH	OPNAVINST 5354.5	YES	113A
COMMAND CAREER COUNSELOR	PG MGR	HM1 GINA WARD, USN	NAVPERS 15878H	N/A	911B
COMMAND FINANCIAL SPECIALIST	PG MGR	HMC FRANCISCO HILVANO, USN	OPNAVINST 1740.5	N/A	5411
COMMAND FINANCIAL SPECIALIST	ASSISTANT	HM1 C. DIMERCURIO, USNR(TAR)	OPNAVINST 1740.5	N/A	521M1
COMMAND FIRE WARDEN	PG MGR	HMC TOMMY KING, USN	OPNAVINST 11320.25B	N/A	5424
COMMAND ORIENTATION PROGRAM	PG MGR	HM3 WAYNE REED, USN	BUMEDINST 5351.1	N/A	911C
COMMAND MANAGED EQUAL OPPORTUNITY	PG MGR	CDR ERICA SPENCE, NC, USN	OPNAVINST 1770.10	N/A	53V2
COMMAND MANAGED EQUAL OPPORTUNITY	ASSISTANT	HMC TOMMY KING, USN	OPNAVINST 1770.11	N/A	5424
COMMAND MASTER AT ARMS	CHIEF MAA	HMC TOMMY KING, USN	OPNAVINST 5530.14B	YES	5424
COMMAND MASTER AT ARMS	ASSISTANT	HM1 C. DIMERCURIO, USNR(TAR)	OPNAVINST 5530.14B	YES	521M1
COMMAND MASTER AT ARMS	ASSISTANT	DT1 JESSE BRYANT, USN	OPNAVINST 5530.14B	YES	5429

COLLATERAL DUTY	STATUS	ASSIGNMENT	DIRECTIVE	LTR	CODE
COMMAND MASTER AT ARMS	ASSISTANT	HM1 WILLIAM L. JOHNSTON, USNR(TAR)	OPNAVINST 5530.14B	YES	1531
COMMAND MASTER AT ARMS	ASSISTANT	HM1 THOMAS S. SCHAEFFER, USN	OPNAVINST 5530.14B	YES	233
COMMAND MASTER AT ARMS	ASSISTANT	HM2 TIMOTHY SHAEFFER, USN	OPNAVINST 5530.14B	YES	94A1
COMMAND MASTER CHIEF	CMC	DTCM PAUL DZIADON, USN	OPNAVINST 1306.2	YES	00HC1
COMMAND RECYCLING COORDINATOR	PG MGR	HM1 WALLACE HONER, USN	NDWINST 11350.1C	YES	911E
COMMAND RECYCLING COORDINATOR	ASSISTANT	MS. PAULA FRECHEN	NDWINST 11350.1C	YES	14H
COMMAND SPONSOR PROGRAM	PG MGR	HM2 WENDY GEORGE, USN	BUMEDINST 1720.1	N/A	911D
COMMAND TRAINING TEAM	CHAIRPERSON	CDR JANE MEAD, NC, USN	OPNAVINST 1500.9	N/A	541
COMMAND TRAINING TEAM	MEMBER	CAPT ELAINE SCHERER, NC, USN	OPNAVINST 1500.9	M/	53
COMMAND TRAINING TEAM	MEMBER	CDR ROSALIND SLOAN, NC, USN	OPNAVINST 1500.9	N/A	542
COMMAND TRAINING TEAM	MEMBER	HMC LIBBY VALESKI, USNR(TAR)	OPNAVINST 1500.9	N/A	711
COMMAND TRAINING TEAM	MEMBER	VACANT	OPNAVINST 1500.9	N/A	
COMMAND TRAINING TEAM	MEMBER	LT MARY JENKINS, MSC, USN	OPNAVINST 1500.9	N/A	31
COMMAND TRAINING TEAM	MEMBER	CDR MARTHA HANSEN, NC, USN	OPNAVINST 1500.9	N/A	5428
COMMAND TRAINING TEAM	MEMBER	HMC FRANCISCO HILVANO, USN	OPNAVINST 1500.9	N/A	5411
COMMAND TRAINING TEAM	MEMBER	VACANT	OPNAVINST 1500.9	N/A	
COMMAND TRAINING TEAM	MEMBER	LT JAMES WARMOWSKI, MSC, USN	OPNAVINST 1500.9	N/A	333
COMMAND TRAINING TEAM	MEMBER	HM1 ANTHONY SCHLIM,USN	OPNAVINST 1500.9	N/A	5426
