



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

NTCGLAKESINST 5420.27C

N41
2 FEB 00

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5420.27C

From: Commander, Naval Training Center, Great Lakes

Subj: FACILITIES PLANNING BOARD

Ref: (a) OPNAVINST 11000.16A

Encl: (1) Facilities Planning Board Membership

1. Purpose. To delineate the responsibilities for a Naval Training Center Facilities Planning Board.
2. Cancellation. NTCGLAKESINST 5420.27B. This is a complete revision and should be reviewed in its entirety.
3. Discussion. Reference (a) establishes management of land and shore facilities as an inherent command responsibility. Specific functions include installation planning, asset management, resourcing of requirements and effective property utilization. Specifically, the dynamic and diverse training requires coordinated facility planning for the commands within the Naval Training Center's Region. Accordingly, a Facilities Planning Board is established to carry out these functions. The principal functions involved are covered by reference (a). Membership is identified in enclosure (1).
4. Responsibility
 - a. NTC Integrated Priority List. NTC Planning and Programming Officer will prepare the Integrated Priority List (IPL) for presentation by the Assistant Chief of Staff (ACOS) for Installations and Environment (I&E). The IPL is comprised of the projects identified by the Commanding Officers of Recruit Training Command, Service School Command and NTC Chief of Staff (COS) for Operations. Their respective Activity Public Works Officer then presents their priority lists to the Planning and Programming Officer for placement in the consolidated IPL.
 - b. Board Meeting. The Facilities Planning Board is scheduled by the ACOS I&E. The Director of Planning and Programming will present the IPL to the Board for comments and approval.

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c. Attendance. Board attendance will, in general, be limited to those members shown in enclosure (1) and/or their designated representative.

d. Reports. A memorandum report of each meeting will be submitted to CNTC by the Chairman. This report will be prepared by the Board Secretary and will list those present, summarize agenda items discussed, identify future action required and designated action officers, and itemize specific recommendations made by the Board for CNTC consideration.

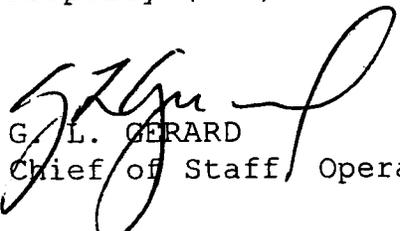
e. Decisions. Final recommendations proposed at the Facilities Planning Board meetings will be clearly and concisely stated in the Board Meeting Memorandum Report. Endorsement approval by CNTC formalizes Board recommendations into CNTC decisions. These Board memoranda represent the authoritative record of CNTC facility management decisions and policy. Endorsement approval of decisions may be signed only by CNTC.

5. Standard Operating Procedures

a. The Facilities Planning Board will conduct meetings semi-annually or as announced by the ACOS I&E. Endorsement approval by CNTC formalizes the IPL into the CNTC IPL. Should any issues involve tenant command(s), they will be encouraged to present their respective input(s) on the issue.

b. Typical issues that will be addressed by the Facilities Planning Board include:

- (1) Basic Facility Requirements and Master Plan for NTC Great Lakes, to ensure consistency with current requirements,
- (2) Consolidated Military Construction project priority list,
- (3) Consolidated Special Projects priority list,
- (4) Consolidated Specific Project Priority list, and
- (5) Maintenance of Real Property (MRP) funding policy and practice.


G. L. GERARD
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case B) and III

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FACILITIES PLANNING BOARD MEMBERSHIP

Chairperson: N4 - ACOS for Installations and Environment

Secretary: N41 - Director, Planning and Programming

Members: N2/N5 - ACOS for Supply/Logistics and Housing
N3 - ACOS for Base Operations Support
N6 - ACOS for Quality of Life
Commanding Officer, Service School Command
Commanding Officer, Recruit Training Command

Advisors: Activity Public Works Officers (APWOs)
N411 - NTC Base Master Planner
N413 - NTC Special Project Coordinator
N414 - NTC Specific Project Coordinator
N416 - NTC Energy Manager