



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

NTCGLAKESINST 5720.13D
(PAO)

AUG 22 1994

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5720.13D

Subj: NAVAL TRAINING CENTER GREAT LAKES SPECIAL UNITS

Ref: (a) SECNAVINST 5720.44 series

Encl: (1) NTC Great Lakes Special Unit Request (NTC-GL 5720/5)
(2) Special Unit Movement Order (NTC-GL 5720/6)

1. Purpose. To promulgate responsibilities and procedures governing the mission, scheduling and utilization of NTC Special Units.
2. Cancellation. NTCGLAKESINST 5720.13C
3. Discussion. NTC Special Units are comprised of recruits, students and staff volunteers organized, trained and militarily controlled by NTC component commands. In addition to military ceremonies and events within the Great Lakes area, these units are used to further the Navy and NTC community relations programs by enhancing the spirit of mutual cooperation between the military and civilian communities. Each year, NTC special units are viewed by over one million residents of northern Illinois and southern Wisconsin, giving them the widest impact of any Great Lakes program.
4. Capabilities. Primarily, NTC Special Units are maintained by Service School Command and Recruit Training Command. Other commands, such as Hospital Corps School and Naval Dental Center, have traditionally maintained color guards for internal, and occasionally, external use. Their strength, composition and professional ability varies based on student/recruit loading, numbers of qualified volunteers, and training requirements. The units routinely available for public performances are listed below.
 - a. Recruit Training Command: Bluejacket Choir, Band, Drill Team, Color Guard, and 50-State Flag Unit
 - b. Service School Command: Band, Drill Team, Color Guard
5. Organization. Although special units remain under the control of the respective commanding officer, administration of the Special Unit Program shall be performed by the NTC Great Lakes Public Affairs Officer. He/she will appoint a Special Unit Coordinator for the purpose of ensuring compliance with all applicable directives and serve to coordinate the scheduling of all NTC special units. Each commanding officer shall appoint an

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individual to act as a liaison with the Special Unit Coordinator for scheduling purposes.

6. Restrictions and Requirements.

a. Military Ceremonies/Events: NTC Special Units are available for military ceremonies on an "as available" basis and shall not preempt previously scheduled community events unless approved by Commander NTC Great Lakes. See paragraph 6.a. of this instruction for requesting procedures.

b. Community Events:

(1) Special units are normally available on weekends and national holidays only. Their designated performance area is within a 100-mile radius of NTC Great Lakes. *Requests for performances outside this area must be approved by the respective commanding officer.*

(2) Except for Memorial Day, Independence Day, Labor Day, and Veterans' Day weekends, special units **will not** be scheduled for more than one performance per weekend, unless specifically authorized by the respective commanding officer. However, due to the large number of requests for holiday weekend performances, units may be scheduled for two performances during those weekends, but not more than one performance per day.

(3) Units must return to NTC not later than 2230 prior to a working day, unless an extension is specifically granted by the respective commanding officer.

(4) Engagements performed off base must be accomplished at **no additional cost to the government**. Sponsors must agree to provide or pay for transportation to and from the event. Also, sponsors must agree to furnish or pay for meals when the unit is away from NTC Great Lakes during regularly scheduled meal hours (this includes transportation times). *These requirements may be waived by Commander, Naval Training Center for events within a 50-mile radius if deemed to be vital to the community relations program and funding is available.*

(5) Outside performances will not normally be scheduled from November through March. The Veterans' Day weekend is traditionally the last period units will perform out-of-doors. Exceptions to this provision will be individually determined based upon current weather and when specifically approved by the respective commanding officer.

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7. Scheduling.

a. Military Ceremony/Event: Requests for military ceremonial/event support shall be made in writing to the respective commanding officers with a copy provided to the NTC Special Unit Coordinator. Coordination for support (transportation, meals, etc.) will be conducted directly with the unit involved. It is imperative that the NTC Special Unit Coordinator is kept informed of all internal/official support scheduled to avoid conflicts with community requests.

b. Community Event:

(1) Recruit Training Command is responsible for the scheduling and coordination of recruit units. Requests received by the NTC Special Unit Coordinator for support by recruit units will be forwarded to the RTC Public Affairs Office for processing. Additionally, requests which the NTC Special Unit Coordinator is unable to meet with available units will be forwarded to RTC Public Affairs Office for consideration.

(2) All requests processed by the NTC Special Unit Coordinator or RTC Public Affairs Office will be made in writing not less than 30 days prior to the event and must include sufficient information to ensure fair consideration. Each potential sponsor shall be provided with a NTC Great Lakes Special Unit Request (enclosure (1)). This form must be on file for each request prior to scheduling. Additionally, all logistic and performance arrangements must be completed not later than 14 days prior to the event.

(3) Acceptance of a request will be based on consideration of available assets; suitability of event, sponsor, or site (as detailed by reference (a)); and an equitable rotation of services throughout the civilian community. For this purpose, military ceremonies and training requirements shall have priority over all other requests.

8. Action.

a. The NTC Public Affairs Officer will designate a Special Unit Coordinator to act as the overall administrator of this program. The NTC Special Unit Coordinator will directly schedule and coordinate the appearances of Service School Command units.

b. Commanding Officer, Recruit Training Command will designate a member of the RTC Public Affairs Office as the RTC Special Unit Coordinator, responsible for scheduling and coordinating the activities of recruit units. This individual

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will routinely provide the NTC Special Unit Coordinator with updated schedules to ensure maximum use of all Navy special units.

c. Commanding Officer, Service School Command will designate a Special Unit Liaison, responsible for coordinating with the NTC Special Unit Coordinator and individual SSC unit leaders. This liaison shall keep the NTC Special Unit Coordinator informed on all aspects affecting the availability of units for scheduling as well as act as point of contact for all logistic/performance arrangements.



