



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNANOTE 5420  
28/AO  
JUL 25 2008

USNA NOTICE 5420

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY 2008 - 2009 BOARDS, COMMITTEES, PROGRAMS AND  
COLLATERAL DUTY ASSIGNMENTS

Encl: (1) Boards, Committees, Programs, and Collateral Duty Assignments; Academic Year 2008 -  
2009

1. Purpose. To provide a listing of the principal boards, committees, programs, and collateral duty billets assigned to military and civilian personnel at the United States Naval Academy.

2. Action

a. Officers, enlisted personnel, civilian faculty and staff are assigned to boards, committees, programs, and collateral duties as listed in enclosure (1). This listing does not preclude assignment of additional collateral duties if deemed appropriate by competent authority.

b. Division Directors/Department Heads are to appoint a relief and inform the Administrative Officer when designated individuals are detached or relieved of their collateral duty for some reasonable cause. Please notify the Administrative Officer, at [nye@usna.edu](mailto:nye@usna.edu) or x31550, of any additions or deletions to this notice.

3. Cancellation. This notice remains in effect until superseded.

/S/  
J. L. FOWLER

Distribution:  
All Non Mids (electronically)

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**BOARDS, COMMITTEES, PROGRAMS, AND COLLATERAL DUTY ASSIGNMENTS**  
**ACADEMIC YEAR 2008 - 2009**

<b><u>Collateral Duty</u></b>	<b><u>Responsible Individual</u></b>	<b><u>Governing Directive</u></b>
Academic Assembly	Academic Dean & Provost (Chrpers) x31583	ACDEANINST 5420.1M
Academic Board	Superintendent (Chairman) Dean Bruce Latta (Secretary), x31800	USNAINST 5420.24F
Academic Facilities Planning Committee	Director, Engineering & Weapons Division, x36311	USNAINST 5450.3F
Accreditation Board for Engineering & Technology (ABET)	Professor Steve Miner, x36315 Mechanical Engineering Dept	USNANOTE 5420
Admissions Board	Dean of Admissions, x31800	USNAINST 5450.3F USNANOTE 5420
Advising, Counseling, Validation & Majors Committee	Associate Dean for Academic Affairs (Chairperson), x31586	ACDEANINST 1531.56N
Alumni Association Board of Trustees	Executive Secretary of USNA Board of Trustees, 410-295-4070	USNAINST 5450.3F
Annapolis & Anne Arundel Conference & Visitor's Bureau	Public Affairs (Community Relations), x31527	SECNAVINST 5720.44B
Annapolis Parking Advisory Commission	External Affairs, x31549	USNANOTE 5420
Annual Command History	Archivist, x36922	USNAINST 5750.1D
Anti-Terrorism Officer	Naval Support Activity, Annapolis LT Trevor Whaley, x35764	USNAINST 5530.2A OPNAVINST 5530.14D OPNAVINST 3300.55
Automated Data Processing Security Officer	Deputy for Information Technology/ Chief Information Officer, x31400	OPNAVINST 5239.1B
Academic Dean Committee	Academic Dean, x31583	ACDEANINST 5420.1M
Audit Liaison	Command Evaluation Officer, x31632	USNAINST 5200.5A SECNAVINST 7510.7F
Awards Board	Personnel Officer, x31560	USNAINST 1650.5B
Bachelor Officers Quarters	Naval Support Activity, Annapolis x33906	USNANOTE 5420
Blood Donor Coordinators Commandant Laboratory Officer	Schedules Officer, x37128 Naval Health, x31330	USNAINST 6530.1A USNAINST 12790.2E

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Blue & Gold Area Coordinators Conference	Assistant Director of Admissions for Plans & Programs, x31849	USNANOTE 5420
Blue & Gold Officer Program	LT Brett Bujac, x31813	USNAINST 5450.3F
Board of Control, Naval Academy Athletic Association	Commandant of Midn (Chairperson) X37005	USNANOTE 5420
Board of Visitors	Flag Secretary, x31503	USNAINST 5450.3F
Casualty Assistance Calls Officers USNA Commandant	LCDR John Hussey, x36228 LT(JG) Russ Slatton, x37134	USNAINST 1770.1
Civilian Employee Recreation Association	Ms. Melissa Bridges, x36385	USNANOTE 5420
Civilian Faculty Performance Rating Board	Associate Dean for Faculty x31582	USNAINST 12430.4B
Combined Federal Campaign	Director, Division of Math & Science x36332	USNANOTE 5420
Command Fitness Coordinator	LCDR Nick DiMaso, x35572	OPNAVINST 6110.1H
Command Forecaster	LCDR Shelly Wisenhaunt, x36568	OPNAVNOTE 5420
Command Master Chief, USNA	CMDCM(AW/SW) Vonn Banks x31517	USNAINST 1306.1A
Command Material Support Manager	Officer Personnel, Rich Gorka x35682	USNANOTE 5420
Command OSH Policy Council	Naval Support Activity, Annapolis Safety Officer, x35667	USNAINST 5100.11C
Commercial Activities (CA) Program	Deputy for Finance/Chief Information Officer, x31553	USNAINST 4860.5A
Commercial Solicitation Officer - Midshipmen	Midshipman Financial Advisor, x33307	USNAINST 1741.2E
Commissioning Week Planning Committee	Director, Special Events, x31526	USNAINST 5060.6H
Confined Space Safety Manager	Naval District Washington, 202-369-7226	OPNAVINST 5100.23G
Creative & Fine Arts Committee	Deputy for Finance/Chief Financial Officer, x31553	USNAINST 5420.23D
Congressional Staff Visits (Admissions related only)	Assistant Director of Admissions for Plans & Programs, x31849	USNANOTE 5420
Drug Free Workplace Program	Director, Human Resources Dept x32809	USNAINST 12792.1

