



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

USNANOTE 5420
28/AO

22 AUG 2011

USNA NOTICE 5420

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY 2011 - 2012 BOARDS, COMMITTEES, PROGRAMS AND
COLLATERAL DUTY ASSIGNMENTS

Encl: (1) Boards, Committees, Programs, and Collateral Duty Assignments; Academic Year 2011 -
2012

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. Please notify the Administrative Officer, at nye@usna.edu or x31550, of any additions or deletions to this notice.

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 This notice remains in effect until superseded.

/S/
S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

22 AUG 2011

BOARDS, COMMITTEES, PROGRAMS, AND COLLATERAL DUTY ASSIGNMENTS
ACADEMIC YEAR 2011 - 2012

<u>Collateral Duty</u>	<u>Responsible Individual</u>	<u>Governing Directive</u>
Academic Advisory Board	Associate Dean for Academic Affairs (Chairperson), x31586	ACDEANINST 1531.56O
Academic Assembly	Academic Dean & Provost (Chrpers) x31583	ACDEANINST 5420.1M
Academic Board	Superintendent (Chairman) Dean of Admissions (Secretary), x31800	USNAINST 5420.24G
Academy Effectiveness Board	Superintendent (Chairman) Deputy Commandant (Co-Chair), x37006 Deputy Director Athletic Association (Co-Chair) x38910 Vice Academic Dean & Provost (Co-Chair), x31585	USNAINST 5420.36
Accreditation Board for Engineering & Technology (ABET) Inc.	Professor Pat Moran, x36537 Mechanical Engineering Dept	USNANOTE 5420
Admissions Board	Dean of Admissions, x31800	USNAINST 5450.3F USNANOTE 5420
Alumni Association Board of Trustees	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	Director, Government Affairs, x31549	USNANOTE 5420
Annual Command History	Archivist, x36904	USNAINST 5750.1D
Anti-Terrorism & Security Officer	Naval Support Activity, Annapolis LT Robert Wiley, x33743	USNAINST 5530.2A
Automated Data Processing Security Officer	Deputy for Information Technology/ Chief Information Officer, x31400	USNANOTE 5420
Academic Dean Committee	Academic Dean, x31583	ACDEANINST 5420.1M
Audit Liaison	Command Evaluation Officer, x31632	USNAINST 5200.5B SECNAVINST 7510.7F
Awards Board	Personnel Officer, x31560	USNAINST 1650.5B
Bachelor Officers Quarters	Naval Support Activity, Annapolis x33906	USNANOTE 5420

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<u>Collateral Duty</u>	<u>Responsible Individual</u>	<u>Governing Directive</u>
Blood Donor Coordinators Commandant Laboratory Officer	Logistics Officer, x37136 Naval Health Clinic, x32644	USNAINST 6530.1 USNAINST 12790.2E
Blue & Gold Area Coordinators Conference	Assistant Director of Admissions for Plans & Programs, x31849	USNANOTE 5420
Blue & Gold Officer Program	LT Sean James, 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
Bowman Scholar Committee	Prof Carl Wick, Weapons & System Dept, Chairperson x36137	USNANOTE 5420
Casualty Assistance Calls Officers USNA Commandant	CDR Travis Moger, x36273 LT Linda Hilton, x37134	USNAINST 1770.1
City Dock Advisory Committee	Director, Government Affairs, x31549	USNANOTE 5420
Civilian Employee Recreation Association	Ms. Teri Athey, x31588	USNANOTE 5420
Civilian Faculty Performance Rating Board	Associate Dean for Faculty (Chair) x31582	USNAINST 12430.4B
Combined Federal Campaign	Director, Division of Math & Science x36332	USNANOTE 5420
Command Fitness Coordinator	LCDR Russell Linderman, x35572	OPNAVINST 6110.1H
Command Forecaster	LCDR Shawn Gallaher, x36566	USNANOTE 5420
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 5060.6K
Confined Space Safety Manager	Naval Support Activity, Annapolis Brent Heckart, x35668	OPNAVINST 5100.23G

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<u>Collateral Duty</u>	<u>Responsible Individual</u>	<u>Governing Directive</u>
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
Downtown Annapolis Partnership	Director, Government Affairs, x31549	USNANOTE 5420
Drug Free Workplace Program	Director, Human Resources Dept x32809	USNAINST 12792.1
Education Services Officer	Naval Support Activity, Annapolis OS1 Alexander Williams, x33759	USNANOTE 5420
Educator Orientation Visit Program	Associate Director of Admissions for Plans & Programs, x31849	USNANOTE 5420
Electronics Officer	E-Division Officer, x39143	USNANOTE 5420
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 th Edition
Facilities Planning Board	Naval Support Activity, Annapolis x31012	USNAINST 5450.3F
Fales Committee	Director, Naval Academy Sailing X35601	USNANOTE 5420
Fall Protection Program Manager	Naval Support Activity, Annapolis Wayne Grollman, x35667	OPNAVINST 5100.23G
Family Advocacy Case Review Comm, Chairman	FFSC – Naval Support Activity Annapolis CO, Naval Health Clinic, Annapolis LCDR Kathleen O’Leary, x32933 CDR Roderick Bacho, x31343 Dr. J. Modi, x31126 LCDR Dominic Antenucci, x37014 Bill York, x32641	USNA/AACINST 1752.1B
Line Officer Representative Mental Health Rep Case Review Comm Chairman JAG Representative Family Advocacy Representative		
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 5720.5B
Graduate Education Committee	Director, Division of Math & Science (Chairperson), x36332	USNAINST 1520.2Z

Enclosure (1)

