



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

Canc: Jan 05

IN REPLY REFER TO:

NASOCEANANOTE 1301

11

JAN 27 2004

NAS OCEANA NOTICE 1301

Subj: ASSIGNMENT OF PRIMARY AND COLLATERAL DUTIES, COURTS,
BOARDS AND COMMITTEES

Ref: (a) OPNAVINST 3120.32C
(b) U.S. Navy Regulations, 1990

Encl: (1) Assignment of Primary and Collateral Duties
(2) Storefronts/Tenant Commands Assignment of Primary and
Collateral Duties
(3) Collateral Duty Assignments
(4) NAS Oceana Boards and Committees
(5) Notification of Changes

1. Purpose. To promulgate information concerning the assignment of officers and civilian personnel to primary and collateral duties and certain boards and committees, as required by references (a) and (b).

2. Background. In the interest of reducing paperwork, individual letters to military and civilian personnel detailing them to collateral duties, boards and committees will not be issued, unless required. This notice will serve to inform individuals officially of each assignment or appointment as well as time, date and location of meetings. In those instances where oral notification is made, pending revision of enclosures (1) through (4), written notification will be provided as soon as practicable.

3. Action

a. Each Chair, or their designee and individuals assigned a primary or collateral duty, will maintain a turnover folder. The file will contain sufficient information necessary for the incumbent and their relief to perform the task assigned and include pertinent historical information, board minutes and membership lists, if appropriate. When any assignment requiring a turnover folder is reassigned, the relieved and relieving officers will be interviewed by the Commanding Officer or Executive Officer, as deemed appropriate by the Executive Officer.

b. Personnel listed in enclosures (1) through (4) are informed of individual assignments and directed to familiarize themselves with appropriate references in order to perform their assigned duties.

JAN 27 2004

c. The Chair is responsible for notification of all members as to date, time and location of meetings. Additionally, the Chair, or their designee, will submit date, time and location of meetings, to the Administrative Officer by 1600, on Tuesday the week prior, for input to the Plan of the Week. The Commanding Officer's secretary must also be notified if these meetings are scheduled to take place in the Administrative Building Conference Rooms.

d. The Chair, or their designee, will submit minutes, recommendations or related discussion resulting from their meeting to the Commanding Officer for approval, unless otherwise directed by higher authority. Standard naval letter format will be utilized for submission of data. The report will contain a listing of attendees, absentees and their units.

e. The Chair, or senior member of audit boards, will schedule meetings to complete audits and inventories of nonappropriated fund activities in sufficient time to ensure required reports are received by the Executive Officer within ten days after the reported period.

f. Personnel from tenant activities and Naval Air Station Oceana departments are invited to attend boards and committees to bring forth issues and opinions.

g. Department heads and Chairs are responsible for submitting enclosure (5) to the Executive Officer, via the Administrative Officer, when changes, additions or deletions occur to enclosures (1) through (4).

h. Program manager storefronts and installation department heads are responsible for submitting changes, additions or deletions based on guidance from their program manager or installation commander.

4. Review. The Administrative Officer will ensure this notice is reviewed and revised a minimum of once a year and as major changes occur.

5. Cancellation Contingency. This notice is canceled upon receipt of an updated notice.



STUART D. BAILEY

By direction

Distribution:
NASOCEANAINST 5216.1X
Lists I and III

ASSIGNMENT OF PRIMARY AND COLLATERAL DUTIES

<u>CODE</u>	<u>RANK/NAME</u>	<u>PRIMARY</u>
00	CAPT T. Keeley	Commanding Officer Installation Commander (IC) Regional Air Operations Program Manager (PM) <u>COLLATERAL</u> - Command Retention Team Leader - Human Factors Council Chair - IC/PM Chair - Navy and Marine Corps Relief Society Chair <u>PRIMARY</u>
01	CAPT S. D. Bailey	Executive Officer <u>COLLATERAL</u> - 3M System Manager - Air Show Committee Chair - All Officers' Meeting Coordinator - Anti-Terrorism/Force Protection (AT/FP) Manager - AT/FP Regional Threat Working Group - Assistant Air Operations Program Manager - Censorship Board Chair - Chairman Disaster Preparedness - Command Retention Team Leader (Alternate) - IC/PM Board Co-Chair - Incentive Awards Board Chair - Naval Air Station (NAS) Oceana Awards Board Chair - Navy Drug and Alcohol Abuse Advisory Council Chair - Occupational Safety and Health Council Chair - Officers' Mess President - Position Management Committee Chair - Traffic Safety/Safe Drive Council Chair

JAN 27 2004

00ED/33 Mr. R. L. Rountree

PRIMARY

Executive Director for Program
Management, Planning and
Development
Special Assistant to IC

COLLATERAL

- Assistant Air Show Director
- AT/FP Regional Threat Working
Group
- BRAC 2005 Administrator
- Committee on Land and Air Space
Management Policy (CLAMP)
- Cooperate Friendship Patrol
Committee Member
- F/A-18 Homeport Change Committee
Coordinator
- IC/PM Board Member
- Virginia Beach Alliance Working
Group Member
- Virginia Beach/Hampton Roads
Transit Mass Transit Liaison

PRIMARY

00I CMDCM
P. M. Schettler

Command Master Chief

COLLATERAL

- American Heritage
Observance Committee
- Armed Forces Committee
- AT/FP Regional Threat Working
Group
- Bachelor Enlisted Quarters
(BEQ) Advisory Council
- Bluejacket, Junior Sailor
and Sailor of the Quarter
Selection Board Chair
- Civilian of the Quarter
Selection Committee Chair
- Command Managed Equal
Opportunity Member
- Command Retention Team Member
- Education Advisory Council
- Family Advocacy Committee
- IC/PM Board Member
- Leading Chief Petty
Officer/Command Master
Chief Meeting Coordinator
- Limited Duty Coordinator
- Menu Advisory Board Member

- NAS Oceana Awards Board Member
- Navy Exchange (NEX)/Commissary Advisory Board Member
- Navy/Marine Corps Relief Society
- Occupational Safety and Health Council
- Ombudsman Meeting Coordinator
- Professional Development Board Chair
- Recreation Committee Member
- Sailor of the Year Board Chair
- Traffic Safety/Safe Drive Council

PRIMARY

10 Mrs. A. A. Benson

Business Management Department
Business Manager
Manpower Management
Support Agreement Manager

COLLATERAL

- Administrative Customer Advisory Board
- Air Show Executive Committee Member
- Commercial Activities Study Coordinator
- Disaster Preparedness Board
- IC/PM Board Member
- Inter-service Support Agreement/Memorandum of Understanding Committee
- Position Management Committee
- Reviewing and Inventory Board Chair
- Resource Management Study Group Member

PRIMARY

11 LT B. S. Maki

Administrative Department Head
Administrative Officer

COLLATERAL

- Air Show Volunteers Committee Chair
- AT/FP Regional Threat Working Group
- Bank/Credit Union Liaison Officer
- Casualty Assistance Calls Officer (CACO) Program Manager

