



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

NTCGLAKESINST 5050.1B

N4

SEP 22 1990

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5050.1B

From: Commander, Naval Training Center, Great Lakes

Subj: BUILDING 3400 HOST-TENANT QUARTERLY ADMINISTRATIVE
MEETINGS

1. Purpose. To establish and provide for regularly scheduled administrative meetings between Naval Training Center, (NTC) and Building 3400 tenants for the purpose of coordinating activities and resolving problems.
2. Cancellation. NTCGLAKESINST 5050.1A. This instruction has been substantially revised and should be reviewed in it's entirety.
3. Discussion. Building 3400 is under the management of the Director, Planning and Programming for NTC. Each tenant has a host-tenant agreement with NTC. To coordinate various common-use aspects pertinent to the daily operation of Building 3400 and solve common problems, scheduled periodic meetings will be convened, attended by appropriate representatives from NTC and representatives from each tenant occupying space in Building 3400.
4. Action. The NTC Activity Public Works Officer (APWO) is responsible for informing all representatives of the meeting date and place. Meetings will be held on a quarterly basis coordinated by the Building 3400 Facility Manager.
 - a. NTC representatives will include the NTC APWO and Building 3400 Facility Manager.
 - b. All tenant activities will ensure a knowledgeable representative attends the meetings.

A handwritten signature in black ink, appearing to read "C. B. Martin".

C. B. MARTIN
Chief of Staff, Operations

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NTCGLAKESINST 5216.5M
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