COMMAND TRAINING TEAM	MEMBER	HMC TOMMY KING, USN	OPNAVINST 1500.9	N/A	5424
COMMAND TRAINING TEAM	MEMBER	HMC DENNIS-ALVIN MACASIANO, USN	OPNAVINST 1500.9	N/A	2527
COMMAND TRAINING TEAM	MEMBER	HM1 WILLIAM L. JOHNSTON, USNR(TAR)	OPNAVINST 1500.9	N/A	1531
CULTURAL AWARENESS COMMITTEE	CHAIRPERSON	LT BRENDAN MELODY, MSC, USN	OPNAVINST 5354.1D	N/A	523
CULTURAL AWARENESS COMMITTEE	MEMBER	HM2 ADRIANE MATTOCKS, USNR(TAR)	OPNAVINST 5354.1D	N/A	751
CULTURAL AWARENESS COMMITTEE	MEMBER	MS. ANA RIVERA	OPNAVINST 5354.1D	N/A	1515
CULTURAL AWARENESS COMMITTEE	MEMBER	HM1 WALLACE HONER, USN	OPNAVINST 5354.1D	N/A	911E
CULTURAL AWARENESS COMMITTEE	MEMBER	MS. VANESSA LUCAS	OPNAVINST 5354.1D	N/A	524DC
CULTURAL AWARENESS COMMITTEE	MEMBER	HM1 BARBARA DAVIS, USN	OPNAVINST 5354.1D	N/A	1523
CULTURAL AWARENESS COMMITTEE	MEMBER	VACANT	OPNAVINST 5354.1D	N/A	
CULTURAL AWARENESS COMMITTEE	MEMBER	HM1 C. DIMERCURIO, USNR(TAR)	OPNAVINST 5354.1D	N/A	521M1
CULTURAL AWARENESS COMMITTEE	MEMBER	HMC C. SEABURN, USN	OPNAVINST 5354.1D	N/A	31
CULTURAL AWARENESS COMMITTEE	MEMBER	LT GERALD CREECH, MSC, USN	OPNAVINST 5354.1D	N/A	61
CULTURAL AWARENESS COMMITTEE	MEMBER	DT1 JESSE BRYANT, USN	OPNAVINST 5354.1D	N/A	5429
CULTURAL AWARENESS COMMITTEE	MEMBER	HM2 JOSEPH FOUTCH, USNR(TAR)	OPNAVINST 5354.1D	N/A	03GT
CULTURAL AWARENESS COMMITTEE	MEMBER	LT HOPE WINGO, CEC, USN	OPNAVINST 5354.1D	N/A	332
CULTURAL AWARENESS COMMITTEE	MEMBER	HMC MARGRET HIGGINS, USN	OPNAVINST 5354.1D	N/A	552
CULTURAL AWARENESS COMMITTEE	MEMBER	HM2 MARIA BREITWIESER, USNR(TAR)	OPNAVINST 5354.1D	N/A	741
CULTURAL AWARENESS COMMITTEE	MEMBER	VACANT	OPNAVINST 5354.1D	N/A	
CULTURAL AWARENESS COMMITTEE	MEMBER	LCDR MARVIN JONES, MSC, USN	OPNAVINST 5354.1D	N/A	527

COLLATERAL DUTY	STATUS	ASSIGNMENT	DIRECTIVE	LTR	CODE
CULTURAL AWARENESS COMMITTEE	MEMBER	LCDR SALLY ROLDAN, MSC, USN	OPNAVINST 5354.1D	N/A	823
CULTURAL AWARENESS COMMITTEE	MEMBER	VACANT	OPNAVINST 5354.1D	N/A	
CULTURAL AWARENESS COMMITTEE	MEMBER	HM1 WILLIAM JOHNSTON, USNR(TAR)	OPNAVINST 5354.1D	N/A	1531
DEPENDENT STUDENT TRAVEL PROGRAM	PG MGR	VACANT	JFTR C7005 & U5243	N/A	
DISASTER PREPAREDNESS OFFICER	PG MGR	VACANT	BUMEDINST 3440.4	YES	
DISCIPLINARY REVIEW BOARD	CMC	DTCM PAUL DZIADON, USN	BUPERSINST 1610.10	N/A	00HC1
DRUG AND ALCOHOL ADVISOR	PG MGR	HMC MARGO HIGGINS, USN	SECNAVINST 5350.4	YES	552
