DEPARTMENT OF THE NAVY
NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVE
NEWPORT, RI 02841-1519

Can: Jul 2025
NAPS NOTE 1301
NAPS
6 Nov 2026

NAVAL ACADEMY PREPARATORY SCHOOL NOTICE 1301

From: Commanding Officer, Naval Academy Preparatory School

Subj: PRIMARY AND COLLATERAL DUTIES LISTING

Ref: (a) OPNAVINST 3120.32D CH-1

Encl: (1) Primary Duty Assignments
(2) Collateral Duty and Board Assignments
(3) Managers' Internal Control Program/Assessable Unit Managers and Units
(4) Sample Letter of Designation
(5) Sample Formal Relief Letter

1. Purpose. To issue primary and collateral duty assignments for personnel assigned to Naval Academy Preparatory School (NAPS). Due to extensive changes and revisions, deletions are not indicated.

2. Discussion. Enclosure (1) details by name the primary duty assignments. Enclosure (2) lists in alphabetical order the collateral duty assignments and applicable references for those duties.

3. Action.

a. Personnel assigned duties.

(1) This notice constitutes designation authority for the assigned primary and collateral duties. A separate letter of designation is not required unless directed by higher authority. Personnel assigned shall carry out their duties as indicated in the designation letter and in applicable directives of higher authority.

(2) In the conduct of the duties assigned, compliance with applicable provisions of directives of higher authority is directed. Detailed descriptions of duties may be found in reference (a) or the listed references in enclosure (2).

(3) Personnel assigned to special and collateral duties by this notice, which do not require separate letters of designation, shall maintain a comprehensive folder so that any person reading it may assume that collateral duty smartly and in good order. The folder shall contain at a minimum, a detailed description of the duties of the assignment, the location of references, files, equipment pertaining to the duty, and the past two years of any audits, assessment, inspections, self-assessments or similar.

b. Relief procedures. All personnel assigned applicable command-wide duties shall complete enclosure (5). Prior to issuance of the formal relieving letters, the data and proposed courses of action and dates for the correction of any deficiencies will be discussed with appropriate personnel in the chain of command and the Commanding Officer.

4. Review. Per OPNAVINST 5215.17A, the NAPS Executive Officer will review this notice quarterly to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of September 2019.

W. P. FALLON

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, https://www.usna.edu/AdminSupport/Inst/ and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\Webpage\instructions.htm

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PRIMARY DUTY ASSIGNMENTS

COMMAND ASSIGNMENTS

NAME	RANK	PRIMARY DUTY ASSIGNMENT
Fallon, William	Capt	Commanding Officer
Reaser, Mark	Maj	Executive Officer
Chatterton, Shannon	CMDCS	Command Senior Enlisted Leader

BATTALION STAFF

NAME	RANK/RATE	PRIMARY DUTY ASSIGNMENT
Reaser, Mark	Maj	Battalion Officer
Monk, Paige	LT	Battalion Operations Officer
Flores, Donna	MMC	Battalion Operations Chief
Burris, James	GySgt	Battalion Drill Instructor
Evans, Kelley	LT	1st Company Officer
Poorman, Eric	Maj	2nd Company Officer
Abey, Zachary	Capt	3rd Company Officer
Bulis, Derek	MMC	1st Company Senior Enlisted Leader
Sams, David	MRC	2nd Company Senior Enlisted Leader
Palmore, Anndreana	ABEC	3rd Company Senior Enlisted Leader

COMMAND SERVICES DEPARTMENT

NAME	RANK/RATE	ASSIGNMENT
Andrew, John	CIV	Command Services Director (CSD)
Marchio, Daniel	LSC	Leading Chief Petty Officer
Andrade, Janet	CIV	Command Secretary
McCombe, Michelle	CIV	Life Skills Instructor

ADMIN AND PERSONNEL DIVISION

Kenmoenganmoue, Xavier	PS1	Personnel Officer
Robinson, Cache	YN2	Administrative Clerk
Pollard, Kelsie	CTT2	Administrative Clerk
Aprilia, Aninda	PSSA	Administrative Clerk

MEDICAL DIVISION

Gutierrez, Juan	HM1	Independent Duty Corpsman
Breslin, Sean	HM2	General Duty Corpsman

1st LT DIVISION

Coffee, Erik	DC1	1st LT LPO
Jackson, Bryant	HT2	Maintenance Technician
Rolan, Joshua	SW2	Facilities and Vehicle Manager
Gibson, John	HT3	Maintenance Technician

