



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 11000.4A
(CBU-401)

JAN 28 1997

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11000.4A

From: Commander, Naval Training Center, Great Lakes

Subj: CONSTRUCTION BATTALION UNIT FOUR ZERO ONE (CBU-401)
MISSION FUNCTIONS AND EMPLOYMENT POLICY

Ref: (a) OPNAVINST 5450.46J
(b) CNETINST 11000.6A
(c) NAVFAC P-314 (NOTAL)
(d) NAVFAC P-315 (NOTAL)
(e) OPNAVINST 11000.8H
(f) NTCGLAKESINST 11000.5A
(g) NTCGLAKESINST 3440.2

1. Purpose. To establish Commander, Naval Training Center, (CNTC) policy on the employment of Construction Battalion Unit (CBU) 401 and publish the functions to be performed by CBU-401 in support of the mission statement identified in references (a) and (b). Further, to promulgate support functions to be performed by component commands to assist CBU-401 per the guidance provided in references (c) and (d).

2. Cancellation. NTCGLAKESINST 11000.4. This instruction has been substantially revised and should be reviewed in its entirety.

3. Mission. CBU-401 is a separate activity of the naval shore establishment and a component of the Naval Construction Force (NCF). CBU-401's mission is to maintain combat skills and contingency construction capabilities to augment and support Naval Construction Force units or Fleet Hospitals in time of conflict; and to perform construction assignments or other such functions as may be directed to further this intent.

4. Status and Command Relationships. CBU-401 is a shore activity in an active (fully operational) status under an Officer-in-Charge and under command of the Commander, Third Naval Construction Brigade (COMTHIRDNCB), exercised through Commander, Naval Education and Training (CNET). CBU-401 is subject to the regional area coordination authority of Commander, NTC Great Lakes, and as such NTC is the Immediate Superior in the Chain of Command (ISIC), and exercises operational control over CBU-401. Third Naval Construction Brigade exercises administrative control over CBU-401.

5. Tasks and Functions. Specific tasks and functions for CBU-401 include the following:

a. In keeping with the policies set forth in current DOD Directives, CBU-401 will undertake and accomplish projects that will provide suitable individual and Unit training. CBU-401

JAN 28 1997

shall be used only on new construction, alteration, repair, or non-recurring maintenance projects which clearly provide for attaining and maintaining technical unit proficiency; or on projects where use of civilian personnel would be restricted by security requirements. Projects of an operational support nature and other Real Property Maintenance Activity (RPMA) tasks are encouraged. Projects which reduce the Backlog of Maintenance and Repair (BMAR) should take precedence over other types of projects, pending availability of local assets and resources.

b. The Unit will only undertake specific projects which are clearly defined as to scope and resources available and for which the Unit can plan, exercise, and perfect its organic military construction capability. Competition with the civil service work force or civilian contractors is not desired nor contemplated. There will be no reduction in force or reduction in employment levels as a result of this program.

c. Within the scope of references (e) and (f), CBU-401 will exert a positive effort to assist local shore activities in the implementation of an effective facilities Self-Help Program which improves living conditions ashore, and Navy personnel Quality of Life. Specifically, the Unit will provide technical guidance and supervision to other Navy ratings engaged in Self-Help Project work as directed and will provide support as practical to Reserve Naval Construction Force (RNCF) training drill efforts.

d. CBU-401 is structured to facilitate rapid assimilation of the integral unit or its personnel and equipment into Fleet NCF Units, or in the event of a medical contingency, Fleet Hospital-Great Lakes. CBU-401 shall be capable of being organizationally deployed with a portion of its organic allowance within a prescribed timeframe. This capability provides for effective augmentation of Fleet NCF Units, or FH-Great Lakes while minimizing the total effect of personnel draw down within the shore establishment. In keeping with these principles, the Officer-in-Charge (OIC) shall ensure that:

(1) Appropriate CBU contingency plans are developed which provide the details for augmentation of the Fleet NCF on minimal advance notice. Guidance in this area will be provided, as required, by the Commander, NAVFACENGCOM.

(2) A vigorous combat skills and technical training program is conducted in order to maintain mission requirements. As a general rule, emphasis should be placed on combat and construction skill training rather than on production.

(3) Unit integrity is maintained at all times, except when, in the event of a contingency situation, the CBU is ordered to a Fleet NCF Unit, or FH-Great Lakes. Personnel assigned to

JAN 28 1997

CBU-401 shall not be used as a general manpower pool to augment other offices, departments, or activities in the area nor shall they be used on routine, non-construction tasks such as janitorial services, grounds keeping, or maintenance painting. References (a) through (d) specifically address this.

