



**DEPARTMENT OF THE NAVY**

NAVAL TRAINING CENTER  
2701 SHERIDAN ROAD  
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5420.22F  
N01

**JUN 0 2 1997**

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 5420.22F

From: Commander, Naval Training Center, Great Lakes

Subj: APPOINTMENT OF BOARD TO AUDIT THE GREAT LAKES AUXILIARY,  
NAVY-MARINE CORPS RELIEF SOCIETY

Ref: (a) Navy-Marine Corps Relief Society Manual for  
Auxiliaries, Chapter VI (Financial Management and  
Accounting Procedures)

Encl: (1) Listing of commands requested to provide Audit Board  
Members

1. Purpose. To assign command responsibilities for the  
provision of Audit Board members needed to conduct periodic  
audits required by reference (a).

2. Cancellation. NTCGLAKESINST 5420.22E

3. Background. The Navy-Marine Corps Relief Society serves the  
entire Great Lakes naval community, providing loans, grants, and  
numerous other services whenever and wherever required. It is  
appropriate, therefore, that NTC commands, as well as tenant  
commands, jointly assist the society by providing persons to  
serve on a board to audit the accounts of the society.

4. Board Composition. The board shall be composed of persons  
appointed in writing to serve in a collateral duty capacity, in  
accordance with enclosure (1). Commanding Officers shall ensure  
that a copy of each letter of appointment to the board is  
provided to CNTC (Code N01) and to the Executive Director, Great  
Lakes Auxiliary, Navy-Marine Corps Relief Society, for  
information. Whenever the composition of the board must be  
changed due to transfers, retirements or other valid reasons,  
commanding officers shall take timely action to appoint reliefs  
for de-parting board members and notify all concerned. (R)

5. Duties and Responsibilities

a. All board members shall thoroughly familiarize themselves  
with the provisions of reference (a), Section F.

b. The board shall, at a minimum, conduct an audit on the  
following occasions, with at least three (3) members acting in  
each instance:

(1) Semi-annually, as of 30 June and 31 December.

**JUN 0 2 1997**

(2) Upon relief of either the staff bookkeeper of the Navy-Marine Corps Relief Auxiliary, Great Lakes, or the senior member of the Audit Board.

(3) At such other times as may be requested by the President, Great Lakes Auxiliary, Navy-Marine Corps Relief Society (CNTC GLAKES).

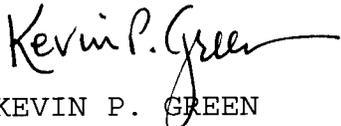
c. In general, the senior member of the board shall assign specific duties and responsibilities to members of the board as necessary to accomplish required audits. Additionally, the senior member shall be responsible for indoctrinating new board members.

6. Audit Reports. All reports shall be prepared in accordance with reference (a) and shall be signed by the senior member of the board, or, in his absence, an alternate member of the board. The Treasurer and Vice President, Great Lakes Auxiliary, shall also sign each audit report. The Vice President shall ensure that the report is properly distributed and acted upon.

7. Action

a. Each command listed in enclosure (1) shall appoint board members and replacements as needed and notify all concerned by means of an appointment letter.

b. To maintain continuity, persons appointed to the board should have at least one year remaining on their current tour of duty.

  
KEVIN P. GREEN

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

Copy to:  
President, Great Lakes Auxiliary,  
Navy-Marine Corps Relief Society  
Executive Director, Great Lakes Auxiliary,  
Navy-Marine Corps Relief Society  
Vice President, Great Lakes Auxiliary,  
Navy-Marine Corps Relief Society

**JUN 0 2 1997**LISTING OF COMMANDS REQUESTED TO PROVIDE  
AUDIT BOARD MEMBERS

<u>Command</u>	<u>Requested to provide</u>	<u>Remarks</u>	
SSC	1 Officer, LCDR	Senior Member	
TPU	1 Officer, LT or below	Member	
NTC Staff	1 accountant	Member and technical advisor	
RTC	1 senior petty officer, E-7 or above	Member	
NAVHOSP	1 senior petty officer E-7 or above	Member	
PWC	1 accounting or disbursing clerk	Member	(R)



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5/15

6/14/57

Date

From: NO1

To: NTC Directives Coordinator (Mr. Brown)

SUBJ: INSTRUCTION NO. 5420.22E

\_\_\_\_\_ Currently under revision. Completion date: \_\_\_\_\_

X Change/rewrite attached.

\_\_\_\_\_ CANCEL has served its purpose (please explain reason)

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\_\_\_\_\_

\_\_\_\_\_ Other (explanation): \_\_\_\_\_

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\_\_\_\_\_  
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*Chapman*

Signature

*COPT, USN*

Name, Rank

*COS, WOS - 3400/3401*

Office Symbol, Phone