SUPPLY DIVISION

Marchio, Daniel	LSC	Supply Officer
Lindsay, Pennyann	LSSN	Assistant Supply Officer

IT DIVISION

Parsley, Troy	CIV	Information Technology (IT) Division
Burley, Mary	CONT	IT Client Services Technician
Poselli, Colin	CONT	IT Client Services Technician

ACADEMIC DEPARTMENT

NAME	TITLE	ASSIGNMENT
Malloy, Alisha	Dr.	Academic Dean
Greene, Bethany	Prof.	NAPS Instructor and Registrar

CHEMISTRY DIVISION

Vacant		Chemistry Supervisor
Adams, Mary	Prof.	Chemistry Instructor
Burishkin, Kelly	Prof.	Chemistry Instructor
Chambers, Jane	Prof.	Chemistry Instructor
Chang, Karen	Dr.	Chemistry Instructor
Durfey, Daniel	Dr.	Chemistry Instructor
Goodburn, David	Prof.	Instructor of Practical Applications
Hagedorn, Tara	Prof.	Chemistry Instructor and ASF
Neago, Jason	Prof.	Chemistry Instructor
Shotwell, Sandra	Dr.	Chemistry Instructor

ENGLISH DIVISION

McDermott-Fazzino, Corie	Prof.	English Supervisor
Beutel, Andrew	Prof.	English Instructor
Duclos, Lucas	Prof.	English Instructor
Murdoch, Alastair	Prof.	English Instructor
Phillips, Jason	Dr.	English Instructor
Silva, Beth	Dr.	English Instructor
Turner, Jay	Prof.	English Instructor
Vasileva, Annie	Prof	English Instructor
Vredenburgh, Joan	Dr.	English Instructor

MATH DIVISION

Monagle, Kevin	Prof.	Math Supervisor
Bratter, Craig	Prof.	Math Instructor
Dorson, Patrick	Prof.	Math Instructor
Engberg, Jamie	Prof.	Math Instructor
Goodburn, Jennelle	Prof.	Math Instructor
Haskell, Marc	Prof.	Math Instructor
Peeples, Matthew	Prof.	Math Instructor

PHYSICS DIVISION

Bleiweiss, Michael	Dr.	Physics Supervisor
Cutting, Alexander	Prof.	Physics Instructor
Gorman, William	Prof.	Physics Instructor
Grandin, Jenn	Prof.	Physics Instructor
Grenier, Kaitlin	Prof.	Physics Instructor
Macaluso, John	Prof.	Physics Instructor
Martin, Daniel	Prof.	Physics Instructor
Mixson, Daniel	Dr.	Physics Instructor

STUDENT SUPPORT SERVICE DIVISION

Stiles, Carl	Dr.	Student Success Services Director
Bareham, Alannah	Prof.	English Tutor
Bray, Jake	Prof.	Math Tutor
Freedman, Brenda	Prof.	Learning Skills Tutor
Glassco, William	Dr.	Supplemental Chemistry Instructor
Higgins, Khadine	Dr.	Chemistry Tutor
Lawrence, Christopher	Prof.	Supplemental Math Instructor
Lowen, Corey	Prof.	Chemistry Tutor
Lynch, Tanja	Prof.	Supplemental English Instructor
Oppel, Rich	Prof.	Math Tutor
Thomas, Rachael	Prof.	Supplemental Learning Skills Instructor

ATHLETIC DEPARTMENT

NAME	RANK	ASSIGNMENT
Bednar, Sarah	CIV	Athletic Director
Antonelli, Brian	CIV	Head Wrestling Coach
Baroody, Neil	CIV	Head Track & Field Coach
Bednar, Chris	CIV	USCG Liason
Courcelle, Anthony	CIV	Head Lacrosse Coach
Easterday, Edward	CIV	Assistant Football Coach
Jones, Gabriel	CIV	Head Strength & Conditioning Coach
Kizzee, Jason	CIV	Head Athletic Trainer
Lassiter, Jake	CIV	Assistant Football Coach
Lucas, Dillon	CIV	Head Football Coach
McTague, Courtney	LT	Assistant Athletic Trainer
O'Shea, Tim	CIV	Head Men's Basketball Coach
Reilly, Olivia	LT	Assistant Athletic Trainer
Shevory, J. P.	CIV	Assistant Athletic Director