DRUG AND ALCOHOL ADVISOR	ASSISTANT	HM1 WILLIAM JOHNSTON, USNR(TAR)	SECNAVINST 5350.4	YES	1531
ENERGY CONSERVATION MONITOR	PG MGR	MR. IKE BROWN	NAVMEDCOMINST 4100.1A	N/A	913A
ENLISTED EVALUATION REVIEW BOARD	CHAIRPERSON	DTCM PAUL DZIADON, USN	BUMEDINST 1610.10	N/A	00HC1
ENLISTED WATCHBILL COORDINATOR (E1-E6)	PG MGR	YN1 GREGORY SCHROEDER, USNR(TAR)	BUMEDINST 5420.15	N/A	921
ETHICS COUNSELOR	PG MGR	CDR JEFF SHERMAN, JAGC, USN	PENDING	N/A	00L
ETHICS COUNSELOR	ASSISTANT	LT KEN GORNIC, JAGC, USNR	PENDING	N/A	00L1
EXCEPTIONAL FAMILY MEMBER PROGRAM	PG MGR	VACANT	OPNAVINST 1754.2A	N/A	
FAMILY ADVOCACY REPRESENTATIVE	PG MGR	LCDR GARY L. BAKER, MSC, USN	SECNAVINST 1752.3	N/A	91
FAMILY OMBUDSMAN	PG MGR	MS. STELLA DZIADON	OPNAVINST 1750.1D	N/A	09I
FORMS CONTROL OFFICER	PG MGR	MS. MARY SNYDER	BUMEDINST 5210.9	N/A	914A
FREEDOM OF INFORMATION ACT OFFICER	PG MGR	LT KENNETH GORNIC, JAGC, USNR	SECNAVINST 572.42E	N/A	00L1
GENERAL MILITARY TRAINING PG MGR	PG MGR	HMC LIBBY VALESKI, USNR	BUMEDINST 1500.6	N/A	711
HAZARDOUS MATERIAL CONTROL OFFICER	PG MGR	HM1 TIMOTHY TAYLOR, USN	BUMEDINST 4110.1	N/A	915B
HEALTH CARE CONSUMER COUNCIL	MEMBER	HMC TOMMY KING, USN	CNETINST 5420.4	N/A	5424
HEALTH CARE CONSUMER COUNCIL	MEMBER	HMCS JOHNNY WEST, USN	CNETINST 5420.4	N/A	911
HEALTH PROMOTION COMMITTEE	CHAIRPERSON	LT DENIS ASHLEY, MC, USNR	PENDING	N/A	00MCB3
HEALTH PROMOTION COMMITTEE	MEMBER	LCDR CAREY SILL, MSC, USN	PENDING	N/A	01A
HEALTH PROMOTION COMMITTEE	MEMBER	HMC C. SEABURN, USN	PENDING	N/A	31
HEALTH PROMOTION COMMITTEE	MEMBER	CAPT CANDICE GORTNEY, NC, USN	PENDING	N/A	241
HEALTH PROMOTION COMMITTEE	MEMBER	LT CHRISTOPHER COOK, DC, USNR	PENDING	N/A	00DCB2
HEALTH PROMOTION COMMITTEE	MEMBER	LCDR SALLY ROLDAN, MSC, USN	PENDING	N/A	823
HEALTH PROMOTION COMMITTEE	MEMBER	MS. BARBARA WRIGHT	PENDING	N/A	5425
HEALTH PROMOTION COMMITTEE	MEMBER	HMCS BUCK HICKMAN, USN	PENDING	N/A	00HC2
HEALTH PROMOTION COMMITTEE	MEMBER	LCDR TAMMY NATHAN, MSC, USN	PENDING	N/A	00MSCA
HEALTH PROMOTION COMMITTEE	MEMBER	LCDR RICHARD MAIELLO, MSC, USN	PENDING	N/A	71
HEALTH PROMOTION COMMITTEE	MEMBER	HM1 CARLOS DIMERCURIO, USNR(TAR)	PENDING	N/A	521M1
HEALTH PROMOTION COMMITTEE	MEMBER	CAPT MARY ANN CRONIN, NC, USN	PENDING	N/A	31
HEALTH PROMOTION COMMITTEE	MEMBER	HM2 MARIA BREITWIESER, USNR(TAR)	PENDING	N/A	7415
HEALTH PROMOTION COMMITTEE	MEMBER	CAPT CHARLES BARKER, MC, USN	PENDING	N/A	23B
HEALTH PROMOTION COMMITTEE	MEMBER	HMC FRANCISCO HILVANO, USN	PENDING	N/A	5411
