



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
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NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

Canc frp: Jun 04

FASOTRAGRUPACNOTE 1301
N1
22 Jul 03

FASOTRAGRUPAC NOTICE 1301

Subj: ASSIGNMENT TO PRIMARY AND COLLATERAL DUTIES

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Primary Incumbents Duties
(2) Collateral Duty Assignments
(3) Courts, Boards, Committees, and Council Assignments

1. Purpose. To publish enclosures (1) through (3) as required by reference (a).

2. Responsibility

a. The Executive Officer is charged by the Commanding Officer with the proper training, assignment and rotation of all personnel assigned to the command. All assignments and subsequent changes must be approved by the Executive Officer in consonance with the desires of the Commanding Officer.

b. Department Heads shall submit recommended changes to enclosures (1) through (3) to the Executive Officer via the Administrative Officer.

c. The Administrative Officer shall maintain enclosures (1) through (3) in a current status as directed by the Executive Officer.

3. Letters of Designation. Separate letters of designation are not required for assignment of individuals to primary or collateral duties. When a designation in writing of assignment to duties is required, the appearance of his/her name in this notice constitutes "designated in writing" and no further documentation is required. The only exceptions to this policy are for assignments specifically requiring a letter of designation as required by a referenced directive.

4. Action. The appointments and assignments to duties contained in enclosures (2) and (3) are effective this date. It is the responsibility of each person assigned duties by this notice to be cognizant of applicable references, maintain required records and files, and submit reports to the Commanding Officer via the Executive Officer as required. Complete turnover files will be maintained for each function to ensure timely relief and continuity of action in the event of illness or incapacitation of the incumbent.

5. Cancellation contingency. Upon receipt of new FASOTRAGRUPACNOTE 1301.


M. R. ALLEN

Distribution:
FASOTRAGRUPACINST 5216.3A
List A and B

PRIMARY INCUMBENTS DUTIES

<u>PRIMARY DUTIES</u>	<u>INCUMBENT</u>	<u>CODE</u>
Commanding Officer	CAPT ALLEN	N00
Executive Officer	CDR ARGERAKE	N01
Senior Enlisted Advisor	MGYSGT BOWEN	N008
Officers in Charge		
Det Atsugi	CWO2 CARDENAS	N02
Det Hawaii	LCDR KEY	N02
Det Lemoore	LT HEALY	N02
Det Whidbey Island	LCDR NIEZGODA	N02
Special Assistants		
Legal Officer	PN2(SW) MACPHERSON	N01J
Command Career Counselor	HMC PORRATA	N016
Command Safety Officer/ Risk Management Officer	LCDR MIGLIORE	N01S
Command DAPA	ADC(AW/SW) SEYMOUR	N019
Department Heads & Assistants		
Administrative Officer	MR. WINBLAD	N1
Administrative LCPO	YNC(AW/SW) MILLS	N11
Administrative Support	QM1(SW) JOHNSON	N12
Media Services	MR. BEHEIM	N19
Survival Officer	LCDR LOTZIA	N2
Assistant Survival	LCDR CARLOCK	N20
Survival Dept LCPO	QMC(SW) HILL	N20.1
Medical Officer	LT RUPP	N019
Clinical Psychologist	LCDR HOYT	N019A
Survival Training Officer	CAPT FERNEBOK	N2

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Director of Training	MR. WILLIAMS	N3
Assist Training Officer	CWO3 BUCKALEW	N30
Command Training Coordinator	ADC(AW/SW) SEYMOUR	N30.1
Curriculum Instructional Standards Office	MR. SWEENEY	N30A
Quota Control Supervisor	MR. MITCHELL	N30C
Aviation Maintenance Mgmt. Division Officer	AZC(AW/SW) RODRIGUEZ	N31
Aviation Maintenance Management Branch	AZC(AW/SW) RODRIGUEZ	N311
Aviation Maintenance Curriculum Branch	SKC(AW/SW) LEGARDY	N312
Aircrew Training Division Officer	AWC(NAC/AW) BERKOBEN	N32
Site Miramar Maintenance Management Training Division Officer	GYSGT EVANS	N34