JAN 27 2004

- Child Development Center
Inspection Team Coordinator
- Commissioning Interview
Appraisal Board Coordinator
- Disaster Preparedness Officer
- Enlisted Examining Board
Coordinator
- Family Advocacy Program Point of
Contact
- IC/PM Board Member
- Local Examining Board Member
- NAS Oceana Awards Board Member
- Officers' Mess Vice President

PRIMARY

112 ABF1 G. Lavender

Command Drug and Alcohol
Program Advisor (DAPA)

COLLATERAL

- Building 230 Energy Monitor
- Navy Drug and Alcohol Abuse
Advisory Council

PRIMARY

113 Mr. R. A. Mincey

Electronic Key Management
System (EKMS) Manager

PRIMARY

114 EMC F. O. Johnson

Command Equal Opportunity
Advisor

COLLATERAL

- American Heritage Observance
Committee Co-Chair
- CACO Coordinator
- Combined Federal Campaign
Command Coordinator
- Command Managed Equal
Opportunity Manager Leader
- Religious Offering Fund Audit
Board Senior Member

PRIMARY

115 NCC T. Lee-Jones

Command Career Counselor

COLLATERAL

- Command Dependency Care
Coordinator

JAN 27 2004

- Command Exceptional Family Member Program (EFMP) Coordinator
- Command Financial Specialist
- Educational Advisory Board Representative
- Educational Service Officer
- Officer Accession Program Coordinator
- Physical Fitness Coordinator
- Religious Offering Fund Auditor
- Sexual Assault Victim Invention Coordinator (SAVI)

PRIMARY

116 Mrs. C. J. Forehand Security Manager

COLLATERAL

- Naval Warfare Publications (NWP) Library Custodian
- Operations Security Officer
- Top Secret Control Officer

PRIMARY

117 LT G. Cantu First Lieutenant
BMCS M. D. Miles Assistant First Lieutenant

COLLATERAL

- Co-Chair Disaster Preparedness

PRIMARY

12 Mr. T. R. Snead Public Affairs Department
Public Affairs Officer
NAS Oceana/Dam Neck Annex/
NAS Oceana Air Detachment (DET)
Norfolk

COLLATERAL

- Air Show Media Coordinator
- AT/FP Regional Threat Working Group
- Aviation Historical Park Coordinator
- Closed-Loop Aeronautical Management Program Committee
- Command Historian
- Command Web Page Manager
- Disaster Preparedness Board

JAN 27 2004

- Hampton Roads Emergency Advisory Council
- National Association of Government Communicators
- Occupational Safety and Health Council
- Protocol Officer
- Publications and Review Board
- Squadrons Command Inspector for Public Affairs
- Traffic Safety/Safe Drive Council

PRIMARY

13 LT C. M. Shook

Legal Department Head
Legal Officer

COLLATERAL

- AT/FP Regional Threat Working Group
- BRAC 2005 Command Representative
- CLAMP
- Disaster Preparedness Board
- Family Advocacy Case Review Committee JAG Representative
- Freedom of Information Act Officer
- Installation Voting Assistance Officer
- Legal Counsel for Air Shows
- Navy Drug and Alcohol Advisory Council Member
- Privacy Act Officer
- Senior Watch Officer
- Special Assistant U.S. Attorney
- Training Officer
- Volunteer Income Tax Assistance Coordinator

PRIMARY

16 CAPT D. W. Parker

Religious Ministries Department Head
Command Chaplain

COLLATERAL

- AT/FP Regional Threat Working Group
- Disaster Preparedness Board
- Family Advocacy Committee
- Holiday Assistance Program Officer

JAN 27 2004

- Navy Drug and Alcohol Abuse
Advisory Council
- Religious Offering Fund
Administrator

PRIMARY

16A LCDR T. J. Oswald Staff Chaplain

COLLATERAL

- Chapel Manager
- Protestant Chapel Pastor
- Religious Offering Fund
Protestant Faith Group
Representative

PRIMARY

16B LCDR T. J. Gegotek Staff Chaplain

COLLATERAL

- Catholic Chapel Pastor
- Holiday Assistance Program
Representative
- Religious Offering Fund
Catholic Faith Group
Representative

PRIMARY

16C LT D. L. Cline Staff Chaplain

COLLATERAL

- Flight Line Ministry Coordinator
- VFA-106 Chaplain

PRIMARY

16D LT T. Jenkins, Sr. Staff Chaplain

COLLATERAL

- Flight Line Ministry Coordinator
- VF-101 Chaplain

PRIMARY

16E LT R. N. Burns Staff Chaplain

JAN 27 2004

COLLATERAL

- Religious Offering Fund Faith Group Representation
- Naval Air Maintenance Training Unit (NAMTRAU) Chaplain

PRIMARY

17 LCDR A. E. Hernandez NAS Oceana, Dam Neck Annex
Officer in Charge (OIC)

COLLATERAL

- AT/FP Regional Threat Working Group
- Dam Neck Annex, Occupational Safety and Health Council Chair
- Dam Neck Annex Traffic Safety/Safe Drive Council Chair
- Disaster Preparedness Member
- IC/PM Board Member
- NAS Oceana Awards Board Member

PRIMARY

17A BMCS T. J. Chapman Assistant OIC, NAS Oceana,
Dam Neck Annex
Disaster Preparedness and Recovery
Program Division Officer

COLLATERAL

- Disaster Preparedness Board

PRIMARY

30 CDR D. R. Desimone Air Operations Department
Air Operations Officer
Department Head

COLLATERAL

- Air Show Flight Demonstration Coordinator (Air Boss)
- Air Show Operations Officer
- Aircraft Mishap Board
- AT/FP Regional Threat Working Group
- Disaster Preparedness Board
- Human Factors Council
- IC/PM Board Member
- NAS Oceana Awards Board Member

JAN 27 2004

- Naval Air Traffic Control and Air Navigation Aids and Landing System (NAALS)/Ground Electronics Planning Board Chair
- Repatriation Officer
- Traffic Safety/Safe Drive Council

PRIMARY

30A CDR R. S. Erie

Assistant Air Operations
Department Head
Assistant Air Operations Officer

COLLATERAL

- Aircraft Mishap Board
- Air Show Director
- Disaster Preparedness Board
- Energy Conservation
- Family Advocacy Program
- Human Factors Council

PRIMARY

30B Mr. J. C. Frier

Deputy Air Operations/Airport
Manager

COLLATERAL

- Air Show Airfield Operations
- Airfield Construction
Coordinator
- Special Operations Officer

PRIMARY

302 LCDR M. J. B. Klug

Air Traffic Control Division
Officer

COLLATERAL

- Air Show Federal Aviation Administration (FAA) Liaison
- Air Show Performer
Liaison/Coordinator
- Aviation Safety Council
- NAALS/Ground Electronics
Planning Board