J. B. SANDKNOP
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5L
List I, II (Case A), and III

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NTC Great Lakes Special Unit Request

SECTION A: GENERAL

1. SPONSORING ORGANIZATION:		
2. NAME OF EVENT:		
3. DATE OF EVENT:	4. LOCATION:	5. START TIME:

SECTION B: UNIT(S) REQUESTED

UNIT	REQUESTED	PRIORITY	UNIT	REQUESTED	PRIORITY
Recruit Band			Service School Band		
Recruit Drill Team			Service School Drill Team		
Recruit Color Guard			Service School Color Guard		
Recruit Choir			Other:		
Recruit 50 State Flags					

SECTION C: PROGRAM

1. Purpose of event:
2. Who are the primary audience(s):
3. Does the local/state government support this event?
4. Is the event open to the public?
5. What is expected attendance?
6. Will admission be charged to the event?
7. Is this a fund-raising event?

SECTION D: SITE

1. Describe site of this event. If a parade, list the starting and ending points:
2. If an indoor event, please describe performance area (dimensions, type floor, floor loading capacity, etc.):

SECTION E. SUPPORT

Please answer "Yes" or "No" to the following questions which indicate that the sponsor is/is not prepared to provide support incidental to NTC Great Lakes participation in the event.	Yes	No
1. Will you provide suitable nutritious meals for all NTC Special Unit personnel for any and all meals missed while away from Great Lakes? (Include transportation times)		
2. Will you provide meal tickets or vouchers redeemable at event concessions for any and all meals missed while away from Great Lakes? (Include transportation times)		

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3. Will you provide suitable transportation for all participants and their equipment to the event site and return to NTC Great Lakes?			
4. Will you furnish telephone facilities for necessary official communications at the event site?			
REMINDER: If your event is selected for support, transportation and meal information MUST be provided no later than 14 days prior to the event.			
SECTION E: SPONSOR			
1. Does the sponsoring organization exclude any person from its membership on the basis of race, creed, color, sex, religion or national origin? (Circle answer)		YES	NO
2. Circle the type(s) that best describes the sponsoring organization:			
Professional/Labor/Trade	Commercial or Business	Political	
Federal/State/Local Government	Civic	Religious	
Veteran, Service-related or Auxiliary	Charitable	Public Education	
Youth Organization	Other: (explain)		
3. EVENT POINT OF CONTACT: (Name of Representative)			
4. Address:			
5. Daytime Phone:		6. Fax (If available):	
6. Phone number(s) to reach event reps on day of event:			
SECTION F: CERTIFICATION			
I certify that the information provided herein is complete and correct to the best of my knowledge and belief. I understand representatives of the U.S. Navy may contact me to discuss details of the event prior to final commitment.			
Signature:		Date:	

NTC-GL Form 5720/5 (Rev. 4/94)

DIRECTIONS FOR COMPLETING NTC-GL FORM 5720/5:

1. Section A (Self explanatory)
2. Section B: Indicate which unit(s) you desire. If you mark band only, and all bands are previously committed, another unit will not be scheduled. You increase chances for support by marking more than one unit. Please indicate your preferences in the "Priority" column by marking "1" for your first choice, "2" for second, etc.
3. Section C: (Self explanatory)
4. Section D: Ensure event site is properly identified. If a proper name for the facility exists, provide that information with the address. For parades, list the location of the assembly and disassembly areas.
5. Section E: (Self explanatory)
6. Section F: (Self explanatory) Ensure complete information for the event's Point of Contact are given, including phone numbers.
7. Section G: Forms not signed/dated will not be considered for support.

WHERE TO SEND COMPLETED REQUESTS:

If requesting recruit unit, this form must be sent to:

Recruit Training Command (PAO)
Bldg. 1313
Great Lakes, IL 60088

If requesting Service School unit or "other", this form must be sent to:

PAO/Special Units
Bldg 1, Rm B25
Naval Training Center
2701 Sheridan Road
Great Lakes, IL 60088

For assistance, additional forms, etc., please call the NTC Public Affairs Office at (708) 688-2201. Completed forms and additional event information may be faxed to NTC Public Affairs at (708) 688-4945.

Enclosure (1)

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SPECIAL UNIT MOVEMENT ORDER #			
From: Commander, Naval Training Center Great Lakes, IL		To: Special Unit Liaison Service School Command, Great Lakes	
Event Information			
Event:	Location	Date:	
POC/Phone #:			
Unit(s) Scheduled:			
SSC BAND		SSC COLOR GUARD	
SSC DRILL TEAM		OTHER:	
Transportation			
Provided by:	Type:	Phone:	POC:
DEPART GREAT LAKES			
ARRIVE EVENT			
REHEARSAL (If applicable)			
LINE UP/ASSEMBLY			
STEP OFF			
DEPART EVENT			
Meal Information			
Special Instructions			
A. Petty Officer in Charge: As directed. B. Uniform: As directed C. Unit leader will provide command special unit liaison with feedback using the reverse of this MOVORD. D. Recommend unit leader contact event POC for any information on event not provided herein.			
Signature:			Date:

NTC-GL Form 5720/60 (Rev 5/94)

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