



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5060.4B  
N01E  
16 Jan 01

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 5060.4B

From: Commander, Naval Training Center, Great Lakes

Subj: AWARDS CEREMONY

Ref: (a) NTCGLAKESINST 1650.1B

1. Purpose. To establish procedures to formally recognize, on a monthly basis, the achievements of both military and civilian personnel assigned.

2. Cancellation. NTCGLAKESINST 5060.4A

3. Discussion. The size, complexity, and diversity of Naval Training Center (Simplex) dictate a need for an efficient and standard method of recognizing the many significant contributions, milestones, and noteworthy achievements of its members. The first week of each month will be designated as "Awards Week". A ceremony may be held at department level for awarding non-medal awards. Commander, Naval Training Center will present medal awards and significant non-medal awards of special interest to the command.

4. Responsibilities. This instruction covers the responsibilities of personnel involved in the recognition process.

a. Chief of Staff (Base Operations) or designee shall preside over the ceremony.

b. Simplex Command Master Chief is the overall coordinator for the Simplex Awards Ceremony.

5. Action

a. Administrative Officer shall:

(1) Coordinate the ceremony and prepare all awards for presentation.

(2) Receive awards from Department Directors via the NTC Awards Board.

(3) Ensure awards and documents are prepared for signature and presentation. Awards not presented will be held for the next awards ceremony or forwarded to Department Heads for presentation.

(4) Inform departments of the award schedule.

(5) Arrange for photographic coverage by submitting an Audiovisual Activity Job Order, OPNAV 3150/10, to the Photo Lab, Building 1, at least one week prior to the awards ceremony.

b. Assistant Chiefs of Staff/Department Heads/Special Assistants shall:

(1) Submit awards to the Administrative Officer in accordance with reference (a).

(2) Ensure family and special guests, as desired by the individual, are invited to the ceremony.

(3) Contact the Administrative Officer and request the award be forwarded to the department when members do not desire to receive their awards at the awards ceremony. In such instances, members may elect to receive awards at a department awards ceremony or other location, as appropriate.

(4) Be present at the ceremony.

(5) Ensure the space for the awards ceremony is clean and properly arranged.

(6) Ensure the space designated for the awards ceremony is equipped with a podium, microphone, and chairs.

(7) Ensure removal of equipment at conclusion of ceremony.

6. Forms. Audiovisual Activity Job Order, OPNAV 3150/10 may be obtained through normal supply channels.



G. L. GERARD  
Chief of Staff, Operations

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