(4) The approved Table of Allowance (TOA) is maintained in a constant state of readiness to meet peacetime employment and contingency deployment requirements. Note: The Unit TOA is capable of sustaining, for 30 days (600 construction hours), without resupply, all construction operations planned or envisioned under disaster recovery or contingency deployment conditions, except for project materials, weapons and ammunition, subsistence, rations, and fuel.

e. CBU-401 will provide recovery assistance in the event of emergency or disaster, including the construction of essential facilities for shelter, safety, health, and the protection of property. Guidance in this area shall be provided by the local Disaster Preparedness Office. The provisions of reference (g) shall be followed when a Unit is employed in this manner. Disaster recovery and emergency operations plans shall be prepared in support of the Local Planning Agent requirements.

f. Perform such other functions as may be directed by CNTC.

6. Employment Policy. CBU-401 shall be tasked through the chain of command with specific projects for which it can plan, exercise, and refine its organic military construction capability, and which are clearly defined as to scope and resource availability. CBU-401 shall be employed primarily on critical Annual Inspection Summary (AIS) projects which clearly provide for attaining and maintaining unit or individual technical proficiency. Secondary projects may include new construction, alteration, repair, or non-recurring maintenance projects, but must clearly contribute to training for the performance of CBU-401's mission. All projects should be thoroughly planned and evaluated to avoid any possibility of incrementation. Additionally, CBU-401 may undertake civilian community support projects upon written approval of CNTC following the guidance outlined in reference (a).

7. Action.

a. Commands requiring construction/alteration project support by CBU-401 shall submit a request to the OIC CBU-401 via their Staff Civil Engineer/Activity Civil Engineer as well as notify NTC Planning and Programming. The OIC, Operations Chief, and the Assistant Chief of Staff for Installation and Environment (ACOS, I&E) will review projects and recommend priorities.

JAN 28 1997

b. The OIC CBU-401 and Operations Chief (S3), shall review projects to determine if they are within the Unit's capabilities, and assign priority after considering the following:

- (1) Project conformance to the Navy's Self-Help Program.
- (2) Impact on AIS reduction. (CNET's directive is to use 75% of CBU-401's direct labor on AIS related projects).
- (3) Training value to CBU-401.
- (4) Distribution of projects among activities and commands.
- (5) Funding availability.
- (6) Schedule for completion.
- (7) Scope of work and design efforts required.

c. The monthly Operations Report which provides status of all projects will be forwarded to COMTHIRDNCB, CNET, and ACOS, I&E. These reports must be forwarded NLT the fifth of the following month.

8. Amplifying Actions. In support of CBU-401's employment policy, the following actions are required:

a. The Officer-in-Charge (OIC), CBU-401. As set forth in U.S. Navy Regulations 1990, the OIC is charged with the responsibility for the safety, well being, and efficiency of the Unit, except when and to the extent he may be relieved therefrom by competent authority. The OIC shall organize the Unit to ensure the performance of its assigned mission, functions and tasks. The OIC shall report to COMTHIRDNCB, ACOS, I&E and CNTC on any deficiency that reduces the effectiveness and readiness of the Unit. Further, the OIC shall emphasize direct labor output on repair projects to the maximum extent possible within operational and administrative guidelines.

b. Supporting Departments/Commands. CBU-401 is structured to have minimal administrative, and other inherent support capabilities normally found in larger organizations and therefore shall depend on other activities for these services. The following support shall be provided:

- (1) NTC Departments shall provide services which shall include, but not be limited to:
 - (a) Messing, berthing, and office/shop facilities.
 - (b) Security.

JAN 28 1997

(c) All utilities, telephone service, and refuse disposal.

(d) Personnel and facilities for divine worship, religious instruction, and domestic and morale counseling.

(e) Legal assistance.

(f) Postal and Public Affairs services.

(g) Comptroller and supply support/services.

(h) Funding for maintenance and repair of facilities.

(i) Administrative services above and beyond CBU-401's capabilities.

(j) Internal reviews and management assist visits.

(k) Weapons storage and ordnance. Although stored and issued by NTC Armory, weapons custody, storage, inspection, inventory, maintenance, training, safety and qualification is the primary responsibility of the CBU OIC. A Weapons Training Petty Officer shall be designated who will coordinate the CBU weapons management and training program.

(l) Athletic and recreational facilities and administration of the composite recreation fund.

(m) Career Counselor support services. CBU-401 will provide an official Career Counselor. CBU-401 shall establish and maintain a good working relationship with the NTC Career Counselor. Additionally, CBU-401 shall establish a Reenlistment Quality Control Program instituted to ensure that all personnel considering reenlistment do, in fact, meet all qualifications.

(n) Urinalysis testing services.

(o) Minor property required to augment the mission of CBU-401 here at Great Lakes.

(p) Other services as may be requested.

(2) Personnel Support Activity Great Lakes shall provide the following services:

(a) Personnel administration accounting and maintenance of officer and enlisted personnel records.

(b) An Educational Service Program for military personnel including advancement testing, enlisted classification, and ESO support.

