



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60068-5001

NTCGLAKESINST 5050.2
NO1
AUG 28 1996

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5050.2

From: Commander, Naval Training Center, Great Lakes

Subj: VISITOR REQUESTS

Ref: (a) CNETINST 5050.4B
(b) NTCGLAKESINST 5720.1

Encl: (1) Sample Visit Request

1. Purpose. To establish policies and procedures, and delineate responsibilities of Naval Training Center, Great Lakes activities regarding visitor requests.

2. Policy. Personnel visiting commands on board NTC Great Lakes must be approved by Commander, Naval Training Center and Chief of Naval Education and Training (CNET). Visits from dignitaries shall be arranged under procedures for a one-time visit, a recurring visit, or an extended visit as described in this instruction.

3. Background. Due to an overwhelming number of visitors, a process to ensure coordination and proper courtesy is required. The following information is provided:

a. Dignitaries are defined as follows:

- (1) The President of the United States
Members of the Executive Branch
Members of the Judicial Branch
Members of Congress
Federal Government officials
State Government officials
Flag Officers/Senior Executive Service employees
Foreign representatives whose visits shall be sponsored and requested by the visitor's government via submission through the government's embassy for visits within the United States in accordance with references (a) and (b).
Local Government officials
Local Business representatives

- (2) Federal Inspection Teams
Department of Defense Inspector General
Department of the Navy Inspector General
CNET Inspector General

b. Visit types are defined as follows:

(1) A one-time visit authorization is for a single short-term visit for a specified purpose.

(2) A recurring visit authorization permits intermittent visits by a dignitary over an extended amount of time for a specified purpose.

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(3) An extended visit authorization permits a single visit for an extended amount of time.

c. Visit Planning Requirements

(1) Determine feasibility of visit for the period requested.

(2) Propose alternative date(s).

(3) Determine security classification level required to accomplish visit objectives.

(4) Determine Point of Contact (POC) to coordinate arrangements for hosting visitor(s).

(5) Coordinate with other commands to ensure a smooth transition of visitors between individual commands.

(6) Coordinate briefing(s) and tour(s) to accomplish visit objectives.

4. Action.

a. NTC Chief of Staff for Operations: Forward visitor requests to CNET for approval within ten days of receipt.

(1) CNET has authorized Chief of Staff for Operations visit request approval authority for Navy Exchange and Defense Commissary Agency.

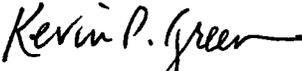
b. Commanding Officers, Officers in Charge and NTC Staff:

(1) Forward enclosure (1) for visitors to NTC activities for approval/disapproval to Commander, Naval Training Center, Code N01, Building 1, Great Lakes, Illinois.

(2) Ensure all proposed visit schedules are revised as necessary to complete the visit.

(3) Provide additional information as required by reference (b).

(4) Notify Commander, Naval Training Center at (847)688-3400 of all visitors who arrive without authority.


KEVIN P. GREEN

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, B, C

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SAMPLE VISIT REQUEST

5050
Ser

From: Commanding Officer,
To: Commander, Naval Training Center, Great Lakes

Subj: VISIT REQUEST

Ref: (a) NTCGLAKESINST 5050.2

Encl: (1) Itinerary for visit by (Name)

1. The following information is provided for your consideration as to the feasibility for accommodating this visit:

- a. Name - Visitor or Group
- b. Date(s)
- c. Alternate Date(s)
- d. Purpose of visit
- e. Command POC and telephone number
- f. Other commands to be visited

2. My point of contact is _____, ext. _____.

Signature
Commanding Officer

5050
Ser 00/

FIRST ENDORSEMENT

From: Commander, Naval Training Center, Great Lakes
To: Commanding Officer

1. The visit as presented is approved/disapproved.

KEVIN P. GREEN

Copy to:
CNET (Code 004)
All commands to be visited

Encl (1)