PRIMARY

303 LT K. M. Hayden

Flight Support Division Officer
Search and Rescue (SAR) Officer

JAN 27 2004

COLLATERAL

- Aircraft Mishap Board
- Enlisted Flight Audit Board
- Human Factors Council
- H-3 Flight Crew Training Coordinator
- H-3 Schedules Officer
- Disaster Preparedness Board
- Hurricane Evacuation (HUREVAC) Officer
- Naval Air Training and Operating Procedures Standardization (NATOPS) Officer
- Officers' Mess Treasurer

PRIMARY

303T LT T. L. Maini

Range/Targets Officer

COLLATERAL

- Air Show Demonstration Team Coordinator
- Aircraft Mishap Board
- International DET Liaison

30L LCDR J. E. McCreary

PRIMARY

Aviation Safety Officer

COLLATERAL

- Aviation Safety Council Chair
- Bird Aircraft Strike Hazard (BASH) Officer
- Foreign Object Damage (FOD) Prevention Officer
- Human Factors Council

PRIMARY

304 LCDR W. Paetz

Ground Electronics Maintenance Division (GEMD) Officer

COLLATERAL

- Air Show Communications/Flight Line Coordinator
- Amateur/Citizens' Band (CB) Radio Coordinator
- Local Area Network Coordinator
- NAALS/Ground Electronics Planning Board

MAN 27 2004

- Officers' Mess Training Officer
- Senior Watch Officer

PRIMARY

30401 ETC J. B. Flippin 3M Coordinator

PRIMARY

305 LCDR N. G. Concha Air Operations Maintenance
Division (AOMD) Officer

COLLATERAL

- Air Operations FOD Officer
- Air Show Maintenance
Coordinator
- Aircraft Mishap Board
- Ceremonial Hangar 23 Coordinator
- Navy and Marine Corps Relief
Society Fund Drive Coordinator

PRIMARY

305QA LT J. D. DeYoung AOMD Quality Assurance Officer

COLLATERAL

- Air Show Static Display
Coordinator

PRIMARY

306 CWO4 A. R. Kirkwood Airfield Facilities Officer

COLLATERAL

- Fleet Operational Support Host
Coordinator
- Salvage Officer
- Snow Removal Officer

PRIMARY

307 LT S. J. Scholsser OIC, Naval Auxiliary Landing
Field (NALF) Fentress

COLLATERAL

- NALF Model Air Show Coordinator

PRIMARY

31 CDR G. E. Flax OIC, NAS Oceana Air DET Norfolk

COLLATERAL

- Assistant NATOPS Instructor
- Functional Check Pilot
- IC/PM Board Member
- Instructor Check Pilot/Pilot
- NAS Oceana Awards Board Member
- Standardization (STAN) Board

PRIMARY

31A CDR M. A. Celec

Assistant OIC

COLLATERAL

- CACO Coordinator
- Government Purchase Card
Program Coordinator
- Transport Second Pilot

PRIMARY

31L CDR J. Bellay

Safety Officer

COLLATERAL

- Transport Second Pilot

PRIMARY

31X CDR T. Needham

Fleet Readiness Squadron Division
Officer
CNAL UC-12 Evaluator
UC-12M Model Manager

COLLATERAL

- Aircraft Mishap Board
- ACT/CRM Instructor
- Functional Check Pilot
- Instructor Check Pilot
- NATOPS Instructor
- STAN Board Chair

PRIMARY

31Y LCDR R. E. Shirey

Operations Officer

COLLATERAL

- Aircraft Mishap Board Member
- Weight and Balance Officer
- On Site Government
Representative

JAN 27 2004

PRIMARY

311 Mr. L. A. Bodie Air DET Administrative Officer

COLLATERAL

- Air DET AT/FP Officer
- Assistant EKMS Manager
- DET Energy Monitor
- NWP Library Custodian
- OPSEC Officer

PRIMARY

312 LT L. M. Cureton Air Traffic Control Facility Officer

COLLATERAL

- HUREVAC Officer
- Repatriation Officer

PRIMARY

313 Mr. F. M. Yermal EKMS Manager

PRIMARY

314 Mr. C. W. Lafon GEMD Officer

COLLATERAL

- Communications Cable Plant Manager
- Frequency Manager
- Hazards of Electromagnetic Radiation to Ordnance Officer
- NAALS/Ground Electronics

PRIMARY

3141 Mr. C. Peterson Assistant GEMD Officer

COLLATERAL

- Assistant Administrative Budget Manager

PRIMARY

3142 Mr. M. MacWilliams GEMD Communications Supervisor

COLLATERAL

- Assistant Frequency Manager

JAN 27 2004

315 LCDR S. A. Padget PRIMARY
Transient Line Division Officer

COLLATERAL

- Commander, Navy Region, Mid-Atlantic Oil Spill Response
- Hurricane Hangaring Officer
- Salvage Team Leader

316 Mr. G. G. Himmelwright III PRIMARY
Airfield Manager

COLLATERAL

- Construction Projects Manager
- Planning Manager

317X LCDR J. Watkins PRIMARY
NATOPS Officer
Student Control Officer

COLLATERAL

- Assistant NATOPS Instructor
- Brig Magistrate
- Functional Check Pilot
- Instructor Check Pilot/Pilot
- STAN Board

32 CDR M. Pouliot PRIMARY
OIC, NAS Oceana Air DET Willow Grove

32A LT M. Litwin PRIMARY
Assistant OIC, NAS Oceana Air DET Willow Grove

331 Mr. R. E. Firenze PRIMARY
Community Planning Liaison/Air Installations Compatible Use Zones Officer

COLLATERAL

- CLAMP

PRIMARY

332 Mr. E. Miller Corrosion Control

PRIMARY

333 Mr. L. Collier Aircraft Acoustical Enclosure

PRIMARY

60 LT W. D. Peach OIC, Visual Information Support
Center

JAN 27 2004

**STOREFRONTS/TENANT COMMANDS
ASSIGNMENT OF PRIMARY AND COLLATERAL DUTIES**

<u>CODE</u>	<u>RANK/NAME</u>	<u>PRIMARY</u>
14	Mrs. Y. Taylor	Fleet and Family Support Center Oceana/Naval Security Group Northwest Family Service Center Site Manager
		<u>COLLATERAL</u>
		- Home Child Care Quality Review Board Chair
		<u>PRIMARY</u>
198	CWO2 T. Grunlien	Regional Food Service Support Services PM Food Services Officer
		<u>COLLATERAL</u>
		- IC/PM Board Member - Menu Advisory Board Chair
		<u>PRIMARY</u>
21	Mr. J. Lytle	Morale, Welfare and Recreation (MWR) Support Services PM MWR Director
		<u>COLLATERAL</u>
		- Air Show Committee Member - AT/FP Regional Threat Working Group - Disaster Preparedness Board - IC/PM Board Member - Navy Drug and Alcohol Abuse Advisory Council - Occupational Safety and Health Safety Council Member - Recreation Committee Chair - Recreation Council Member - Traffic Safety/Safe Drive Council
		<u>PRIMARY</u>
22	CDR D. W. Smith	Regional Engineer/Public Works Facilities PM Public Works Officer

