



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

NTCGLAKESINST 1560.1A
N32

APR 18 1997

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1560.1A

From: Commander, Naval Training Center, Great Lakes

Subj: ADMINISTRATION OF NAVY ENLISTED STUDENTS

Ref: (a) OPNAVINST 1560.8A

1. Purpose. To publish regulations for the administration and management of the Navy Enlisted Education Advancement Program (EEAP), Enlisted Commissioning Program (ECP) and Medical Enlisted Commissioning Program (MECP). Personnel assigned are attached to Naval Training Center, Great Lakes for administrative purposes.

2. Cancellation. NTCGLAKESINST 1560.1.

3. Background. Reference (a) provides the basic procedures for the administration of students and establishes instructional requirements for all participants.

4. Action

a. Students shall be attached to the Administrative Services Department for accountability.

b. Upon reporting and detaching, students are required to report to the Administrative Services Department, Building 1, Room 215, for processing.

c. All students shall maintain Navy appearance and grooming standards during their tenure in the program. All students residing within 50 miles of NTC Great Lakes will muster once each week with the Student Coordinator. Uniform of the Day (or alternate) is required for weekly musters. Students will maintain their uniform in such a manner as to be ready for inspections as directed by the Chief of Staff, Operations or Program Coordinator.

d. Leave for students will NOT be granted during any academic semester except for emergency reasons. The Chief Of Staff, Operations may grant "time off" during academic recesses provided the student does not depart the local area.

e. Students are eligible for advancement in rate while attending school.

f. Off-duty employment is strongly discouraged as it may hinder the study habits of the student. Any student desiring

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off-duty employment is to submit a request via the chain of command.

5. Student Coordinator. Commander, Naval Training Center, Great Lakes will designate an E-7 or above as Student Coordinator. The Coordinator will be responsible to the Chief of Staff, Operations for program administration, in addition to the following:

- a. Accountability of the students.
- b. Monitoring academic and professional performance of the students.
- c. Providing guidance and assistance to the students.
- d. Preparation of Enlisted Performance Reports.
- e. Forwarding grades to NETPMSA (Code 0223), Pensacola, FL.

6. Military Duties. Students will not be assigned military duties during the academic semester. During semester recesses students may be assigned military duties as directed by the Chief of Staff, Operations or Student Coordinator.



C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I (1, 2, 3, & 17)