COLLATERAL DUTY ASSIGNMENTS

<u>COLLATERAL BILLET</u>	<u>INCUMBENT</u>	<u>CODE</u>	<u>PRD</u>
Antiterrorism Officer	LCDR CARLOCK	N20	DEC 05
ASF Coordinator	AZC (AW/SW) RODRIGUEZ	N3	MAY 04
Assistant Security Manager	AW1 (AW/NAC) MYERS	N3	JUN 04
Assistant Safety Officer	FC2 MYERS	N01S	JAN 06
Automated Information	HMC PORRATA	N016	NOV 05
Beneficial Suggestion Program Coordinator (Civilian)	MR. WINBLAD	N1	INDEF
BEQ Representative	SKC (AW/SW) LEGARDY	N3	MAR 04
Casualty Assistance Calls Officer (CACO) Coordinator	LCDR LOTZIA	N2	JAN 05
CACO Assistant	CWO3 BUCKALEW	N30	NOV 05
Civilian Personnel Advisor	MR. WINBLAD	N1	INDEF
Civilian Trng Coordinator	MR. WINBLAD	N1	INDEF
Command Fitness Leader	ABFC (AW/SW) GACKOWSKI	N2	NOV 03
Command Managed Equal Opp	FCC (SW) BIENKO	N017	JAN 04
Cmd Physical Security Officer	LCDR CARLOCK	N2	DEC 05
Command Security Manager	LCDR CARLOCK	N2	DEC 05
Command Sponsor Program Coordinator	YNC (AW/SW) MILLS	N11	JUL 06
Command Sponsor Program Rep			
Department N1 Rep	YNC (AW/SW) MILLS	N11	JUL 06
Department N2 Rep	QMC (SW) HILL	N20.1	JAN 05
Department N3 Rep	SKC (AW/SW) LEGARDY	N3	MAR 04
Commissioned Officer's Mess President	CDR ARGERAKE	N019A	JAN 06
Disaster Preparedness Officer	LCDR CARLOCK	N01F	DEC 05
Drug and Alcohol Program	ADC (AW/SW) SEYMOUR	N018	NOV 04
Assistant DAPA	AZ1 LENO	N3	MAR 06

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Education Services Officer	HMC PORRATA	N016	NOV 05
Energy Conservation Task Group Representative	MRS. GAY	N141	INDEF
Enlisted Watchbill Coordinator	AZ1(AW) DAVISON	N311	DEC 05
FASO CPO Mess Treasurer	OSC(SW) KING	N21	APR 04
FASO MWR Committee Chairman	HM1(FMF) JEROME	N12	APR 04
Financial Specialist, Command	AZC(AW/SW) RODRIGUEZ	N3	MAY 04
Industrial Hygiene Coordinator	OS1(SW) HAYDEN	N01S	MAY 04
Information Systems Security Officer	LCDR CARLOCK	N20	DEC 05
LIMDU Coordinator	YN2 MARTIN	N111	NOV 06
MILCAP Officer	MR. WINBLAD	N1	INDEF
Military Manpower	YNC(AW/SW) MILLS	N11	JUL 06
NASNI Composite MWR	HM1(FMF) JEROME	N12	APR 04
NASNI Recycling Committee Rep	QM1(SW) JOHNSON	N01S	MAY 04
Naval Warfare Publications Clerk	AW1(AW/NAC) MYERS	N3	JUN 04
NAVOSH Coordinator	LCDR MIGLIORE	N01S	JAN 05
Navy Relief Coordinator	AZC(AW/SW) RODRIGUEZ	N3	MAY 04
Officer Professional Advisor	CDR ARGERAKE	N01	JAN 06
Officer Social Fund Treasurer	LCDR CARLOCK	N2	DEC 05
Official Mail Mgt. Officer	MR. WINBLAD	N1	INDEF
Ordnance Certification Board Chairman	LCDR LOTZIA	N2	JAN 05
Personal Excellence Program Coordinator (Adopt-A-School)	AZC(AW/SW) RODRIGUEZ	N3	MAY 04
PSD Liaison Rep	YN2 MARTIN	N111	FEB 04
Range Safety Officer	GM1 ALENT	N2	OCT 03
RSL Key Control	GM1 ALENT	N2	OCT 03