JAN 27 2004

COLLATERAL

- AT/FP Regional Threat Working Group
- Aviation Safety Council
- Energy Conservation Officer and Council Chair
- IC/PM Board Member
- Public Works Center Liaison (Oceana Site)
- Traffic Safety/Safe Drive Council

PRIMARY

LANT LT E. R. Haislip
 ORDCOM
 DET
 Oceana

Atlantic Ordnance Command
 (AOC) DET Oceana Ordnance PM
 OIC

COLLATERAL

- NAS - Aviation Safety Council
- NAS/AOC - AT/FP Regional Threat Working Group
- AOC - Explosive Handling Personnel Qualification/Certification Board Chair
- NAS - HAZMAT Control and Management Committee
- NAS - IC/PM Board Member
- NAS - NAALS/Ground Electronics Planning Board
- NAS - Occupational Safety and Health Administration Council
- NAS - Planning Board for Military Training
- NAS - Traffic Safety/Safe Drive Council
- NAS - IC/PM Board Member

PRIMARY

FAP Mrs. S. C.
 Sullivan-Hurst

Family Advocacy Program Oceana
 Supervisory Social Worker

PRIMARY

HRO Mrs. B. Frankenfield

Human Resources Office
 Oceana Site
 Director

PRIMARY

LSO LCDR J. E.
 Brotemarkle

Landing Signal Officer School
 OIC

PRIMARY

N03VB LT D. Long

Public Safety Storefront
Virginia Beach Precinct
(NAS Oceana/Dam Neck Annex)
Public Safety PM
OIC

COLLATERAL

- AT/FP Regional Threat Working Group
- Aviation Safety Council
- Disaster Preparedness Board
- Family Advocacy Committee
- Family Child Care Quality Review Board
- IC/PM Board Member
- Navy Drug and Alcohol Abuse Advisory Council
- Traffic Safety/Safe Drive Council

PRIMARY

N03VB Mr. G. French

AT/FP Officer
Physical Security Officer

PRIMARY

N041VB Mr. J. O. Kline

Fire Department
Public Safety PM
Fire Chief

COLLATERAL

- AT/FP Regional Threat Working Group
- Aviation Safety Council
- Family Child Care Quality Review Board
- Traffic Safety/Safe Drive Council

PRIMARY

N05VB Mr. M. Perez

Safety Office
Public Safety PM
Virginia Beach Storefront
Safety Manager

JAN 27 2004

COLLATERAL

- AT/FP Regional Threat Working Group
- Aviation Safety Council
- Explosive Safety Officer Council
- IC/PM Board Member
- Safety Representative Committee Chair
- Traffic Safety/Safe Drive Council

PRIMARY

N05VBX Mr. R. A. Markvart NAS Oceana/Virginia Beach Safety Storefront Division Head

PRIMARY

N5 Ms. L. Flynn MWR Support Services PM
MWR Director, Dam Neck Annex

PRIMARY

NEX Ms. L. Williams Navy Exchange Retail Storefront Oceana
General Manager

COLLATERAL

- Chairperson, Navy Exchange/Commissary Advisory Board

PRIMARY

PM33 Mr. D. Jaeger Combined Bachelor Housing Support Services PM
Billeting Officer

COLLATERAL

- AT/FP Regional Threat Working Group
- BEQ Advisory Council Chair
- Energy Conservation Council Representative
- IC/PM Board Member

PRIMARY

PMIT01 Ms. T. Howard Information Technology (IT)
IT PM
Storefront Manager for IT

COLLATERAL

- AT/FP Regional Threat Working Group
- Information Systems Security Officer
- IC/PM Board Member

PRIMARY

RSOO CDR J. Weiser

Regional Supply Office
Supply and Logistics PM
Regional Supply Officer -
Oceana

COLLATERAL

- AT/FP Regional Threat Working Group
- Clean the Bay Day Coordinator
- Command Assessment Team
- Disaster Preparedness Board
- Energy Conservation Council
- IC/PM Board Member
- Occupational Safety/Health Council
- Position Management Committee
- Traffic Safety/Safe Drive Council

COLLATERAL DUTY ASSIGNMENTS

COLLATERAL DUTY	OFFICER
3M SYSTEM MANAGER	EXECUTIVE OFFICER (01)
3M COORDINATOR	ETC J. B. FLIPPIN (30401)
AIR OPERATIONS FOD OFFICER	AOMD OFFICER (305)
AIR SHOW AIRFIELD OPERATIONS	MR. J. C. FRIER (30B)
AIR SHOW DEMONSTRATION TEAM	RANGE/TARGETS OFFICER (303T)
AIR SHOW DIRECTOR	CDR R. S. ERIE (30A)
AIR SHOW FAA LIAISON	AIR TRAFFIC CONTROL DIVISION OFFICER (302)
AIR SHOW MAINTENANCE SUPPORT	AOMD OFFICER (305)
AIR SHOW MEDIA COORDINATOR	PUBLIC AFFAIRS OFFICER (12)
AIR SHOW FLIGHT DEMO COORDINATOR (AIR BOSS)	AIR OPERATIONS OFFICER (30)
AIR SHOW OPERATIONS OFFICER	AIR OPERATIONS OFFICER (30)
AIRFIELD CONSTRUCTION COORDINATOR	MR. J. C. FRIER (30B)
AMATEUR/CB RADIO COORDINATOR	GROUND ELECTRONICS OFFICER (304)
ANTI-TERRORISM/FORCE PROTECTION OFFICER	MR. G. FRENCH (NO3VB)
BANK LIAISON OFFICER	ADMINISTRATIVE OFFICER (11)
BASH OFFICER	AVIATION SAFETY OFFICER (30A)
CACO COORDINATOR	EMC F. O. JOHNSON (114)
CEREMONIAL HANGAR COORDINATOR	AOMD OFFICER (305)
CHILD DEVELOPMENT CENTER INSPECTION TEAM COORDINATOR	ADMINISTRATIVE OFFICER (11)
COMBINED FEDERAL CAMPAIGN COORDINATOR	EMC F. O. JOHNSON (114)
COMMAND DAPA	ABF1 G. LAVENDER (112)
COMMAND HISTORIAN	PUBLIC AFFAIRS OFFICER (12)
COMMAND MANAGED EQUAL OPPORTUNITY MANAGER	EMC F. O. JOHNSON (114)

