



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

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NTC GREAT LAKES (COMPLEX) INSTRUCTION 5400.1B

From: Commander, Naval Training Center, Great Lakes

Subj: COMMANDER, NAVAL TRAINING CENTER, GREAT LAKES, ILLINOIS,
ORGANIZATION MANUAL

Ref: (a) CNETINST 5450.6E
(b) CNETINST 5450.54

Encl: (1) NTC Organization Manual

1. Purpose. To promulgate enclosure (1), the Organization Manual for the Naval Training Center, Great Lakes, Illinois, in conformance with references (a) and (b).

2. Cancellation. NTCGLAKESINST 5400.1A (NOTAL)

3. Scope. This instruction establishes the organization structure for the Naval Training Center. The functional guides herein constitute the formal assignments of duties and delegation of authority by the Commander to the command. These functional guides, however, shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individual command members.

4. Objectives.

a. To provide an updated organization manual which accurately describes organizational design, mission and functions.

b. To promote, establish and maintain the most effective and efficient organization structure for the Naval Training Center (NTC).

5. Responsibilities.

a. Assistant Chief of Staff for Base Operations (ACOS BOS) maintains the NTC Organization Manual, making revisions as required.

b. Assistant Chiefs of Staff and Special Assistants submit proposed organizational changes to the Commander, NTC via ACOS BOS.

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NTCGLAKESINST 5216.5M
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ORGANIZATION MANUAL
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS

- SECTION I MISSION AND FUNCTIONS**
- SECTION II COMMAND STRUCTURE**
- SECTION III CHIEF OF STAFF - Training**
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SECTION I

MISSION AND FUNCTIONS

SECTION I MISSION AND FUNCTIONS

1. **MISSION.** To exercise command over and coordinate the efforts of assigned subordinate activities in conducting recruit, initial skill, advanced and specialized training; to maintain and operate facilities; to provide administrative and logistic support to tenant activities, and to perform such other functions and tasks assigned by higher authority.

2. **STATUS AND COMMAND RELATIONSHIPS.** Naval Training Center (NTC), Great Lakes is a shore activity in an Active (Fully Operational) status under a commander and under the command of the Chief of Naval Education and Training (CNET). The Commander, Naval Training Center, Great Lakes serves as Regional Area Coordinator for naval activities in Illinois, Indiana, Michigan, Ohio and Wisconsin and reports for additional duty to Commander, NINTH Coast Guard District as Deputy Sector Commander, Maritime Defense Zone Section NINE. The Commander, Naval Training Center, Great Lakes is, additionally, assigned as the Regional Planning Agent (RPA) in support of CINCLANTFLT's civil disaster program for the states of Wisconsin, Illinois, Ohio, Indiana, Michigan, and Minnesota. The Commander, NTC Great Lakes is also assigned as the Regional Environmental Coordinator (REC) for the states of Illinois, Indiana, Wisconsin, Minnesota, Michigan, and Ohio as well as serves as the Local Area Coordinator for Mobilization (LACMOB) for the Navy Mobilization Processing Site (NMPS) at Great Lakes which covers the states of North Dakota, South Dakota, Nebraska, Minnesota, Iowa, Wisconsin, Illinois, Indiana, Michigan, and Ohio.

3. **FUNCTIONS.** The following functions are assigned:

a. Exercise command over assigned commands, schools, units, detachments, and such other activities as may be placed under NTC Great Lakes cognizance. Exercise military command over assigned Naval Hospital, Naval Dental Center, and Public Works Center.

b. Maintain cognizance of and coordinate efforts of subordinate training activities in conducting recruit, initial skill, advanced and specialized training.

c. Exercise budgetary and funding control over funds allocated by CNET; develop and coordinate long and short range financial plans and programs.