INCOME TAX ASSISTANCE OFFICER (VITA)	PG MGR	LT KENNETH GORNIC, JAGC, USNR(TAR)	SECNAVINST 5840.8	YES	00L1

COLLATERAL DUTY	STATUS	ASSIGNMENT	DIRECTIVE	LTR	CODE
INCOME TAX ASSISTANCE OFFICER (VITA)	ASSISTANT	LCDR LYNDA RACE, MSC, USN	SECNAVINST 5840.8	YES	822
IM/IT	CIO	CDR RICHARD FOSTER, MSC, USN	SECNAVINST 5230.9A	YES	09D
IM/IT	COMPTROLLER	LT BRUCE MILLER, MSC, USN	SECNAVINST 5230.9A	YES	94
IM/IT	MEMBER	LT GREGORY CADLE, MSC, USN	SECNAVINST 5230.9A	YES	08A
IM/IT	DFA	LCDR GARY L. BAKER, MSC, USN	SECNAVINST 5230.9A	YES	91
IM/IT	MEMBER	LCDR LISA ANDERSON, NC, USNR	SECNAVINST 5230.9A	YES	76
IM/IT	MEMBER	LCDR CAREY SILL, MSC, USN	SECNAVINST 5230.9A	YES	01A
IM/IT	MEMBER	LT EDWARD KENNEDY, MSC, USN	SECNAVINST 5230.9A	YES	06A
IM/IT	MEMBER	CDR JENNIFER TOWN, NC, USN	SECNAVINST 5230.9A	YES	02A
IM/IT	MEMBER	CDR JOHN CLASS, MSC, USN	SECNAVINST 5230.9A	YES	03A
IM/IT	MEMBER	DTC FREDERICK EISENMANN, USN	SECNAVINST 5230.9A	YES	00HCA
IM/IT	MEMBER	CAPT CHRISTINE HUNTER, MC, USN	SECNAVINST 5230.9A	YES	00A
IM/IT	MEMBER	CDR TERRY MOULTON, MSC, USN	SECNAVINST 5230.9A	YES	09A
IM/IT	MEMBER	LCDR MARQUEZ CAMPBELL, MSC, USN	SECNAVINST 5230.9A	YES	00IGA
IM/IT	MEMBER	LCDR MARK FRIEND, MSC, USN	SECNAVINST 5230.9A	YES	00MCA
IM/IT	MEMBER	LCDR TAMMY NATHAN, MSC, USN	SECNAVINST 5230.9A	YES	0MSCA
IM/IT	MEMBER	CDR MARCIA K. LYONS, NC, USN	SECNAVINST 5230.9A	YES	00NCA
IM/IT	MEMBER	LT PATRICIA CHAPPLE, MSC, USN	SECNAVINST 5230.9A	YES	05A
LIMITED DUTY COORDINATOR	PG MGR	HM1 WALLACE HONER, USN	MANMED CHAP 18	N/A	911E
MLSR PROPERTY PROGRAM	DFA	LCDR GARY L. BAKER, MSC, USN	SECNAVINST 5500.4G	N/A	91
NAVY/MARINE CORPS RELIEF CHAIRMAN	CHAIRPERSON	HMC MICHAEL HALEY, USN	NAVMEDCOMINST 5340.1	N/A	214
NAVY MARINE CORPS RELIEF	ASSISTANT	DT1 JULIE FORT, USN	NAVMEDCOMINST 5340.1	N/A	06A1
PASS LIAISON REPRESENTATIVE	PG MGR	HM1 GINA M. WARD, USN	OPNAVINST 1000.23B	YES	911B
PASS LIAISON REPRESENTATIVE	ASSISTANT	HM2 WENDY GEORGE, USN	OPNAVINST 1000.23B	YES	911D
PHYSICAL SECURITY OFFICER	DFA	LCDR GARY L. BAKER, MSC, USN	BUMEDINST 5511.1F	N/A	91
PRIVACY ACT OFFICER	PG MGR	LT KENNETH GORNIC, JAGC, USNR	SECNAVINST 5211.5D	N/A	00L1
PROFESSIONAL DEVELOPMENT BOARD	CMC	DTCM PAUL DZIADON, USN	BUMEDINST 5420.16	N/A	00HC1
PROFESSIONAL DEVELOPMENT BOARD	CAREER COUNSELOR	HM1 GINA WARD, USN	BUMEDINST 5420.16	N/A	911B
PRT COMMAND COORDINATOR	PG MGR	LCDR RICHARD MAIELLO, MSC, USN	BUMEDINST 6110.1A	YES	71