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<u>Collateral Duty</u>	<u>Responsible Individual</u>	<u>Governing Directive</u>
Graduate Education Program Coordinator	Mr. Bill Eschbach, x36334	USNANOTE 5420
General Orientation Coordinator Assistant	CMDCM(SW) Jon Taylor, x31517 MUCS Nick Pastelak, x31262	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	NAVMEDCLINICINST 6320.7
Health Promotion Program Coordinator	Navy Health Clinic, Annapolis Susan Hennessey, x31172	OPNAVINST 6100.2A
Hotline Program	Command Evaluation Officer x31632	USNAINST 5200.5B USNAINST 5370.5C
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
Institutional Research Board	Academic Dean Human Research Protection Program X32533	USNAINST 3900.2
Joy Bright Hancock Group	LT Amanda Rae Miller, x37103	USNANOTE 5420
Laser Safety Officer	Physics Maj John Emery, x36687	USNAINST 5100.13C
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- 4174	USNAINST 5060.8C
Motorcycle Safety Coordinator	Naval Support Activity, Annapolis Brent Heckart, x35668	OPNAVINST 5100.12H
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 Emelia Probasco, x36847	USNANOTE 5420
Naval Academy Information Officer Summer Training Program (BGO)	LT Sean James, x31814	USNANOTE 5420

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<u>Collateral Duty</u>	<u>Responsible Individual</u>	<u>Governing Directive</u>
Naval Academy Research Council (NARC)	Director, Research & Scholarship x32504	ACDEANINST 3920.1M
Naval Academy Sailing Squadron	Director, Naval Academy Sailing x35601	USNANOTE 5420
Naval Academy Store Advisory Board	USNA Store Officer Ms. Linda Gritz, x32408	USNANOTE 5420
Naval Academy Summer Seminar	Associate Director of Admissions x31804	USNANOTE 5420
Navy/Marine Corps Relief Drive	Director, Div of HUM/SS, x36301	SECNAVINST 5340.7 USNANOTE 5340
Navy Relief Society, USNA Auxiliary	CO, Naval Support Activity, Annapolis, Honorary President, x31353	USNANOTE 5420
New Faculty Orientation Program	LCDR Mark Larabee, x36150	USNANOTE 5420
Operation Information	Assistant Director of Admissions Plans & Programs, x31849	USNAINST 5720.1N
Outreach Conference	Chief Diversity Officer, x31881	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)	Economics Dept LCDR Wesley Griffin, x35384	USNAINST 5060.6K
Radiation Safety Officer	Mechanical Engineering Dept LT Kenneth Hoover, x36830	USNANOTE 5420
Records Management & Disposition Program	Management Assistant, Admin Dept x31577	USNAINST 5450.6E
Recreation & Off-Duty Program Manager	Naval Support Activity, Annapolis Mr. Wayne Grollman, x35667	OPNAVINST 5100.25B
Recreation, Athletics, & Home Safety Program Manager	Naval Support Activity, Annapolis Mr. Wayne Grollman, x35667	OPNAVINST 5100.25B

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<u>Collateral Duty</u>	<u>Responsible Individual</u>	<u>Governing Directive</u>
Relocation Assistance Coordination Committee	Personnel Officer (Chairperson) x31560 Relocation Assistant Manager (Coordinator), x32109	SECNAVINST 5210.16
Reports Management Program	Management Assistant, Admin Dept X31577	USNANOTE 5420
Reprographics Management Program	Public Affairs Office Publications, x31532	USNAINST 5600.6D
Respiratory Protection Program Manager	Naval Support Activity, Annapolis Mr. Frank Sumner, x35663	OPNAVINST 5100.23G
Safety Officer	Naval Support Activity, Annapolis Wayne Grollman, x35667	USNANOTE 5420
SAVI Point of Contact (Brigade) SAVI Faculty/Staff Point of Contact	Nancy Mandile, x37738 Nancy Mandile, x37738	USNAINST 1752.2B USNAINST 1752.2B
Savings Bond Officer - Midshipmen	Midshipmen Financial Advisor x33307	USNANOTE 5420
Secret Control Officer	Superintendent's Office Mr. Rich Gorka, x35682	USNAINST 5510.8A
Senior Watch Officer	CDR Bob Calhoun, x36335	USNAINST 1601.5B
Seyn River Commission	Director, Government Affairs, x31549	USNANOTE 5420
Strategic Plan Monitoring & Implementation Team	Director, Information Technology x31400	USNA Strategic Plan 2002
STE III Custodian	IT1 Jason Stevenor, x31576	USNAINST 2210.1C
Support Agreement Coordinator	Mr. Todd Hauge, x31600	DODINST 4000.19 SECNAVINST 5370.5B
Top Secret Control Officer	Superintendent's Office Mr. Rich Gorka, x35682	USNAINST 5510.8A
Traffic Safety Committee	Naval Support Activity, Annapolis Brent Heckart, x35668	OPNAVINST 5100.12H
Transition Assistance Program	Naval Support Activity, Annapolis Rose Howard, x32641	OPNAVINST 1900.2B
Trident Scholar Committee	Carl Wick, Weapons & Sys Eng Dept (Chairperson), x36137	ACDEANINST 1531.58

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Collateral Duty

Responsible Individual

Governing Directive

Urinalysis Coordinator
Active Duty Faculty/Staff
Active Duty Faculty/Staff
Brigade of Midshipmen

LT Stephen Winchell, x36160
MUC James Fowler, x33282
LT A.J. Franz, x37416

USNAINST 5350.2B

Voting Officer

LCDR Vaughn Spencer, x31556

BUPERSNOTE 1742