d. Exercise general court-martial jurisdiction and supervisory authority over military justice matters (courts-martial and non-judicial punishments), JAGMAN matters for subordinate activities and other commands as regional area coordinator, and separation authority for administrative separations under MILPERSMAN, Chapter 36. Sponsor the Great Lakes Armed Forces Disciplinary Control Board, and establish/oversee naval criminal prosecution of civilians in the Federal Magistrate's Court for crimes committed on board NTC Great Lakes.

e. Exercise control over numerous management programs and functional areas inherent of a naval shore activity which should include, but not be limited to, command inspections, evaluations, investigations, public affairs, logistics, information resources management, facilities, manpower management, organization management, mobilization, civilian and

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military personnel programs, equal employment/equal opportunity, religious programs, visual information programs, occupational safety and health, traffic and recreational safety, security, quality of life programs, etc.

f. Oversee the performance of numerous management support programs and functional areas of subordinate commands. These should include, but not be limited to, command inspections, evaluations, investigations, public affairs, logistics, information resources management, facilities, manpower management, mobilization, civilian and military personnel programs, equal employment/equal opportunity, religious programs, visual information programs, safety and occupational health, traffic and recreational safety, security, quality of life programs, etc.

g. Provide for an effective program of facilities operations and maintenance including compliance with the Shore Facilities Planning System (SFPS) in the development of military construction programs, special project programs, and routine maintenance and repair as defined by applicable directives; administer, maintain, and monitor environmental protection, energy conservation, safety and hazardous waste programs; and coordinate actions of base Bachelor Quarters (BQ) operations. Serve as Regional Environmental Coordinator (REC) for naval activities in the states of Illinois, Indiana, Michigan, Ohio, Wisconsin, and Minnesota.

h. Provide various common support services to such other commands as may be mutually agreed or separately directed. Negotiate, where applicable, host-tenant and service support agreements in accordance with pertinent directives covering provisions of necessary facilities, equipment, and services on a reimbursable/nonreimbursable basis.

i. Provide billeting, as required/available, for all authorized personnel attached or transient to the NTC Great Lakes area. Provide messing facilities for enlisted personnel attached to all NTC Great Lakes activities.

j. Provide fire protection services for NTC Great Lakes commands and, on a reimbursable basis, for other Great Lakes activities, the public housing area, and the Veterans Affairs Hospital, North Chicago, Illinois.

k. Issue mission and functions directives to subordinate commands in accordance with reference (a).

l. Review and coordinate military and civilian personnel manning requirements.

m. Provide necessary support as required or assigned in support of the Naval Reserve in fulfillment of its assigned mission.

n. Provide appropriate command religious programs in support of free exercise of religion for all members of the naval service, eligible family members, and other authorized personnel. Coordinate chaplain availability with tenant and areawide commands as needed.

o. Maintain close liaison with the Area Coordinator, or such other commander as may be designated in writing, for emergency and disaster preparedness matters and serve as Regional Area Coordinator for naval activities in the states of Illinois, Indiana, Michigan, Ohio, and Wisconsin.

p. Ensure the currency/accuracy of emergency and mobilization plans; maintain close liaison with Disaster Principle.

q. Serve as Chairman of a Joint Interservice Resource Study Group (JIRSG) chartered by the Defense Regional Interservice Support (DRIS) Program for all DOD activities within a 50 mile radius of Chicago, Illinois.

r. Serve as the Base Visual Information Support Activity (BVISA) for the Great Lakes, Illinois geographical area by providing central management of all audiovisual resources and services as authorized. Included are the design, production, distribution, application, and evaluation of products and the provision of services in still photography, video, audio, combinations media, graphic arts, and equipment repairs.

s. Perform such other functions as may be directed by CNET.