PRT COMMAND COORDIANTOR	PGMGR/ASSISTANT	LT GREGORY CADLE, MSC, USNR	BUMEDINST 6110.1A	YES	08A
PRT ASSISTANT COMMAND COORDIANTOR	ASSISTANT	HMCS JOHN WOOD, USN	BUMEDINST 6110.1A	YES	213
PRT ASSISTANT COMMAND COORDIANTOR	ASSISTANT	HMC MICHAEL HALEY, USN	BUMEDINST 6110.1A	YES	214
PRT ASSISTANT	ASSISTANT	LCDR SALLY ROLDAN, MSC, USN	BUMEDINST 6110.1A	YES	823
PRT ASSISTANT	ASSISTANT	LT CEASAR ODVINA, MSC, USN	BUMEDINST 6110.1A	YES	65
PRT ASSISTANT	ASSISTANT	HMC MICHAEL GARDNER, USN	BUMEDINST 6110.1A	YES	03GT
PRT ASSISTANT	ASSISTANT	HM1 CARLOS DIMERCURIO, USNR(TAR)	BUMEDINST 6110.1A	YES	521M1
PRT ASSISTANT	ASSISTANT	HM2 MERVYN ORITZ, USN	BUMEDINST 6110.1A	YES	252
PRT ASSISTANT	ASSISTANT	HM1 WILLIAM JOHNSTON, USNR(TAR)	BUMEDINST 6110.1A	YES	1531

COLLATERAL DUTY	STATUS	ASSIGNMENT	DIRECTIVE	LTR	CODE
PRT ASSISTANT	ASSISTANT	HM1 THOMAS SCHAEFER, USN	BUMEDINST 6110.1A	YES	233
PRT ASSISTANT	ASSISTANT	HM1 WALLACE HONER, USN	BUMEDINST 6110.1A	YES	911E
PRT ASSISTANT	ASSISTANT	DT1 MICHAEL FORTIER, USN	BUMEDINST 6110.1A	YES	64A
PRT ASSISTANT	ASSISTANT	HM2 JOSEPH FOUTCH, USNR(TAR)	BUMEDINST 6110.1A	YES	03GT
PRT ASSISTANT	ASSISTANT	HM2 ANN FOWLER, USNR(TAR)	BUMEDINST 6110.1A	YES	721
PRT ASSISTANT	ASSISTANT	HM2 WENDY GEORGE, USN	BUMEDINST 6110.1A	YES	911D
SAILOR OF THE QUARTER/YEAR BOARD	CMC	DTCM PAUL DZIADON, USN	BUMEDINST 1700.3A	N/A	00HC1
SAVINGS BOND PROGRAM	PG MGR	CDR ELENOR SHIGLEY, MSC, USN	SECNAVINST 5120.3H	YES	816
SAVINGS BOND PROGRAM	ASSISTANT	VACANT	SECNAVINST 5120.3H	YES	
SECURITY MANAGER	DFA	LCDR GARY L. BAKER, MSC, USN	BUMEDINST 6110.1A	N/A	91
SECURITY MANAGER	ASSISTANT	MS. CLAUDIA MACKEY	BUMEDINST 5511.1F	N/A	912A
SENIOR ENLISTED LEADERSHIP AWARD BOARD	CMC	DTCM PAUL DZIADON, USN	BUMEDINST 1700.5	N/A	00HC1
SENIOR WATCH OFFICER	PG MGR	LT GERALD CREECH, MSC, USN	BUMEDINST 5420.15	N/A	61
SOCIAL COMMITTEE	CHAIRPERSON	HMC FRANCISCO HILVANO, USN	NAVSEAINST 2280.2A	N/A	5411
SOCIAL COMMITTEE	MEMBER	HM2 MARIA BRIETWIESER, USNR(TAR)	NAVSEAINST 2280.2A	N/A	741
SOCIAL COMMITTEE	MEMBER	LCDR MARVIN JONES, MSC, USN	NAVSEAINST 2280.2A	N/A	527
SOCIAL COMMITTEE	MEMBER	MS. MICHELLE MILLER	NAVSEAINST 2280.2A	N/A	913C
STU III MANAGER	PG MGR	MS. CLAUDIA MACKEY	BUMEDINST 5511.1G	N/A	912A
TERMINAL AREA SECURITY OFFICER (TASO)	PG MGR	MR. JEROME NELSON	BUMEDINST 5239.1	YES	09D
