



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1010.2B
01A

APR 07 1999

NTC GREAT LAKES STAFF (SIMPLEX) INSTRUCTION 1010.2B

From: Commander, Naval Training Center, Great Lakes

Subj: PERSONNEL INSPECTIONS

Ref: (a) U.S. Navy Regulations 1990, Article 0808
(b) U.S. Navy Uniform Regulations (NAVPERS 15665H)

Encl: (1) Notes on Inspection/Formation

1. Purpose. To issue information and responsibilities for the conduct of Staff (Simplex) Personnel Inspections.

2. Cancellation. NTCGLAKESINST 1010.2A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction applies to all military members assigned to departments or special assistants of the Naval Training Center (NTC) Staff, collectively known as "Simplex".

4. Information. Per reference (a), the NTC Staff will be inspected four times during a year, twice in dress uniforms and twice in working uniforms. The prescribed uniforms, dates, formations, inspecting party personnel, and other pertinent information for each inspection will be passed through the chain of command.

5. Responsibilities

a. Assistant Chief of Staff (ACOS). The ACOS shall schedule and coordinate all personnel inspections. Uniforms shall be prescribed according to reference (b). Prior to each inspection, the ACOS will meet with key personnel to review the site and execution of the event.

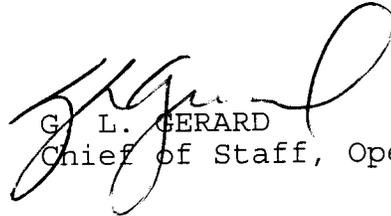
b. Command Master Chief (CMC). The CMC shall coordinate any awards or recognition necessary for the event. The CMC shall coordinate reports on the results of all inspections and assist the ACOS as directed.

c. Department Heads or Special Assistants. Ensure all available personnel are present and in formation not later than fifteen minutes prior to inspection time.

d. Staff Civil Engineer. The Staff Civil Engineer shall prepare the inspection site as directed.

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6. Notes. Enclosure (1) lists policy pertinent to all personnel inspections.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I

NOTES ON INSPECTION/FORMATION

1. NTC Simplex formations will consist of 5 units as follows:
 - Navy Band
 - Training
 - Religious Programs/Support Services
 - BQ/PAO/QOL Supply & Logistics
 - Base Operations
2. Officers and Chief Petty Officers stand with their respective unit in the rear rank(s).
3. The senior military member available on inspection day leads their unit.
4. Units will form in seniority (that of the senior member) from the formation's right to left (the next senior unit will be on your unit's right). The actual formation, whether straight line, "U" shaped, etc. will be determined by the ACOS for each inspection setting.
5. Each military member will receive either an "Outstanding", "Satisfactory", or "Unsatisfactory" for the inspection. No comment by the inspecting officer denotes "Satisfactory". Those personnel getting "Unsatisfactory" will be reinspected at a date/time/place which will be determined by the ACOS.
6. Those personnel on watch, leave, or TAD, will be inspected at another time; date/time/place will be determined by the ACOS.