Enclosure (1)

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Education Services Officer	Naval Support Activity, Annapolis OS1 Jennifer Woodsmall, x32386	USNANOTE 5420
Educator Orientation Visit Program	Associate Director of Admissions for Plans & Programs, x31849	USNANOTE 5420
Electronics Officer	E-Division Officer, x39143	USNANOTE 5420
Emergency Management Officer	Naval Support Activity, Annapolis x35771	USNAINST 3440.2
Equal Employment Opportunity Committee	Deputy Equal Employment Opportunity Officer, x33558	USNAINST 12713.5F
Explosive Safety Officer	Naval Support Activity, Annapolis Mr. Joe Glennon, x35666	NAVSEA OP5, Vol 1. 7 <sup>th</sup> Edition
Facilities Planning Board	Naval Support Activity, Annapolis x31012	USNAINST 5450.3F
Fales Committee	Director, Naval Academy Sailing X35601	USNANOTE 5420
Family Advocacy Case Review Comm, Chairman	FFSC – Naval Support Activity Annapolis CO, Naval Health Clinic, Annapolis LCDR James Darby, x31451 CAPT Paul Schratz, x33208 Dr. J. Modi, x31126 LT Mike Monahan, x31562 Bill York, x32641	USNA/AACINST 1752.1B
Line Officer Representative Mental Health Rep NHCL Physician/Chair JAG Representative Family Advocacy Representative		
Federal Executive Board, Baltimore Area	Superintendent (Member) Director, Human Resources Dept (Alternate), x32809	USNANOTE 5420
Federal Women's Program Manager	Equal Employment Counselor, x33558	USNAINST 12713.5F
Forms Management Program	Management Assistant, Admin Dept X31577	USNAINST 5213.2F
Freedom of Information Act Coordinator	Administrative Officer, x31550	USNAINST 5720.5A
Graduate Education Committee	Director, Division of Math & Science (Chairperson), x36332	USNAINST 1520.2Y
Graduate Program Coordinator	Ms. Marjorie Roxburgh, x36334	USNANOTE 5420
Hazardous Materials Program Manager	Naval Support Activity, Annapolis Frank Sumner, x35663	USNAINST 5100.11C
Health Care Consumers' Council	CO, Naval Health Clinic, Annapolis x31330	NAVMECLINICINST 6320.7

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Health Promotion Program Coordinator	Navy Health Clinic, Annapolis Susan Hennessey, x31172	OPNAVINST 6100.2A
Hotline Program	Command Evaluation Officer x31632	USNAINST 5200.5A USNAINST 5370.5B SECNAVINST 5370.5B
Information Technology Advisory Group (ITAG)	Executive Director, Information Technology Services Division, x31403	USNAINST 5230.1
Information Technology Policy Board (ITPB)	Deputy, Information Technology Services Division, Chrpers, x31400	USNAINST 5230.1
Injury Compensation Cost Reduction Committee	Naval Support Activity, Annapolis x39320	USNAINST 12810.1B
Inspection & Survey Board (Sub-Board No. 2)	LCDR Craig M. Payne, x36134	USNANOTE 5420
Institutional Research Board	Director, Institutional Research, Chairperson, x31910	USNA Strategic Plan 2002
Joy Bright Hancock Group	LT Jennifer Tietz, x35144	USNANOTE 5420
Laser Safety Officer	Math & Science, x36331	USNAINST 5100.13C
Loss Prevention Subcommittee	Naval Support Activity, Annapolis x39320	USNAINST 5500.9
Management Control Program Coordinator	Command Evaluation Officer, x31632	SECNAVINST 5200.35E USNAINST 5200.4B
Memorial Oversight Committee	President/CEO USNA Alumni Association/Foundation, 410-295- 4000	USNAINST5060.8A
Motorcycle Safety Coordinator	Naval Support Activity, Annapolis Ms. Rita Bryant, x35662	USNANOTE 5420
Multimedia Support	Director, Multimedia Support Center x36926	ACDEANINST 5420.1M
Naval Academy Foreign Affairs Conference (NAFAC)	Assoc Chair, Political Science Dept Faculty Chair, x36856 Director, LT Wilcox, x36354	USNANOTE 5420
Naval Academy Information Officer Summer Training Program (BGO)	LT Brett Bujac, x31813	USNAINST 5430.3F
Naval Academy Research Council (NARC)	Director, Research & Scholarship x32504	ACDEANINST 3920.1L
Naval Academy Sailing Squadron	Director, Naval Academy Sailing x35601	USNANOTE 5420