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	LT GERALD CREECH, MSC, USN	BUMEDINST 5239.1	YES	61
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	CDR KIM LYONS, NC, USN	BUMEDINST 5239.1	YES	00NC
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	LT DENIS ASHLEY, MC, USN	BUMEDINST 5239.1	YES	00MCB3
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	YN1 GREGORY SCHROEDER, USNR(TAR)	BUMEDINST 5239.1	YES	921
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	CDR JENNIFER TOWN, NC, USN	BUMEDINST 5239.1	YES	02A
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HMC FRANCISCO HILVANO, USN	BUMEDINST 5239.1	YES	5411
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	DTC FREDERICK EISENMANN, USN	BUMEDINST 5239.1	YES	00HCA
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	LCDR ROBERT RAHAL, MSC, USN	BUMEDINST 5239.1	YES	31
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	LT JENSIN SOMMER, USN	BUMEDINST 5239.1	YES	00P1
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	LCDR TAMMY NATHAN, MSC, USN	BUMEDINST 5239.1	YES	00MSCA
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM2 CHARLES EPPERSON, USN	BUMEDINST 5239.1	YES	273A
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM1 WALLACE HONER, USN	BUMEDINST 5239.1	YES	911E
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	CDR GREGORY GORSUCH, MSC, USN	BUMEDINST 5239.1	YES	212A
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM1 THOMAS SCHAEFER, USN	BUMEDINST 5239.1	YES	233
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HMC TOM RADOVICH, USN	BUMEDINST 5239.1	YES	2521
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	DT1 MIKE FORTIER, USN	BUMEDINST 5239.1	YES	64A
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	DT1 JULIE FORT, USN	BUMEDINST 5239.1	YES	06A1
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM2 MARIA BRIETWIESER, USNR(TAR)	BUMEDINST 5239.1	YES	741
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM2 JOSEPH FOUTCH, USNR(TAR)	BUMEDINST 5239.1	YES	03GT

COLLATERAL DUTY	STATUS	ASSIGNMENT	DIRECTIVE	LTR	CODE
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MR. WINSTON MERRITT	BUMEDINST 5239.1	YES	13I
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MR. ALLAN GRADY	BUMEDINST 5239.1	YES	534
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MR. CHRIS WILEY	BUMEDINST 5239.1	YES	331
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	VACANT	BUMEDINST 5239.1	YES	