4. **COMPONENT COMMAND.** Five commands are subordinate to the Commander, Naval Training Center with three additional commands reporting in an Additional Duty (ADDU) status.

a. **NAVAL RECRUIT TRAINING COMMAND (NAVCRUITRACOM).** To conduct a training program which will: effect a smooth transition from civilian to Navy life; foster patriotic behavior; affirm the dignity of the individual; encourage high standards of personal responsibility, conduct, manners, and morals; create a desire for self-improvement and advancement; provide the recruit with knowledge and skills which are basic to all Naval personnel; develop pride in unit and the Navy and a desire to observe appropriate Naval customs, ceremonies and traditions; provide the Department of the Navy with personnel possessing an effective level of physical fitness.

b. **SERVICE SCHOOL COMMAND (SERVSCOLCOM).** To provide training for officer and enlisted personnel in order to prepare them for early usefulness afloat in their designated specialties and to supplement training afloat by providing personnel advanced and/or specialized training when such training can be more advantageously given ashore.

c. **NAVAL HOSPITAL (NAVHOSP).** Provide a comprehensive range of emergency, outpatient and inpatient health care services to active duty Navy and Marine Corps personnel and active duty members of other Federal Uniformed Services. Ensure that all assigned military personnel are both aware of and properly trained for the performance of their assigned contingency and wartime duties. Ensure that the command is maintained in a proper state of material and personnel readiness to fulfill wartime and contingency mission plans. Provide, as directed, health care services in support of the operation of the Navy and Marine Corps shore activities and units of the operating forces. Subject to the availability of space

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and resources, provide the maximum range and amount of comprehensive health care services possible for other authorized persons as prescribed by Title 10, U. S. Code, and other applicable directives. Conduct appropriate education programs for assigned military personnel to ensure that both military and health care standards of conduct and performance are achieved and maintained. Participate as an integral element of the Navy and Tri-Service Regional Health Care System. Cooperate with military and civilian authorities in matters pertaining to public health, local disasters and other emergencies. Maintain requisite quality health care standards so as to ensure successful accreditation and recognition by appropriate governmental and civilian agencies and commissions, to include the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

d. **NAVAL DENTAL CENTER (NAVDENCEN).** Provide comprehensive dental services to Navy and Marine Corps units of the operating forces, shore activities, and other authorized personnel in the assigned geographic area as prescribed by Title 10, U. S. Code, and other applicable directives. Operate assigned component dental care facilities. Ensure that all assigned military personnel are both aware of and properly trained for the performance of their contingency and wartime duties. Ensure that the clinic and its component facilities are maintained in a proper state of material and personnel readiness to fulfill wartime and contingency mission plans. Provide, as directed, dental care services in support of the Navy and Marine Corps units of the operating forces and shore activities to ensure the highest possible degree of operational readiness of these forces and activities. Conduct appropriate education programs for assigned military personnel to ensure that both military and dental health care standards of conduct and performance are achieved and maintained. Participate as an integral element of the Navy and Tri-Service Regional Health Care System. Cooperate with military and civilian authorities in matters pertaining to public health, local disasters, and other emergencies.

e. **TRANSIENT PERSONNEL UNIT (TRANSITPERSU).** To process, house, provide support, and administer disciplinary actions including, as required, the convening of special courts-martial, for transient personnel; and to perform such other tasks and functions as directed.

f. **CONSTRUCTION BATTALION UNIT 401 (CBU-401) (ADDU).** To provide a construction unit contingency augment capability and to assure unit and individual skill training essential to required readiness posture; and to perform such other functions as may be directed.

g. **NAVY BAND (ADDU).** Provides music for such ceremonies, functions and other occasions as may be directed by the Commander, in order to best represent the United States in a musical capacity within local command jurisdiction and elsewhere as directed.

h. **EQUAL EMPLOYMENT OPPORTUNITY (EEO) (ADDU).** Principle advisor to the Commander on all Equal Employment Opportunity (EEO) matters. Advises the Commander directly on matters relevant to equal opportunity.

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SECTION II

COMMAND STRUCTURE

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SECTION II: COMMAND STRUCTURE

COMMANDER, NAVAL TRAINING CENTER

CODE: 00

Charged with the absolute responsibility for the safety, well-being, efficiency and morale of the command; responsible for mission accomplishment.

