



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11102.1
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JUN 14 1998

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 11102.1

From: Commander, Naval Training Center, Great Lakes

Subj: RESIDENT ADVISORS TO BUILDING 30 (ADMIRAL BOORDA HALL)

1. Purpose. To establish policy and provide guidance concerning responsibilities, regulations, operations and management of the Resident Advisor Program at Building 30, Admiral Mike Boorda Hall.

2. Discussion. The purpose of the Resident Advisor Program is to augment volunteer senior enlisted guidance and leadership to the operation and maintenance of good order and discipline in Building 30. Senior enlisted leaders will provide coordination, guidance, and assistance to residents of Building 30 as required on weekdays, weekends and off-duty hours. Twelve Resident Advisors (RA) will serve as collateral duty RA's to Admiral Boorda Hall. The areas (wings) of responsibility assigned to RA's are:

- a. All of first deck
- b. All of second deck
- c. Rooms 30-301 to 30-318 and 31-301 to 32-309
- d. Rooms 30-320 to 30-345 and 33-301 to 34-309
- e. Rooms 30-401 to 30-418 and 31-401 to 32-409
- f. Rooms 30-420 to 30-445 and 33-401 to 34-409
- g. Rooms 30-501 to 30-518 and 31-501 to 32-509
- h. Rooms 30-520 to 30-545 and 33-501 to 34-509
- i. Rooms 30-601 to 30-618
- j. Rooms 30-620 to 30-645
- k. Rooms 30-701 to 30-718
- l. Rooms 30-720 to 30-745

3. Eligibility. Chief/Senior Chief/Master Chief Petty Officers are eligible for designation as Resident Advisor. Geographical Bachelors will receive priority consideration for this voluntary assignment.

4. Action.

a. Command Master Chief (C/MC), Naval Training Center (Complex) will manage the Resident Advisor Program and report directly to Commander, Naval Training Center, Great Lakes on the effectiveness of the Resident Advisor Program. Any

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Chief/Senior Chief/Master Chief Petty Officers desiring to participate in the RA program will identify themselves to the NTC C/MC. The C/MC is responsible for selecting and assigning RA's as needed.

1. Indoctrinate and brief each newly appointed RA on duties and responsibilities as a Resident Advisor.

2. Conduct quarterly meetings with the RA cadre.

3. Implement and ensure a current RA picture board in Building 30.

4. Coordinate with the BEQ Manager and Bachelor Housing ACOS to ensure the RA program works effectively in the barracks.

b. Resident Advisors will be assigned a room in Building 30 and maintain residence there as long as assigned as RA. RA duties are:

1. Ensure all residents know their respective RA(s) and where the RA(s) quarters are located.

2. Conduct monthly meetings with residents to discuss concerns, issues that pertain to the barracks Quality of Life, e.g., maintenance issues, cleaning gear availability. RA will provide at least a week's advance notice to the residents of scheduled monthly barracks meetings to ensure maximum attendance.

3. Provide a written summation of monthly meetings to BEQ Manager, BOQ/BEQ Housing ACOS, Chief of Staff, Operations and NTC C/MC, regardless of whether action is required or not. Summation will include the number of assigned residents to that RA's area present during scheduled meetings, issues discussed, and action items.

4. Ensure good order and discipline and military decorum is maintained in the wing assigned. Physically maintain a military presence in the barracks and offer assistance to residents or staff as needed. Conduct walk-through of assigned wing for security and maintenance integrity. Any complaints after normal duty hours, i.e., loud music, unruly residents, alcohol related complaints may be directly addressed to the RA by residents. RA's will take corrective action and make reports as needed.

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5. RA's will conduct monthly, unannounced room inspections of selected rooms assigned to the respective area of responsibility. This room inspection WILL NOT be in lieu of the room inspection conducted by the occupant's parent chain of command. RA's will coordinate with the BEQ Manager/Staff and provide timely notification to ensure they have access to the rooms to be inspected. RA's will provide a copy of inspection results to residents, residents' chain of command and the BEQ Manager.

6. In case of TAD or Leave and Liberty a Resident Advisor will seek the assistance of another Resident Advisor(s) who will be present in the barracks to ensure the residents needs and concerns are met and continuity is maintained within the RA program.

7. RA's will ensure their room is clearly marked as the RESIDENT ADVISOR for their respective section/wing etc.

8. RA's will report to the BEQ manager any material, structural or operational discrepancy not repaired within one week's time after a maintenance report (submitted by resident or RA) has been filed and will follow-up with a report to the NTC Complex C/MC.

9. Resident Advisors will also serve as additional instructors of military training for the residents and provide professional guidance and training as needed.

10. Ensure the collateral duty as Resident Advisor is included on fitness report inputs.

c. BEQ Manager/Staff will make Building 30 room assignments upon notification by NTC C/MC of the RA's appointment.

1. Ensure a copy of this instruction is placed in each room/suite in Building 30 for occupant access.

2. Allow RA access to individual rooms to perform unannounced monthly inspections and accompany RA during this inspection.

3. Maintain on file the results of the RA's monthly room inspection.

4. Respond to resident/RA complaints/issues concerning barracks Quality of Life issues. If a lengthy duration of time is required for repairs, BEQ Manager (Boorda Hall) will

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inform BEQ/BOQ Housing Manager and NTC C/MC of estimated time of repair/replacement etc.

5. Coordinate with Resident Advisors to ensure that a current occupant roster is maintained of each area/wing.

6. May attend the monthly wing meetings conducted by the RA's in each wing.


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