RTL Medical Watch Officer	LT RUPP	N2	AUG 05
RTL Psychologist Watch Officer	LCDR HOYT	N019A	OCT 03
RTL Watch Officer	CAPT FERNEBOK	N2	NOV 03
	LCDR MIGLIORE	N2	JAN 05
	LCDR CARLOCK	N2	DEC 05
Savings Bond Officer	SKC(AW/SW) PASCUA	N3	APR 04
Senior Watch Officer	ENC(SEAL) KUTTLER	N01A	DEC 04
SERE West Marine Detachment, OIC	CAPT FERNEBOK	N2MC	NOV 03
Sexual Assault Victim Intervention Advocate	HMC PORRATA	N06	NOV 05
Transportation Officer	MRS. GAY	N141	INDEF
Traffic Safety Officer	OS1(SW) HAYDEN	N01S	MAY 04
Urinalysis Coordinator, Cmd	AZ1(AW) VANOVER	N3	NOV 04
Urinalysis Coordinator, Asst	AT1(AW) HOLLOWAY	N3	APR 04
Victim/Witness Assistance Protection Coordinator	ADC(AW/SW) SEYMOUR	N3	NOV 04
Voting Coordinator	QM1(SW) JOHNSON	N01S	MAY 04
Warner Springs Security Officer	MR. DUNCAN	N27	INDEF
Weapons Officer	GM1 ALENT	N2	OCT 03

COURTS, BOARDS, COMMITTEES, AND COUNCIL ASSIGNMENTS

BEQ Advisory Board Representative

Ref: NASNIINST 11101.8H
Composition: SKC(AW/SW) Legardy

BOQ Advisory Board Representative

Ref: NASNIINST 11101.8H
LCDR Lotzia (N2)

Civilian of the Quarter/Year

Ref: FASOTRAGRUPACINST 12450.1H
Composition:
CDR Argerake (N01)
Mr. Winblad (N1)
LCDR Lotzia (N2)
Mr. Williams (N3)

Command Assessment Team (CAT)

Composition:
CDR Argerake (N01) Chairman
FCC(SW) Bienko (N2) CMEO Officer
HMC Porrata (N016) Command Career Counselor
CDR Argerake (N01) CTT Team Leader
AZC(AW/SW) Rodriguez (N3) CTT Instructor
Mrs. Gay (N141) Civilian Representative

Command Audit Board

Composition: As directed and assigned by the Executive Officer

Command Safety Committee

Ref: OPNAVINST 5100.23E
Composition:
LCDR Migliore (N2)
OS1(SW) Hayden (N01S) (Safety Manager)
FC2(SW) Myers (N01S) (Safety Manager Assistant)
Safety Reps:
Mr. R. Duncan (N27)
AZ1(AW) Johnson (N3)

Command Training Team (CTT)

Composition:
CDR Argerake (N01)
AZC(AW/SW) Rodriguez (N3) Team Leader

Command Enlisted Performance Evaluation Review Board

Ref: BUPERSINST 1610.10
Composition:
CDR Argerake (N01)
MGySgt Bowen (N008)
Department Heads

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Command MWR Committee

Ref: OPNAVINST 3120.32C, Article 304.17
BUPERSINST 1710.11C

Composition:

MGySgt Bowen	(N008)	(President)
HM1(FMF) Jerome	(N2)	(Chairperson)
AZ1(AW) Matusko	(N3)	(Vice Chairperson/Treasurer)
PN2(SW) MacPherson	(N1)	(Secretary)
ABE1(AW) House	(N2)	

Energy Conservation Task Group

Ref: NASNIINST 4101.1A
Vacant

Enlisted Instructor of the Quarter

Ref: FASOTRAGRUPACINST 1650.6B

Composition:

MGySgt Bowen	(N008)
HMC Porrata	(N016)

Dept LCPO Rep and DET SEA

Enlisted Instructor of the Year

Ref: FASOTRAGRUPACINST 1650.6B

Composition:

CDR Argerake	(N01)
MGySgt Bowen	(N008)