COMMERCIAL ACTIVITIES STUDY COORDINATOR	BUSINESS MANAGER (10)
CREDIT UNION LIAISON OFFICER	ADMINISTRATIVE OFFICER (11)
DISASTER PREPAREDNESS OFFICER	ADMINISTRATIVE OFFICER (11) ASSISTANT OIC, NAS OCEANA, DAM NECK ANNEX (17A)
EFMP COORDINATOR	COMMAND CAREER COUNSELOR (115)
ENERGY CONSERVATION OFFICER	PUBLIC WORKS OFFICER (22)
ENLISTED EXAMINING BOARD COORDINATOR	ADMINISTRATIVE OFFICER (11)
ENLISTED FLIGHT AUDIT BOARD	AVIATION SAFETY OFFICER (30A)
EXPLOSIVE SAFETY OFFICER	MR. M. PEREZ (N05VB)
FAMILY ADVOCACY COMMITTEE	COMMAND MASTER CHIEF (00I)
FOD PREVENTION OFFICER	AVIATION SAFETY OFFICER (30A)
FREEDOM OF INFORMATION ACT OFFICER	LEGAL OFFICER (13)
H-3 FLIGHT CREW TRAINING	FLIGHT SUPPORT OFFICER (303)
H-3 SCHEDULES OFFICER	FLIGHT SUPPORT OFFICER (303)
HUREVAC OFFICER	FLIGHT SUPPORT OFFICER (303)
INCENTIVE AWARDS BOARD (MILITARY AWARDS)	EXECUTIVE OFFICER (01)
INFORMATION SYSTEMS SECURITY OFFICER	MS. T. HOWARD (PMIT01)
NALF MODEL AIR SHOW COORDINATOR	OIC, NALF FENTRESS (307)
NAVY AND MARINE CORPS RELIEF SOCIETY FUND DRIVE COORDINATOR	LCDR N. G. CONCHA (305)
NATOPS OFFICER	FLIGHT SUPPORT OFFICER (303)
NWP LIBRARY CUSTODIAN	COMMAND SECURITY MANAGER (116)
OFFICERS' MESS PRESIDENT	EXECUTIVE OFFICER (01)

~~JAN 27 2004~~

OFFICERS' MESS TRAINING OFFICER	LCDR W. A. PAETZ (304)
OFFICERS' MESS TREASURER	LT K. M. HAYDEN (303)
OFFICERS' MESS VICE PRESIDENT	ADMINISTRATIVE OFFICER (11)
PHYSICAL SECURITY OFFICER	MR. G. FRENCH (N03VB)
PRIVACY ACT OFFICER	LEGAL OFFICER (13)
PROTOCOL OFFICER	PUBLIC AFFAIRS OFFICER (12)
RESERVE LIAISON OFFICER	BUSINESS MANAGER (10)
SENIOR WATCH OFFICER	LCDR W. A. PAETZ (304)
SPECIAL OPERATIONS OFFICER	MR. J. C. FRIER (30B)
TOP SECRET CONTROL OFFICER	COMMAND SECURITY MANAGER (116)
TRAINING OFFICER	LT C. M. SHOOK (13)
VITA COORDINATOR	LT C. M. SHOOK (13)
VOLUNTEERS COMMITTEE CHAIR	ADMINISTRATIVE OFFICER (11)
VOTING ASSISTANCE OFFICER	LT C. M. SHOOK (13)

JAN 27 2004

NAS OCEANA BOARDS AND COMMITTEES

<u>NUMBER</u>	<u>BOARD/COMMITTEE</u>
1.	Air Show Committee
2.	Aircraft Mishap Board
3.	All Officers' Meeting
4.	American Heritage Observance Committee
5.	AT/FP Regional Threat Working Group
6.	Aviation Safety Council
7.	Awards Board
8.	Bluejacket, Junior Sailor and Sailor of the Quarter Selection Board
9.	CACO Program Board (E-7 and above)
10.	Combined Bachelor Quarters (CBQ) Advisory Council
11.	Censorship Board
12.	Chief Petty Officers' Advisory Board
13.	Chief Petty Officers' Association
14.	Civilian of the Quarter Selection Committee
15.	Command Retention Team
16.	Commissioning Interview Appraisal Board
17.	Disaster Preparedness Board
18.	Education Advisory Council
19.	Enlisted Examining Board
20.	Enlisted/Petty Officers' Mess Open Advisory Board
21.	Explosives Handling Personnel Qualification and Certification Board
22.	Family Advocacy Committee
23.	Family Child Care Quality Review Board
24.	Human Factors Council
25.	IC/PM Board
26.	Incentive Awards Board (Military Awards)
27.	Leading Chief Petty Officers' Meeting
28.	Menu Advisory Board
29.	NAALS/Ground Electronics Planning Board
30.	Navy Drug and Alcohol Abuse Advisory Council
31.	NEX/Commissary Advisory Board
32.	Navy/Marine Corps Relief Society
33.	Occupational Safety and Health Council
34.	Officers' Club Advisory Committee
35.	Ombudsman Meeting
36.	Position Management Committee
37.	Precision Measuring Equipment (PME) Meeting
38.	Professional Development Board
39.	Recreation Committee
40.	Religious Offering Fund Review Board
41.	Support Equipment Supervisory Committee
42.	Traffic Safety/Safe Drive Council

JAN 27 2004

NAS OCEANA BOARDS AND MEETING SCHEDULE

1. AIR SHOW COMMITTEE

REF: NASOCEANANOTE 5720 (WHEN PUBLISHED)
CHAIR: EXECUTIVE OFFICER (01)
MEMBERS: ASSIGNED IN REFERENCE

2. AIRCRAFT MISHAP BOARD

REF: NASOCEANAINST 3750.1E CH-1
DATE: CALL OF THE CHAIR
CHAIR: AVIATION SAFETY OFFICER (30L)
REPRESENTATIVES:
AIR OPERATIONS OFFICER (30)
AOMD OFFICER (305)
ASSISTANT AIR OPERATIONS OFFICER (30A)
COMMAND FLIGHT SURGEON (MEDICAL)
FLIGHT SUPPORT OFFICER (303)

3. ALL OFFICERS' MEETING

DATE/TIME: QUARTERLY, CALL OF THE COORDINATOR
LOCATION: OFFICERS' CLUB
COORDINATOR: EXECUTIVE OFFICER (01)

4. AMERICAN HERITAGE OBSERVANCE COMMITTEE

DATE/TIME: MONTHLY, 2ND THURSDAY, 0930
LOCATION: VARIOUS (SEE COMMITTEE MONTHLY MINUTES)
CHAIR: ELECTED REPRESENTATIVES:
AS APPOINTED BY STATION DEPARTMENTS AND
TENANT COMMANDS/ACTIVITIES

5. AT/FP REGIONAL THREAT WORKING GROUP

REF: OPNAVINST 5530.14C
DATE: CALL OF THE CHAIR
LOCATION: BUILDING 230, CONFERENCE ROOM A
CHAIR: EXECUTIVE OFFICER (01)
REPRESENTATIVES:
BRANCH MEDICAL CLINIC
DEPARTMENT HEADS
FIRE CHIEF (N041VB)
NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS)
OIC, LANTORDCOM DET OCEANA
SECURITY OFFICER (N03VB)

6. AVIATION SAFETY COUNCIL

DATE/TIME: MONTHLY, 3RD WEDNESDAY, 0830
LOCATION: OFFICERS' CLUB
CHAIR: AVIATION SAFETY OFFICER (30L)
REPRESENTATIVES:
AIR TRAFFIC CONTROL DIVISION OFFICER (302)