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MR. IKE BROWN	BUMEDINST 5239.1	YES	913A
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MR. IVAN LINDO	BUMEDINST 5239.1	YES	14J
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. ANGELA RODERICK	BUMEDINST 5239.1	YES	09X
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	VACANT	BUMEDINST 5239.1	YES	
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. CYNTHIA SHEPARD	BUMEDINST 5239.1	YES	951
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. FLORINE BARTON	BUMEDINST 5239.1	YES	95
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM2 JOSEPH FOUTCH	BUMEDINST 5239.1	YES	03GT
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. JANET FLETCHER	BUMEDINST 5239.1	YES	08S
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. JEAN FAUL	BUMEDINST 5239.1	YES	81S
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. JANEAN PANEK	BUMEDINST 5239.1	YES	00LA
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. NITA BROWN	BUMEDINST 5239.1	YES	31
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. PAULENE DORSETTE	BUMEDINST 5239.1	YES	05C4
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. TONISE HOWELL	BUMEDINST 5239.1	YES	31S
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. TRACY BLANCHARD	BUMEDINST 5239.1	YES	24S
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. VALARIE BROWN	BUMEDINST 5239.1	YES	00NCS
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM1 WALLACE HONER, USN	BUMEDINST 5239.1	YES	911E
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	HM2 TIMOTHY SHAEFFER, USN	BUMEDINST 5239.1	YES	94A1
TERMINAL AREA SECURITY OFFICER (TASO)	MEMBER	MS. MARY SNYDER	BUMEDINST 5239.1	YES	914
TOP SECRET CONTROL OFFICER	DFA	LCDR GARY L. BAKER, MSC, USN	BUMEDINST 5511.1F	N/A	91
TRAFFIC SAFETY OFFICER	PG MGR	HM2 ADRIANE MATTOCKS, USNR(TAR)	BUMEDINST 4650.4E	N/A	751
URINALYSIS COORDINATOR	PG MGR	HMC MICHAEL HALEY, USN	OPNAVINST 5350.4B	N/A	214
URINALYSIS COORDINATOR	ASSISTANT	HMC JEFFERY MOUW, USN	OPNAVINST 5350.4B	N/A	2525
VICTIM AND WITNESS ASSISTANT PROGRAM	PG MGR	LCDR NOREEN HAGERTY-FORD, JAGC, USN	OPNAVINST 5800.7	N/A	03L
VOTING OFFICER	PG MGR	LCDR MARVIN JONES, MSC, USN	DODINST 1000.4D	N/A	527
VOTING OFFICER	ASSISTANT	HM2 MARIA BREITWIEISER, USN	DODINST 1000.4D	N/A	741
INFORMATION MANAGEMENT INFORMATION TECHNOLOGY (IM/IT)					