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COLLATERAL DUTY ASSIGNMENTS

Academic Advisor Assignment Officer	Dr. Malloy
Academic Assessment Committee, Chair	Dr. Malloy
Antiterrorism Officer (SECNAVINST 3300.2)	Maj Poorman
BAF Officer (NAPSINST 7010.3)	Mr. Andrew
BAF Purchase Cardholder (NAPSINST 7010.3)	DC1 Coffee CTT2 Pollard
BAF Auditor (NAPSINST 7010.3)	Maj Reaser
Base Access Coordinator	CTT2 Pollard PSSA Aprilia
Basic Life Support Manager Basic Life Support Assistant	HM2 Breslin LSSN Lindsay
Battalion Drill Instructor	GySgt Burris
Blood Drive Coordinator	HM2 Breslin
Body Alteration Review Board Member (USNAINST 6240.10D)	Maj Poorman
Building Monitor	Mr. Andrew
CACO Program Manager	LSC Marchio
Casualty Assistance Calls Officer (OPNAVINST 1770.1)	LT Evans LT Monk MMC Flores LSC Marchio MRC Sams MMC Bulis ABEC Palmore DC1 Coffee

Casualty Assistance Calls Officer (Cont'd)	HM1 Gutierrez PS1 Kenmoenganmoue
Chemical Hygiene Representative	Prof. D. Goodburn Dr. Shotwell
Civilian Training Program	Dr. Malloy
Combined Federal Campaign Coordinator	LSSN Lindsay
Command Career Counselor (OPNAVINST 1040.11)	LSC Marchio PS1 Kenmoenganmoue
Command Financial Specialist (SECNAVINST 1740.4; FFSC)	MMC Bulis
Command Fitness Leader (OPNAVINST 6110.1)	LSC Marchio
Assistant Command Fitness Leader (OPNAVINST 6110.1)	SW2 Rolon PSSA Aprilia
Command Leave Administrator	PS1 Kenmoenganmoue PSSA Aprilia
Command Managed Equal Opportunity Officer (CMEO) (OPNAVINST 5354.1)	ABEC Palmore
Command Pay and Personnel Administrator (OPNAVINST 1000.23; MPM 1000-021)	PS1 Kenmoenganmoue PSSA Aprilia
Defense Travel System (DTS) Approving Official	PS1 Kenmoenganmoue LSC Marchio
Non-DTS Entry Agent	PSSA Aprilia
Dependent Care Program Coordinator (OPNAVINST 1740.4)	CMDCS Chatterton
Disaster Preparedness Officer Disaster Preparedness Coordinator	Maj Poorman Maj Poorman
Drug and Alcohol Programs Advisor (DAPA)	MRC Sams
Educational Services Officer (ESO)	ABEC Palmore

Emergency Management Officer	Maj Poorman
Exceptional Family Member Program Command Liaison (OPNAVINST 1754.2A)	HM2 Breslin
Facilities Management	DC1 Coffee SW2 Rolon
Faculty Development Program Coordinator	Dr. Malloy
Family Advocacy Representative (OPNAVINST 1752.3)	CMDCS Chatterton
Forms Manager (OPNAVINST 5213.1)	Prof. Greene
GCPC Approving Official	LSC Marchio
GCPC Cardholder	Mrs. Andrade LSSN Lindsay
Hazardous Materials/Recycling Coordinator (COMNAVREG MIDLANT INST 5090.5)	LT McTague
Hazardous Materials/Recycling Technicians (COMNAVREG MIDLANT INST 5090.5)	HT2 Jackson SW2 Rolon HT3 Gibson LSSN Lindsay
Health Care Consumer Council Rep	Mr. Kizzee LT Reilly
Honor Officer (NAPSINST 1610.2)	CAPT Abey
Information Systems Security Officer (OPNAVINST 3120.32, Art. 303.20;SECNAVINST 5510.36)	Parsley, Troy
Legal Officer (JAG INSTRUCTION 5800.7)	LT Monk
Legal Clerk	YN2 Robinson
Lock and Key Control Officer	Mr. Andrew

Lock and Key Control Custodian	HT2 Jackson
Message Traffic Release Authority Agent	PS1 Kenmoenganmoue
Military Manpower and Manning	CMDCS Chatterton PS1 Kenmoenganmoue
Minor Property Representative	LSSN Lindsay
MWR Unit Allocation Fund Custodian	CTT2 Pollard LSSN Lindsay PSSA Aprilia
NAPS Community Outreach and Volunteer Coordinator	PSSA Aprilia
Navy and Marine Corps Relief Society Keyperson (SECNAVINST 5340.7)	LSSN Lindsay
Navy Family Accountability and Assessment System Commanding Officer Representatives	CMDCS Chatterton PS1 Kenmoenganmoue PSSA Aprilia
Official Mail Manager Official Mail Manager Assistant (OPNAVINST 5218.7)	Mr. Andrew LSSN Lindsay
Ombudsman (OPNAVINST 1750.1)	Mrs. Nicole Reaser
Operational Security Manager	LT Evans
Overseas Screening	PS1 Kenmoenganmoue PSSA Aprilia
Physical Security Officer (OPNAVINST 5530.14)	Maj Poorman
Privacy Coordinator	Prof. Greene
Public Affairs Officer (SECNAVINST 5720.44)	Mr. Andrew LT Monk PSSA Aprilia

