



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11000.1N
N41

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NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11000.1N

From: Commander, Naval Training Center, Great Lakes

Subj: CONTROL OF NAVAL TRAINING CENTER BUILDINGS, GROUNDS AND
STRUCTURES (CLASS I AND CLASS II PROPERTY)

Ref: (a) OPNAVINST 11000.16A
(b) NAVFACINST 11010.44E
(c) NAVFAC P-80 Planning Factor Criteria for Shore
Installations
(d) NTCGLAKESINST 11013.1
(e) NAVFAC P-73 Real Estate Procedure Manual

Encl: (1) Definitions Used in Shore Facilities Planning System
(SFPS)

1. Purpose. To promulgate policy concerning the control of
Naval Training Center (NTC) Class I and Class II Real Property.

2. Cancellation. NTCGLAKESINST 11000.1M. This instruction has
been substantially revised and should be reviewed in its
entirety.

3. Background. Naval installations are established on land
owned in fee by the Federal Government under the custody and
accountability of the Department of the Navy. This policy is
based on the need for unconditional use of the property for
execution of the assigned military mission. Care must be taken
to prevent modification that would interfere with mobilization
plans, security and safety.

4. Scope. This instruction applies to all buildings, grounds
and structures assigned to Commander, Naval Training Center
(CNTC) as the Host Activity. It incorporates policy and
procedures for the assignment and use of building space in
keeping with the Shore Activity Land and Facilities Planning
Process and the Shore Facilities Planning System established by
references (a) and (b).

5. Definitions. See Enclosure (1).

6. Responsibility

a. CNTC, in the capacity of Host Activity, shall:

(1) Control the use of all buildings, grounds and
structures within the scope of this instruction, in order to

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promote economical, efficient and maximum space use per criteria contained in reference (c).

(2) Be the approval authority for all recommendations from the NTC Director, Planning and Programming regarding requests for user changes in space use and reassignment of building spaces.

b. NTC Simplex and Component Commands are responsible for all buildings (or portions of buildings), grounds, and structures assigned for their use. NTC Simplex and Component Commands (except Public Works Center (PWC) and Naval Hospital (NAVHOSP)) shall:

(1) Maintain internal security, orderliness, efficient use of assigned space, ensure necessary Maintenance of Real Property (MRP) and custodial functions. Submit all requests for maintenance and repair to the NTC Director, Planning and Programming.

(2) Conduct quarterly material inspections of all spaces and areas taking appropriate action to correct any discrepancies.

(3) Use building space and assigned areas only for the specific purpose authorized by CNTC, making no alterations without obtaining prior CNTC written approval.

(4) Ensure no material is intentionally removed from, discharged upon or added to Class I Real Property of NTC without CNTC written approval. Small shrubs and seasonal plantings are excepted.

(5) Submit requests for Minor Construction per reference (d). Other requests for changes shall be submitted to CNTC for review by the NTC Director, Planning and Programming for compliance with the Basic Facility Requirements (BFR) of the command. Any work involving alterations, modifications, additions or deletions to the interior and/or exterior of buildings must be fully described including appropriate cost data. Other changes to building status requiring request and approval are:

(a) Change in the use of space within a building.

(b) Change of space use resulting in a change to the facility category code (i.e., from admin office space to ADP space).

(c) Construction of new facilities (i.e., parking lots, small buildings, etc.) which require site approval.

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(6) Submit requests to CNTC for review by the NTC Director, Planning and Programming for revisions to BFRs due to mission changes. Items that should be addressed are significant changes in projected manpower, and additional equipment required to perform the new mission.

c. PWC and NAVHOSP shall establish their own procedures and instructions for control of their Class I and Class II property.

d. Tenant Commanding Officers/Officers-in-Charge are responsible for all buildings (or portions of buildings), grounds, and structures assigned for their use. They shall:

(1) Maintain internal security, orderliness, efficient use of assigned space, ensure necessary Maintenance of Real Property (MRP) and custodial functions. Submit all requests for maintenance and repair to the NTC Director, Planning and Programming.

(2) Conduct quarterly material inspections of all spaces and areas taking appropriate action to correct any discrepancies.

(3) Use building space and assigned areas only for the specific purpose authorized by CNTC, making no alterations without obtaining prior CNTC written approval.

(4) Ensure no material is intentionally removed from, discharged upon or added to Class I Real Property of NTC without CNTC written approval. Small shrubs and seasonal plantings are excepted.

(5) Submit requests for modifications to buildings to CNTC. Requests will be reviewed by the NTC Director, Planning and Programming for compliance with the BFR of the command. Any work involving alterations, modifications, additions or deletions to the interior and/or exterior of buildings must be fully described including appropriate cost data. Other changes to building status requiring request and approval are:

(a) Change in the use of space within a building.

(b) Change of space use resulting in a change to the facility category code (i.e., from admin office space to ADP space).

(c) Construction of new facilities (i.e., parking lots, small buildings, etc.) which require site approval.

(6) Submit requests to CNTC for review by the NTC Director, Planning and Programming for revisions to BFRs due to mission changes. Items that should be addressed are significant

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changes in projected manpower and additional equipment required to perform the new mission.

e. Use of facilities by Non-Department of the Navy activities shall be the same as for tenants, paragraph 6.d with the following additional requirements:

(1) A license or use agreement shall be executed between the Department of the Navy (Licensor) and the user (Licensee) per reference (e). Administration of licenses is by CNTC, through the NTC Director, Planning and Programming, with preparation and execution by Southern Division, Naval Facilities Engineering Command, Charleston.

f. The NTC Director, Planning and Programming shall:

(1) Review all requests for user changes in space use and reassignment of buildings spaces, forwarding recommendations to CNTC for approval/disapproval.

(2) Prepare site approval requests per reference (b) for those requests received requiring same.

(3) In liaison with activity, prepare necessary revisions to BFRs.

(4) Submit requests for licenses or use agreements to Southern Division, Naval Facilities Engineering Command, Charleston for preparation and execution per reference (e).

(5) Review all requests for repair and maintenance of facilities and program for accomplishment.

7. Historical District. Special restrictions apply in the case of those buildings bearing major significance as contributors to the Great Lakes Historic District. NTC Director, Planning and Programming shall ensure the following:

a. A review of drawings, sketches and other appropriate data must be conducted by the PWC historic authority.

b. No major action may be executed without specific direction to proceed.



C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II, III

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DEFINITIONS USED IN SHORE FACILITIES PLANNING SYSTEM (SFPS)

Host Activity - For the purpose of the SFPS, an activity that holds property records, therefore has Navy Facility Assets Data Base (NFADB) accountability for facilities regardless of occupancy. The Host Activity in the context of this instruction is NTC Simplex.

Tenant - An activity outside of the NTC Simplex structure that occupies a building or facility under a formal license, inter-service, or intra-service agreement.

Custody - Accountable for all Class I & Class II Real Property.

User/Sub-custody - An activity occupying the facility or part of a facility and accountable for the internal security, orderliness, efficient use of spaces, Maintenance of Real Property (MRP) and necessary custodial functions.

Class I Real Property - Land.

Class II Real Property - Buildings, structures, utilities.

Facility - A separate individual building, structure, utility or other form of real property, including land which is subject to separate reporting under the Department of Defense Real Property Inventory.

Buildings - Buildings are roofed structures which are suitable for housing people, materials or equipment and provide a degree of protection from the weather.

Structures - Every Class II facility which is not a building, or a utility, and which is constructed on or in the land (i.e., Bus Stop, Reviewing Stand, etc.).

Facility Category Code - A code used for classifying by usage various buildings, structures and utilities.