JAN 28 1997

(c) Disbursing services.

(3) Naval Hospital, Great Lakes (NAVHOSP) shall provide medical, dental, and Occupational Health services. Additionally, the Industrial Hygiene department shall provide an annual survey of all operations and assistance with project review and required monitoring.

(4) Public Works Center, Great Lakes (PWC) shall provide the following services on a non-reimbursable basis unless otherwise specified:

(a) Safety

1. Semi-annual inspection of CBU buildings and shops with written reports.

2. Tracking of Deficiency Abatement.

3. Quarterly Asbestos Plan Review

4. Respirator Training (bi-annually).

5. Semi-annual Respirator Fit Testing (lead and toxic fumes).

6. Monthly Worksite Hazard Evaluation.

7. Annual Hazard Communication Training.

8. Annual Hazardous Material Inventory and MSDS Acquisition.

9. Assistance with project safety review.

10. Additional assistance upon request including, but not limited to, trench evaluation, mishap evaluation, resolving Industrial Hygiene Survey deficiencies, etc.

11. Provide oversight of CBU-401 safety administration and programs. Ensure CBU-401 complies with all applicable safety standards and instructions.

(b) Environmental

1. Assist in Environmental Self-Audits.

2. Storage of PCB wastes for less than 90 days and hazardous wastes/regulated wastes when conforming storage is available.

JAN 28 1997

3. Provide reimbursable services for oil and hazardous substance spill response and cleanup.

4. Provide reimbursable technical support of Hazardous Waste Minimization Program activities.

5. Provide annual Solid Waste Program Data Collection and reporting to the Navy chain of command.

6. Provide reimbursable services for the transportation, tracking, staging, and disposal of Hazardous wastes.

7. Provide reimbursable Environmental Technical Engineering Support for CBU-401's environmental projects and programs.

8. Provide reimbursable recycling services for oil and hazardous materials.

(c) Material. The NTC Supply Department is tasked with providing material support for CBU-401. PWC shall also provide this service on an as-requested, reimbursable basis. PWC shall also establish Shop Stores Accounts with CBU-401.

(d) Provide other services on a reimbursable basis as requested. Such services may include vehicle and equipment rental, ADP support services, tool loaner service, engineering and design support, gas-free engineering and other similar services. (In most cases, these charges will be forwarded to the customer receiving the project support).

(5) Commander, Third Naval Construction Brigade shall provide:

a. Funding for normal day-to-day operating expenses for Operations, Administration, Civil Engineer Support Equipment (CESE), Maintenance, Camp Maintenance, Travel and Training requirements.

b. Administrative or Operational support as may additionally be required.



C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case B), III-A, C

JAN 28 1997

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11000.4A

From: Commander, Naval Training Center, Great Lakes

Subj: CONSTRUCTION BATTALION UNIT FOUR ZERO ONE (CBU-401)
MISSION FUNCTIONS AND EMPLOYMENT POLICY

Ref: (a) OPNAVINST 5450.46J
(b) CNETINST 11000.6A
(c) NAVFAC P-314 (NOTAL)
(d) NAVFAC P-315 (NOTAL)
(e) OPNAVINST 11000.8H
(f) NTCGLAKESINST 11000.5A
(g) NTCGLAKESINST 3440.2

1. Purpose. To establish Commander, Naval Training Center, (CNTC) policy on the employment of Construction Battalion Unit (CBU) 401 and publish the functions to be performed by CBU-401 in support of the mission statement identified in references (a) and (b). Further, to promulgate support functions to be performed by component commands to assist CBU-401 per the guidance provided in references (c) and (d).

2. Cancellation. NTCGLAKESINST 11000.4. This instruction has been substantially revised and should be reviewed in its entirety.

3. Mission. CBU-401 is a separate activity of the naval shore establishment and a component of the Naval Construction Force (NCF). CBU-401's mission is to maintain combat skills and contingency construction capabilities to augment and support Naval Construction Force units or Fleet Hospitals in time of conflict; and to perform construction assignments or other such functions as may be directed to further this intent.

4. Status and Command Relationships. CBU-401 is a shore activity in an active (fully operational) status under an Officer-in-Charge and under command of the Commander, Third Naval Construction Brigade (COMTHIRDNCB), exercised through Commander, Naval Education and Training (CNET). CBU-401 is subject to the regional area coordination authority of Commander, NTC Great Lakes, and as such NTC is the Immediate Superior in the Chain of Command (ISIC), and exercises operational control over CBU-401. Third Naval Construction Brigade exercise administrative control over CBU-401.

5. Tasks and Functions. Specific tasks and functions for CBU-401 include the following:

a. In keeping with the policies set forth in current DOD Directives, CBU-401 will undertake and accomplish projects that will provide suitable individual and Unit training. CBU-401

151
201

123
232

232
103

232