JAN 27 2004

COMMANDER, FIGHTER WING, U.S. ATLANTIC FLEET
 (COMFITWINGLANT) SAFETY OFFICER
 COMMANDER, STRIKE FIGHTER WING, U.S. ATLANTIC FLEET
 (COMSTRKFIGHTWINGLANT) SAFETY OFFICER
 FIGHTER SQUADRONS (SAFETY OFFICERS)
 FIRE CHIEF (N041VB)
 FLEET AREA CONTROL AND SURVEILLANCE FACILITY, VIRGINIA
 CAPES (FACSFAC VACAPES)
 FLIGHT SURGEON (MEDICAL)
 FUELS OFFICER
 NAVAL ATLANTIC METEOROLOGY AND OCEANOGRAPHY DETACHMENT
 (NLMOD) OFFICER
 OIC, AIMD
 OIC, LANTORDCOM DET OCEANA
 PUBLIC WORKS OFFICER (22)
 SAFETY OFFICER (N05VB)
 SECURITY OFFICER (N03VB)
 TENANT COMMANDS/ACTIVITIES (AS REQUIRED)

7. **AWARDS BOARD**

REF: NASOCEANAINST 1650.2G CH-1
 DATE: MONTHLY, 3RD MONDAY
 CHAIR: EXECUTIVE OFFICER (01)
 MEMBERS:

ADMINISTRATIVE OFFICER (11)
 AIR OPERATIONS OFFICER (30)
 COMMAND MASTER CHIEF (00I)
 OIC, NAS OCEANA AIR DET NORFOLK (31)
 OIC, NAS OCEANA DAM NECK ANNEX (17)

8. **BLUEJACKET, JUNIOR SAILOR AND SAILOR OF THE QUARTER SELECTION BOARD**

REF: NASOCEANAINST 1650.1E
 DATE: QUARTERLY, CALL OF THE CHAIR
 LOCATION: BUILDING 230, CONFERENCE ROOM A
 CHAIR: COMMAND MASTER CHIEF (00I)
 MEMBERS: DEPARTMENTAL LEADING CHIEF PETTY OFFICERS

9. **CACO PROGRAM BOARD (E-7 AND ABOVE)**

REF: BUPERSINST 1770.3
 NASOCEANAINST 1770.1D
 DATE: ANNUALLY
 LOCATION: BUILDING 230, CONFERENCE ROOM A
 CHAIR: ADMINISTRATIVE OFFICER (11)
 MEMBERS: NAS OCEANA DEPARTMENTAL CACOS

10. **CBQ ADVISORY COUNCIL**

DATE: MONTHLY, CALL OF THE CHAIR

CHAIR: BILLETING OFFICER

REPRESENTATIVES:

COMMAND MASTER CHIEF (ADVISORY) (00I)
TENANT COMMANDS/ACTIVITIES (AS REQUIRED)
GENERAL MANAGER NEX
STATION DEPARTMENTS
TENANT COMMANDS/ACTIVITIES (WITH RESIDENTS IN BEQ)

11. **CENSORSHIP BOARD**

DATE: AS REQUIRED

CHAIR: EXECUTIVE OFFICER (01)

MEMBERS: APPOINTED AS REQUIRED

12. **CHIEF PETTY OFFICERS' ADVISORY BOARD**

DATE/TIME: MONTHLY, 2ND TUESDAY, 1400

LOCATION: CHIEF PETTY OFFICERS' CLUB

CHAIR: COMMAND MASTER CHIEF (00I)

REPRESENTATIVES: ELECTED

13. **CHIEF PETTY OFFICERS' ASSOCIATION**

REF: NASOCEANANOTE 1700

DATE/TIME: MONTHLY, 3RD WEDNESDAY, 1300

LOCATION: CHIEF PETTY OFFICERS' CLUB

PRESIDENT: ELECTED

REPRESENTATIVES: SAME AS ADVISORY BOARD

14. **CIVILIAN OF THE QUARTER SELECTION COMMITTEE**

REF: NASOCEANAINST 12451.3A

DATE: QUARTERLY, CALL OF THE CHAIR (VIA MEMO)

LOCATION: BUILDING 230, CONFERENCE ROOM A

CHAIR: COMMAND MASTER CHIEF (00I)

MEMBERS: DEPARTMENTAL LEADING CHIEF PETTY OFFICERS

15. **COMMAND RETENTION TEAM**

REF: NASOCEANAINST 1040.2E

DATE: CALL OF THE CHAIR

LOCATION: COMMAND CAREER COUNSELOR CONFERENCE ROOM

CHAIR: COMMAND CAREER COUNSELOR (115)

SENIOR ADVISOR: COMMANDING OFFICER OR EXECUTIVE OFFICER (00/01)

REPRESENTATIVES:

COMMAND MASTER CHIEF (00I)
DEPARTMENTAL AND DIVISIONAL CAREER COUNSELORS

16. COMMISSIONING INTERVIEW APPRAISAL BOARD

DATE: AS REQUIRED
CHAIR: LIEUTENANT COMMANDER OR SENIOR (APPOINTED BY THE EXECUTIVE OFFICER)
COORDINATOR: ADMINISTRATIVE OFFICER (11)
MEMBERS: A MINIMUM OF THREE OFFICERS

17. DISASTER PREPAREDNESS BOARD

REF: NASOCEANAINST 3440.1C
DATE: SEMIANNUALLY, CALL OF THE CHAIR
CHAIR: EXECUTIVE OFFICER (01)
REPRESENTATIVES:
ADMINISTRATIVE OFFICER (11)
AIR OPERATIONS (30)
ANTI-TERRORISM/FORCE PROTECTION (N03VB)
ASSISTANT PUBLIC WORKS OFFICER (22X)
BRANCH MEDICAL CLINIC
BUSINESS MANAGER (10)
COMMAND CHAPLAIN (16)
DAM NECK ANNEX FIRST LIEUTENANT (172)
FAMILY SERVICE CENTER SITE MANAGER
FIRST LIEUTENANT (117)
HUREVAC OFFICER (303)
MAINTENANCE MATERIAL CONTROL OFFICER (AIMD)
MWR DIRECTOR (21)
NAVAL CONSTRUCTION BATTALION UNIT FOUR ONE FIVE (CBU-415)
OIC, NAS OCEANA DAM NECK ANNEX (17)
PUBLIC AFFAIRS OFFICER (12)
REGIONAL SUPPLY OFFICER (RSOO)
SECURITY OFFICER (N03VB)
SENIOR WATCH OFFICER (13)

18. EDUCATION ADVISORY COUNCIL

REF: NASOCEANAINST 1560.1G
DATE/TIME: 1ST MONTH OF EVERY QUARTER, LAST WEDNESDAY, 1400
LOCATION: NAVY COLLEGE OFFICE, BUILDING 531, ROOM 102
CHAIR: CAROL BERRY
REPRESENTATIVES:
ALL COMMANDS
COMMAND CAREER COUNSELOR (115)
COMMAND MASTER CHIEF (00I)