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Naval Academy Store Advisory Board	USNA Store Officer Mr. Robert Speaks, x32408	USNANOTE 5420
Naval Academy Summer Seminar	Associate Director of Admissions x31804	USNANOTE 5420
Navy Resale Activity Advisory Board	Navy Exchange Manager, 410-757-0005	USNANOTE 5420
Navy League Liaison Officer	Public Affairs (Community Relations), x31527	USNANOTE 5420
Navy/Marine Corps Relief Drive	CO Naval Health Clinic x31210	SECNAVINST 5340.7 USNANOTE 5340
Navy Relief Society, USNA Auxiliary	CO, Naval Support Activity, Annapolis, Honorary President, x31353	USNANOTE 5420
Official Mail Manager	Mr. Isaac Walker, x31570	USNANOTE 5420
Operation Information	Assistant Director of Admissions Plans & Programs, x31849	USNAINST 5720.1M
Orientation Program	LCDR Marc Lucas, x36731	USNANOTE 5420
Outreach Conference	Mr. Donald Montgomery, x31862	USNANOTE 5420
Parents' Weekend (Plebe)	Director, Special Events (Chairperson) x31526	USNANOTE 5720
Physical Security Review Board	Naval Support Activity, Annapolis x35756	USNAINST 5530.1A
Physical Security Review Committee	Naval Support Activity, Annapolis x35756	USNAINST 5530.2A
Position Management Board	Deputy for Finance/Chief Financial Officer, x31553	USNAINST 5450.3F
Privacy Act Coordinator	Administrative Officer, x31550	USNAINST 5211.3
Prizes & Awards (Midn)	English Dept LCDR John Hussey, x36228	USNAINST 5060.6H
Radiation Safety Officer	Mechanical Engineering Dept LT Kristin Carter, x36127	USNANOTE 5420
Records Management & Disposition Program	Management Assistant, Admin Dept x31577	USNAINST 5450.6E
Recreation, Athletics, & Home Safety Program Manager	Naval Support Activity, Annapolis Mr. Wayne Grollman, x35667	OPNAVINST 5100.25A

Enclosure (1)

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Relocation Assistance Coordination Committee	Personnel Officer (Chairperson) x31560 Relocation Assistant Manager (Coordinator), x32641	SECNAVINST 5210.16
Reports Management Program	Management Assistant, Admin Dept X31577	SECNAVINST 5210.16
Reprographics Management Program	Public Affairs Office Publications, x31532	USNAINST 5600.6D
Respiratory Protection Program Manager	Naval Support Activity, Annapolis Mr. Jon Wilkinson, x39826	OPNAVINST 5100.23G
Safety Officer	Naval Support Activity, Annapolis x35667	USNANOTE 5420
SAVI Point of Contact (Brigade) SAVI Faculty/Staff Point of Contact SAVI Program/Data Collection Coordinator (non-midn)	LT Amy Cunneen, x37738 OS1 Dion Dupree, x33126 LT Mike Monahan, x31562	USNAINST 1752.2A USNAINST 1752.2A OPNAVINST 1752.1B
Savings Bond Officer - Midshipmen	Midshipmen Financial Advisor x33307	USNANOTE 5420
Secret Control Officer	Officer Personnel Mr. Rich Gorka, x35682	USNAINST 5510.8A
Security Manager	Officer Personnel Mr. Rich Gorka, x35682	USNAINST 5510.8A
Senior Watch Officer	CDR Joe Watkins, x36531	USNAINST 1601.5B
Strategic Plan Monitoring & Implementation Team	Director, Institutional Research x31910	USNA Strategic Plan 2002
STU III Custodian	IT1 Tina Newton, x31576	USNAINST 2210.1B
Support Agreement Coordinator	Mr. Todd Hauge, x31600	DODINST 4000.19 SECNAVINST 5370.5B
Top Secret Control Officer	Officer Personnel Mr. Rich Gorka, x35682	USNAINST 5510.8A
Traffic Safety Committee	Naval Support Activity, Annapolis LT Brian Rippey, x35772	OPNAVINST 5100.12H
Transition Assistance Program	Naval Support Activity, Annapolis Rose Howard, x32641	OPNAVINST 1900.2B
Trident Scholar Committee	Professor Joyce Shade, Chemistry Dept (Chairperson), x32509	ACDEANINST 1531.58
Urinalysis Coordinator Faculty & Staff Midshipmen	LT Dan Tarman, x36649 LCDR Joel Ellingson, x37416	USNAINST 5350.2A

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Voting Officer

LT Mike Monihan, x31562