Dept LCPO Rep and DET SEA

Fire Wardens

Ref: COMNAVBASESANDIEGOINST 1132.1,
FASOTRAGRUPACINST 11320.1G

Composition		BLDG
OS1(SW) Hayden	(N1)	646 (Primary)
FC2(SW) Myers	(N1)	646 (Alternate)
AT1(AW) Halloway	(N2)	618
AW1(AW) Vallejo	(N3)	335
AE1 Matthews	(N3)	707
Mr. R. Duncan	(N27)	Warner Springs (Primary)
EOC Rolls	(N27)	Warner Springs (Alternate)

International Military Student Officer (IMSO)

Ref: SECNAVINST 4950.4
CNAPINST 4950.2A
CWO3 Buckalew N32

Loss Prevention Subcommittee 2nd Physical Security Review Committee

Ref: NASNIINST 5530.3B
CDR Argerake N01
Department Heads

Master Training Specialist Board

Ref: FASOTRAGRUPACINST 1553.1C

Composition:

Mr. Williams

Master Training Specialists as designated by the DOT

Navy Resale Activity/Defense Commissary Agency Advisory Board

Ref: NASNIINST 1700.10G

MGySgt Bowen (N008)

Officer Candidate Interview Board

Ref: OPNAVINST 3120.32C, Article 304.14

Composition

1 - Lieutenant Commander or above as assigned

2 - Lieutenants as assigned

Ordnance Certification Board

Ref: COMNAVAIRPACINST 8023.3G

Composition:

LCDR Lotzia (N2)

GM1 Alent (N2) - CHAIRPERSON

Partnership Education/Oneonta

AZC(AW/SW) Rodriguez (N3) Coordinator

Personal Effects Inventory Board

Ref: FASOTRAGRUPACINST 5830.2

Composition:

PN2(SW) MacPherson Legal Officer

QM1(SW) Johnson Master-at-Arms

Designated CPO or PO1 from division

Physical Security Review Board

Ref: FASOTRAGRUPACINST 5530.1C

OPNAVINST 5530.14C

CDR Argerake (N01) - CHAIRPERSON

LCDR Carlock (N2) - Advisor

Mr. Winblad (N1)

AWC(NAC/AW) Berkoben (N3)

Department Key Custodians/Security Reps:

YN2(SW) Breiner (N1)

SK1(AW) Fletcher (N2)

Mr. Mitchell (N3)

Position Management Committee

Ref: CINCPACFLTINST 5310.5C

Composition:

CDR Argerake (N01) - CHAIRPERSON

Mr. Winblad (N1) - Assistant Chairperson

Mrs. Gay (N141)

Professional Development Board

Ref: FASOTRAGRUPACINST 1040.2D
Composition:
MGySgt Bowen (N008)
HMC Porrata (N016)
YNC(AW/SW) Mills (N1)
QMC Hill (N2)
SKC(AW/SW) Legardy (N3)
Department Head or Department LCPO Rep
CO, XO as required

Retention Team

Ref: CINCPACFLT/CINCLANTFLTINST 1040.1E
Composition:
MGySgt Bowen (N008)
HMC Porrata (N016)
STG1(SW) Combs (N2)
ADC(AW/SW) Seymour (N3)
CO, XO as required

Sailor of the Quarter Board

Ref: FASOTRAGRUPACINST 1700.5C
Composition:
MGySgt Bowen (N008)
Departmental Leading Chief Petty Officers
Detachment Senior Enlisted Advisors

Sailor of the Year Board

Ref: FASOTRAGRUPACINST 1700.5C
Composition:
MGySgt Bowen (N008)
Departmental Leading Chief Petty Officers
Detachment Senior Enlisted Advisors

Special/Summary Courts-Martial Panel

Ref: OPNAVINST 3120.32C, Article 304.22 and 304.23
Manual for Courts-Martial, and JAGINST 5800.7B
Composition: As Designated

Welfare/Recreation Audit Board

Ref: FASOTRAGRUPACINST 1710.1H
Composition:
XO (Reviewing Officer)
Administrative Officer
Legal Officer
Representative from N1