19. ENLISTED EXAMINING BOARD

REF: PERSUPPDETINST 1430.3A CH-1
DATE: AS REQUIRED BY PERSONNEL SUPPORT DETACHMENT (PSD)
COORDINATOR: ADMINISTRATIVE OFFICER (11)
MEMBERS: TWO COMMISSIONED OFFICERS REQUIRED, SERVICED BY PSD

20. ENLISTED/PETTY OFFICERS' MESS OPEN ADVISORY BOARD

DATE/TIME: MONTHLY, 3RD WEDNESDAY, 1300
LOCATION: "THE GREAT ESCAPE"
CHAIR: MESS PRESIDENT
ASSISTANT CHAIR: COMMAND MASTER CHIEF (00I)
REPRESENTATIVES:
COMFITWINGLANT
COMSTRKFIGHTWINGLANT
ENLISTED CLUB MANAGER
TENANT COMMANDS/ACTIVITIES (EXCEPT SQUADRONS)

21. EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND CERTIFICATION BOARD

REF: COMNAVREGMIDLANTINST 8023.1
LANTORDCOMDETOCEANAINST 8600.1J
DATE: CALL OF THE CHAIR
CHAIR: OIC, LANTORDCOM DET OCEANA
MEMBERS: APPOINTED AS REQUIRED

22. FAMILY ADVOCACY COMMITTEE

REF: SECNAVINST 1752.3A
DATE/TIME: QUARTERLY, 3RD MONTH, 2ND THURSDAY, 1300
LOCATION: BUILDING 531
CHAIR: HUMAN RESOURCE MANAGEMENT DIRECTOR
REPRESENTATIVES:
ALCOHOL REHABILITATION DEPARTMENT (ARD) OCEANA
BRANCH DENTAL CLINIC
BRANCH MEDICAL CLINIC
CHAPLAIN (16)
CHILD CARE CENTER DIRECTOR (21)
COMFITWINGLANT
COMMAND MASTER CHIEF (00I)
COMSTRKFIGHTWINGLANT
FAMILY ADVOCACY SPECIALIST
HOUSING OFFICER
LEGAL OFFICER (13)
NAS OCEANA OMBUDSMAN
NAVY AND MARINE CORPS RELIEF SOCIETY FUND DRIVE
COORDINATOR (305)
NCIS
SECURITY (N03VB)

23. FAMILY CHILD CARE QUALITY REVIEW BOARD

DATE/TIME: QUARTERLY, 1ST MONTH, 3RD WEDNESDAY, 1000
LOCATION: BUILDING 531, MWR CONFERENCE ROOM
CHAIR: HUMAN RESOURCE MANAGEMENT OFFICER
CO-CHAIR: FAMILY CHILD CARE DIRECTOR
REPRESENTATIVES:
CHILD DEVELOPMENT CENTER
FAMILY ADVOCACY (EDUCATION SPECIALIST)

FAMILY SERVICE CENTER
FIRE CHIEF (N041VB)
HOUSING DIRECTOR
LEGAL OFFICER (13)
PREVENTIVE MEDICINE (MEDICAL)
SECURITY (N03VB)

24. **HUMAN FACTORS COUNCIL**

REF: COMNAVAIRLANTINST 5420.5C
DATE: QUARTERLY, PER CHAIR
LOCATION: PER CHAIR
CHAIR: COMMANDING OFFICER (00)
MEMBERS:
AIR OPERATIONS OFFICER (30)
AVIATION SAFETY OFFICER (30L)
COMMAND FLIGHT SURGEON

25. **IC/PM BOARD**

DATE: WEEKLY, MONDAY, 0745
LOCATION: BUILDING 230, CONFERENCE ROOM A
CHAIR: COMMANDING OFFICER (00)
CO-CHAIR: EXECUTIVE OFFICER (01)
REPRESENTATIVES:
ADMINISTRATIVE OFFICER (11)
AIR OPERATIONS (30)
AIR DET NORFOLK (31)
BUSINESS MANAGER (10)
CHAPEL (16)
FOOD SERVICES (198)
IT (PMIT01)
BILLETING OFFICER (192)
COMMAND MASTER CHIEF (00I)
EXECUTIVE DIRECTOR, PROGRAM MANAGEMENT (33)
LEGAL OFFICER (13)
MWR (21)
OIC, AIMD
OIC, LANTORDCOM DET OCEANA
OIC, NAS OCEANA DAM NECK ANNEX (17)
PUBLIC AFFAIRS OFFICER (12)
PUBLIC WORKS OFFICER (22)
REGIONAL SUPPLY OFFICER (RSOO)
SECURITY (N03VB)

26. **INCENTIVE AWARDS BOARD (MILITARY AWARDS)**

DATE: CALL OF THE CHAIR
CHAIR: EXECUTIVE OFFICER (01)
MEMBERS: APPOINTED BY THE EXECUTIVE OFFICER

JAN 27 2004

27. LEADING CHIEF PETTY OFFICERS' MEETING

DATE/TIME: EACH TUESDAY, 1400
COORDINATOR: COMMAND MASTER CHIEF (00I)
LOCATION: CPO CLUB
REPRESENTATIVES:
ALL DEPARTMENTAL LEADING CHIEF PETTY OFFICERS

28. MENU ADVISORY BOARD

DATE/TIME: MONTHLY, 2ND WEDNESDAY, 0930
LOCATION: GALLEY
CHAIR: FOOD SERVICES OFFICER
REPRESENTATIVES:
COMFITWINGLANT
COMMAND MASTER CHIEF (00I)
COMSTRKFIGHTWINGLANT
ONE E4 OR SENIOR AND ONE E1-E3 FROM EACH DEPARTMENT
ONE E4 OR SENIOR AND ONE E1-E3 FROM TENANT COMMAND/ACTIVITY

29. NAALS/GROUND ELECTRONICS PLANNING BOARD

DATE: SEMIANNUALLY, CALL OF THE CHAIR
CHAIR: AIR OPERATIONS OFFICER (30)
REPRESENTATIVES:
AIR TRAFFIC CONTROL DIVISION OFFICER (302)
COMFITWINGLANT
COMSTRKFIGHTWINGLANT
FACSFAC VACAPES
GROUND ELECTRONICS OFFICER (304)
NLMOD OFFICER
OIC, LANTORDCOM DET OCEANA
PUBLIC WORKS OFFICER (22)

30. NAVY DRUG AND ALCOHOL ABUSE ADVISORY COUNCIL

REF: NASOCEANAINST 5355.1E
DATE/TIME: QUARTERLY, 2ND MONTH, 2ND THURSDAY, 1300
CHAIR: EXECUTIVE OFFICER (01)
ASST CHAIR: HUMAN RESOURCE MANAGEMENT OFFICER
REPRESENTATIVES:
ARD OCEANA REPRESENTATIVE
BRANCH MEDICAL CLINIC
COMMAND CHAPLAIN (16)
DAPA (119)
GENERAL MANAGER NEX
LEGAL OFFICER (13)
MWR DIRECTOR (21)
SECURITY OFFICER (N03VB)

