



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

NTCGLAKESINST 11104.1C  
FAC

OCT 30 1995

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 11104.1C

Subj: Great Lakes Naval Training Center Complex Appearance Program

Ref: (a) OPNAVINST 11000.16A  
(b) CNETINST 5400.2B  
(c) NTCGLAKESINST 11000.1M

Encl: (1) Subcustody Map Indicating Cleanliness and Appearance Responsibilities for NTC Mainside  
(2) Subcustody map indicating cleanliness and appearance responsibilities for all other NTC areas (excluding mainside) (copies of subcustody maps are available through NTC Staff Civil Engineer)

1. Purpose. To promulgate policy and assign responsibility for the maintenance, cleanliness, and appearance of buildings and grounds in and adjacent to the Great Lakes Naval Training Center Complex.

2. Cancellation. NTCGLAKESINST 11104.1B.

3. Policy. The policy of Commander, Naval Training Center, Great Lakes, as area coordinator, is that the appearance of the Great Lakes Naval Complex be maintained in an outstanding manner at all times; that unsightly excess structures and facilities be demolished as expeditiously as possible; and that a vigorous anti-litter program be conducted by personnel assigned and by military and other family members residing in public quarters. For litter purposes, where boundaries of the Complex are paralleled by public thoroughfares, pickup efforts should include both sides of the adjacent roadway.

4. Background. Reference (a) assigns Commanders and Commanding Officers with responsibility for the material condition, safety, and appearance of land and facilities for which plant account custody is held. Reference (b) tasks Commander, Naval Training Center, Great Lakes, as Regional Area Coordinator, with the function of developing area coordination plans for the area assigned. Reference (c) provides policy and guidance concerning the control, custody, and proper maintenance of Class I and Class II Real Property under the purview of the Naval Training Center. Navy-wide, attention has been focused on the appearance of our bases. A major contributor to base appearance is the attention paid to over-all cleanliness and proper maintenance of grass, vegetation, and structures. Just as a sharp personal appearance instills pride in an individual, a sharp, clean, and uncluttered base instills pride in the organization and the Navy.

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5. Discussion. Enclosures (1) and (2) delineate responsibilities for the over-all coordination of appearance and cleanliness matters for the Great Lakes Naval Training Center Complex. Responsibility for maintenance and repair, which relates to appearance and cleanliness, lies with the command having subcustody, or ownership, of the particular plant account item. Note that facility maintenance and repair items, when not properly attended to, frequently will cause an unkempt appearance. Significant detractors of appearance that require particular attention are:

- Litter
- Untrimmed hedges and shrubs
- Unmowed grass and weeds
- Broken or missing window panes
- Grass growing in cement cracks
- Articles in windows (soda cans, lunches, indoor flower pots)
- Cracked, missing, or discolored paint
- High grass, and trash along both sides of fence lines
- Dirty windows
- Broken or torn blinds, drapes, and curtains
- Overflowing trash containers and debris around dumpsters
- Unshoveled snow
- Dilapidated signs
- Faded parking lot markings
- Deteriorated streets and sidewalks

6. Action. Commanding Officers, Officer's-in-Charge, and NTC Department Heads shall monitor their assigned areas per enclosures (1) and (2) to ensure they are maintained in a presentable condition and that base-appearance items are properly attended. Proper and frequent policing of grounds should be conducted, with special attention given to specific areas where special events or personnel gatherings are programmed. Additionally:

a. Component and Tenant Commanding Officers/Officers-In-Charge of Great Lakes Naval Training Center Complex commands and NTC Department Heads are directed to:

(1) Establish a clean-up patrol for pick up of trash and litter from high visibility and common areas daily, including Saturday, Sunday, and holidays. Initial clean-up effort shall be complete prior to 0800. Areas involved in Retail Sales operations shall also be policed daily. Clean-up will include emptying of all outdoor trash receptacles (other than dumpsters) in area of responsibility.

(2) Maintain their respective command/activity areas, including parking lots, in the highest possible condition of cleanliness.

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(3) Pursue a strong program for monitoring the appearance of structures and facilities; and request repair and maintenance when required per standard procedures.

(4) Undertake early action to declare facilities in excess of need; and as appropriate, seek funding for the demolition of such facilities.

(5) Pursue a program of landscaping, coordinated with the Base Exterior Architecture Plan (BEAP) and NTC Staff Civil Engineer, including the seasonal planting of flowers, planting of trees and shrubs, and elimination of dead or diseased vegetation, within the limited funds and self-help resources available.

(6) Ensure that contractors thoroughly and completely police work areas daily.

(7) Ensure that vendors and delivery personnel are neat and do not litter during weekends and holidays.

(8) Ensure sidewalks, walkways, and steps around all facilities and structures are shoveled free of snow and ice.

*Action*  
*Daily* (b) The Naval Training Center Command Duty Officer shall monitor the cleanliness and appearance of the Great Lakes Naval Training Center Complex, and take action as necessary through appropriate commands to correct discrepancies noted.

c. Commanding Officer, Navy Public Works Center, is responsible for ensuring that common areas and residential areas in public housing and areas at Ft. Sheridan and Glenview are maintained. Coordinate with tenants at these locations for assistance.

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

NTCGLAKESINST 11104.1C

For copy of enclosures see NTC Admin.