Records Management (SECNAVINST 5210.8F)	Manager	Prof. Greene
	Academics/ English	Dr. Vasileva
	Academics/ Chemistry	Prof. Neago
	Academics/ Math	Prof. Haskell
	Academics/ Physics	Prof. Macaluso
	Athletics	Mr. Shevory
	Battalion	LT Monk
	Executive	Triad
		Mrs. Andrade
	Life Skills	Mrs. McCombe
	Command Services (CS)	Mr. Andrew
	CS / Admin	PSSA Aprilia
	CS / IT	Mr. Parsley
	CS / Facilities	DC1 Coffee
	CS / Supply	LSC Marchio
	Command Program	Triad
		As Designated
Remedial PT		Mrs. Bednar
Safety Officer / Motorcycle (OPNAVINST 5100.23)		Mr. Kizzee LT Reilly
Sailor of Quarter/Year USNA Liaison		LSC Marchio
Security Clearance Manager Security Clearance Manager Assistant (SECNAVINST 5510.30)		PS1 Kenmoenganmoue PSSA Aprilia
Senior Watch Officer (OPNAVINST 3120.32C)		LT Monk
Sexual Assault Prevention and Response Victim Advocate (NAPSINST 1752.2)		LSC Marchio LT Monk LT Evans
SAPR POC (NAPSINST 1752.2)		LSC Marchio
Sponsorship Program Coordinator		CMDCS Chatterton
Student Sponsor Program Coordinator		LT Monk
Suicide Prevention Coordinator (OPNAVINST 1720.4)		HM2 Breslin

Supply Petty Officer	Medical Admin 1st LT	HM2 Breslin PSSA Aprilia HT3 Gibson
Swimming Program		Mrs. Bednar
Transportation Officer		DC1 Coffee
Training Conduct Program		CMDCS Chatterton
Training Officer		LT Evans
Training - Sailor 360 Coordinator		DC1 Coffee
Tuition Assistance Approver		ABEC Palmore
Unit Mail Clerks		Mrs. Andrade All E-6 and junior
Unit Travel Card Program Manager		LSC Marchio
Urinalysis Coordinator (OPNAVINST 5350.4)		MMC Bulis DC1 Coffee HM1 Gutierrez
Urinalysis Observer (OPNAVINST 5350.4)		All MILSTAFF
USMAP Approver		HM2 Breslin
Vehicle Maintenance		DC1 Coffee SW2 Rolon
Voting Assistance Officer (OPNAVINST 1742.1)		Prof. Burishkin

BOARD/COMMITTEE ASSIGNMENTS

BOARD/COMMITTEE	NAME
Academic Records Review	Academic Dean Academic Division Supervisors Athletic Department Reps Company Officer/SEL
Awards and Recognition Board	CO XO CSD Academic Dean Athletic Director CMDCS
Command Resilience Team (OPNAVINST 5354.1)	XO CMEO EEO Academic Department Rep Athletic Department Rep Legal Officer CMDCS
Performance Review Board	CO XO Academic Dean Athletic Director CMDCS

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SAMPLE FORMAL RELIEF LETTER

From: Member Assuming Duties (Rank/Rate, Name, Service)
To: Commanding Officer, Naval Academy Preparatory School

Via: (1) Member Relieved (Rank/Rate, Name, Service)
(2) Executive Officer, Naval Academy Preparatory School

Subj: RELIEF OF _____

Ref: (a) NAPS NOTE 5420 of _____
(b) CO Verbal Order

1. I have relieved _____ this date. Pursuant to this relief, I have conducted a comprehensive inspection. The following discrepancies were noted during this inspection:

a.

b.

2. I have received the status of all action items including recurring reports. Outstanding action items, problems and deficiencies are noted as follows:

a.

b.

3. I have assumed the following collateral duties assigned by billet:

a. (list duties)

(1)

(2)

b. Deficiencies noted: (list by collateral duty)

(1)

(2)

Signature
(TYPED NAME)

Copy to:
Admin

Enclosure (5)