JAN 27 2004

31. NEX/COMMISSARY ADVISORY BOARD

REF: NASOCEANAINST 5420.17A CH-1
 DATE/TIME: QUARTERLY, 1ST MONTH, 2ND MONDAY, 1400
 CHAIR: MS. LYNNE WILLIAMS, GENERAL MANAGER, NEX
 REPRESENTATIVES:
 COMFITWINGLANT
 COMMAND MASTER CHIEF (00I)
 COMSTRKFIGHTWINGLANT
 ENLISTED SPOUSES' OMBUDSMAN
 NAS OCEANA ENLISTED SPOUSES' CLUB
 NAS OCEANA OFFICER SPOUSES' CLUB
 PRINCESS ANNE ENLISTED SPOUSES' #143
 STATION DEPARTMENTS

32. NAVY/MARINE CORPS RELIEF SOCIETY

REF: OCEANA NAVY/MARINE CORPS RELIEF BY-LAWS
 DATE: QUARTERLY, CALL OF THE CHAIR
 LOCATION: BUILDING 230, CONFERENCE ROOM A
 CHAIR: SHERRY HOWARD
 COORDINATOR: LCDR N. G. CONCHA (305)
 REPRESENTATIVES:
 ALL COMMAND MASTER CHIEFS
 DAM NECK ANNEX
 STATION DEPARTMENTS
 TENANT COMMANDS/ACTIVITIES

33. OCCUPATIONAL SAFETY AND HEALTH COUNCIL

DATE: QUARTERLY, CALL OF THE ASSISTANT CHAIR
 CHAIR: EXECUTIVE OFFICER (01)
 ASSISTANT CHAIR: SAFETY MANAGER (N05VB)
 REPRESENTATIVES:
 COMMAND MASTER CHIEF (00I)
 HRO
 STATION DEPARTMENTS

34. OFFICERS' CLUB ADVISORY BOARD

REF: NASOCEANANOTE 1700
 DATE/TIME: MONTHLY, 2ND WEDNESDAY, 1500
 LOCATION: OFFICERS' CLUB
 CHAIR: EXECUTIVE OFFICER (01)
 REPRESENTATIVES: ELECTED

35. OMBUDSMAN MEETING

REF: COMNAVREGMIDLANTINST 1750.10B
 DATE: MONTHLY, 3RD TUESDAY, 1900
 COORDINATOR: COMMAND MASTER CHIEF (00I)

JAN 27 2004

36. **POSITION MANAGEMENT COMMITTEE**

REF: NASOCEANAINST 5310.1J
DATE: AS REQUIRED
LOCATION: BUILDING 230, CONFERENCE ROOM A
CHAIR: EXECUTIVE OFFICER (01)
CO-CHAIR: BUSINESS MANAGER (10)

37. **PME MEETING**

DATE/TIME: MONTHLY, 2ND TUESDAY, 0800
COORDINATOR: AIMD RECEIPT AND ISSUE LEADING PETTY OFFICER
LOCATION: AIMD
REPRESENTATIVES:
ALL TENANT COMMAND PME REPRESENTATIVES
AIMD PME REPRESENTATIVES

38. **PROFESSIONAL DEVELOPMENT BOARD**

REF: NASOCEANAINST 1440.1G
DATE: AS REQUIRED
CHAIR: COMMAND MASTER CHIEF (00I)
COORDINATOR: COMMAND CAREER COUNSELOR (115)
REPRESENTATIVES:
DEPARTMENTAL CAREER COUNSELOR
DEPARTMENTAL LEADING CHIEF
DIVISION LEADING CHIEF
DIVISION OFFICER (IF REQUIRED)
WORK CENTER SUPERVISOR

39. **RECREATION COMMITTEE**

REF: BUPERSINST 1710.11C
DATE: CALL OF THE CHAIR
CHAIR: MWR DIRECTOR (21)
REPRESENTATIVES:
ASSISTANT TARGETS OFFICER (303)
COMFITWINGLANT COMMAND MASTER CHIEF
COMMAND MASTER CHIEF (00I)
COMSTRKFIGHTWINGLANT COMMAND MASTER CHIEF

40. **RELIGIOUS OFFERING FUND REVIEW BOARD**

REF: SECNAVINST 7010.6A
DATE: QUARTERLY, WHEN DIRECTED BY COMMANDING OFFICER
LOCATION: CHAPEL
COORDINDATOR: BUSINESS OFFICE (10)
MEMBERS: APPOINTED BY COMMANDING OFFICER

41. **SUPPORT EQUIPMENT SUPERVISORY COMMITTEE**

REF: NASOCEANAINST 5100.21N
DATE: CALL OF THE CHAIR
LOCATION: AIMD GROUND SUPPORT TRAINING ROOM, BUILDING 401

JAN 27 2004

CHAIR: GROUND SUPPORT EQUIPMENT OFFICER (AIMD)
MEMBERS: OFFICER OR SENIOR PETTY OFFICER FROM EACH ACTIVITY
USING SUPPORT EQUIPMENT

42. TRAFFIC SAFETY/SAFE DRIVE COUNCIL

DATE AND TIME: BIMONTHLY, 1ST THURSDAY, 0930

LOCATION: BUILDING 230, CONFERENCE ROOM A

CHAIR: EXECUTIVE OFFICER (01)

ASSISTANT CHAIR: SAFETY MANAGER (N05VB)

REPRESENTATIVES:

AIR OPERATIONS (30)

ALL SQUADRONS

CBU-415

COMFITWINGLANT

COMMAND MASTER CHIEF (00I)

COMSTRKFIGHTWINGLANT

FACSFAC VACAPES

FIRE DEPARTMENT (N041VB)

FLTIMAGCENLANT

MEDICAL

MWR (21)

NAMTRAU

NEX

OIC, AIMD

OIC, LANTORDCOM DET OCEANA

PUBLIC AFFAIRS OFFICER (12)

PUBLIC WORKS OFFICER (22)

REGIONAL SUPPLY (RSOO)

SECURITY (N03VB)

SWATSLANT

JAN 27 2004

MEMORANDUM

From: _____
To: Executive Officer, Naval Air Station Oceana
Via: Administrative Officer, Naval Air Station Oceana

Subj: NOTIFICATION OF CHANGES TO NASOCEANANOTE 1301

1. Request the following change(s) be made to NASOCEANANOTE 1301:

a. NAME/RANK PRIMARY DUTY COLLATERAL DUTIES

b. BOARD/COMMITTEE

NAME OF BOARD:
REF:
DATE AND TIME:
LOCATION:
CHAIR:
CO-CHAIR:
ASSISTANT CHAIR:
REPRESENTATIVES/MEMBERS:

(Signature)