AIDE

CODE: 00A

Coordinates official and social calendar, uniform requirements, travel arrangements, accommodations and baggage for the Flag Officer. Assists in ceremonies, honors and courtesies. Assists in planning the execution of official events and entertainment hosted by the Flag Officer. Accompanies the Flag Officer on official travel as directed. Performs special projects as directed.

EXECUTIVE ASSISTANT

CODE: 00B

Processes special category and other especially sensitive communications. Plans and coordinates arrangements for the reception of distinguished visitors. Coordinates the numerous details associated with protocol matters and official events. Performs special projects as directed.

COMMAND MASTER CHIEF

CODE: 00E

Serves as the principal enlisted advisor to the Commander, Naval Training Center. Formulates and implements policies concerning morale, welfare, job satisfaction, discipline, utilization, and training of Navy personnel. Works with the Chiefs of Staff in the dissemination and promotion of command policy.

FLAG WRITER

CODE: 00W

Serves on the personal staff of the Flag Officer. Drafts personal and professional correspondence. Maintains the Flag Officer's correspondence files. Acts on matters of social usage, protocol, honors and ceremonies. Prepares travel orders, Officer Reports of Fitness and briefing material for the Flag Officer. Meets any additional requirements of the Flag Officer.

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CHIEF OF STAFF - Training
CODE: T01

Responsible for supervising and coordinating the work of the Training Staff and shall be kept informed on all matters pertaining to training, training operations and management information systems. Responsible for the performance of those duties assigned to them by the commander and shall advise on all matters pertaining thereto.

CHIEF OF STAFF - Operations
CODE: N01

Responsible for supervising and coordinating the work of the Operations Staff and shall be kept informed on all matters pertaining to base operations, public affairs, supply and logistics, installation maintenance, housing, quality of life, religious programs, and resources. Responsible for the performance of those duties assigned to them by the commander and shall advise on all matters pertaining thereto.

EXECUTIVE ASSISTANT
CODE: N01B

Schedules and coordinates the numerous details associated with protocol matters, official and social calendar, uniform requirements, travel arrangements, accommodations and baggage for Chief of Staff for Operations. Drafts professional correspondence and maintains correspondence files. Coordinates military and civilian personnel manning briefs.

SIMPLEX COMMAND MASTER CHIEF
CODE: N01E

Serves as the principal enlisted advisor to the Chiefs of Staff, Naval Training Center. Formulates and implements policies concerning morale, welfare, job satisfaction, discipline, utilization, and training of Simplex personnel. Works with the Chiefs of Staff in the dissemination and promotion of Simplex policy.

ASSISTANT CHIEFS OF STAFF/DEPARTMENT DIRECTORS/SPECIAL ASSISTANTS

Ensure the timely and accurate completion of all responsibilities and functions assigned to their respective offices, providing for internal coordination and external liaison as appropriate to their effective performance, and in all cases keeping the Commander informed via the Chiefs of Staff.

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ALL NAVAL TRAINING CENTER SUPERVISORS

Ensure oversight and compliance with rules, regulations, policies and procedures of the Commander and with those directives issued by authority governing his/her area of responsibility. Perform supervisory duties as required by instructions, including, but not limited to, the following areas: Total Quality Leadership; Integrity and Efficiency; Management Control; Command Audit; Occupational Safety and Health; Equal Employment Opportunity; Professional and Military Training/Employee Development; Performance Management/Evaluations/Awards; Command Inspection Program; ADP Security; and Physical Security.

COLLATERAL DUTIES

Collateral duties are assigned by a Naval Training Center notice. All personnel are responsible for the proper performance of assigned collateral duties, in accordance with pertinent directives and instructions, and keeping the Commander informed, via the Chiefs of Staff, as appropriate, of the status of duties assigned.

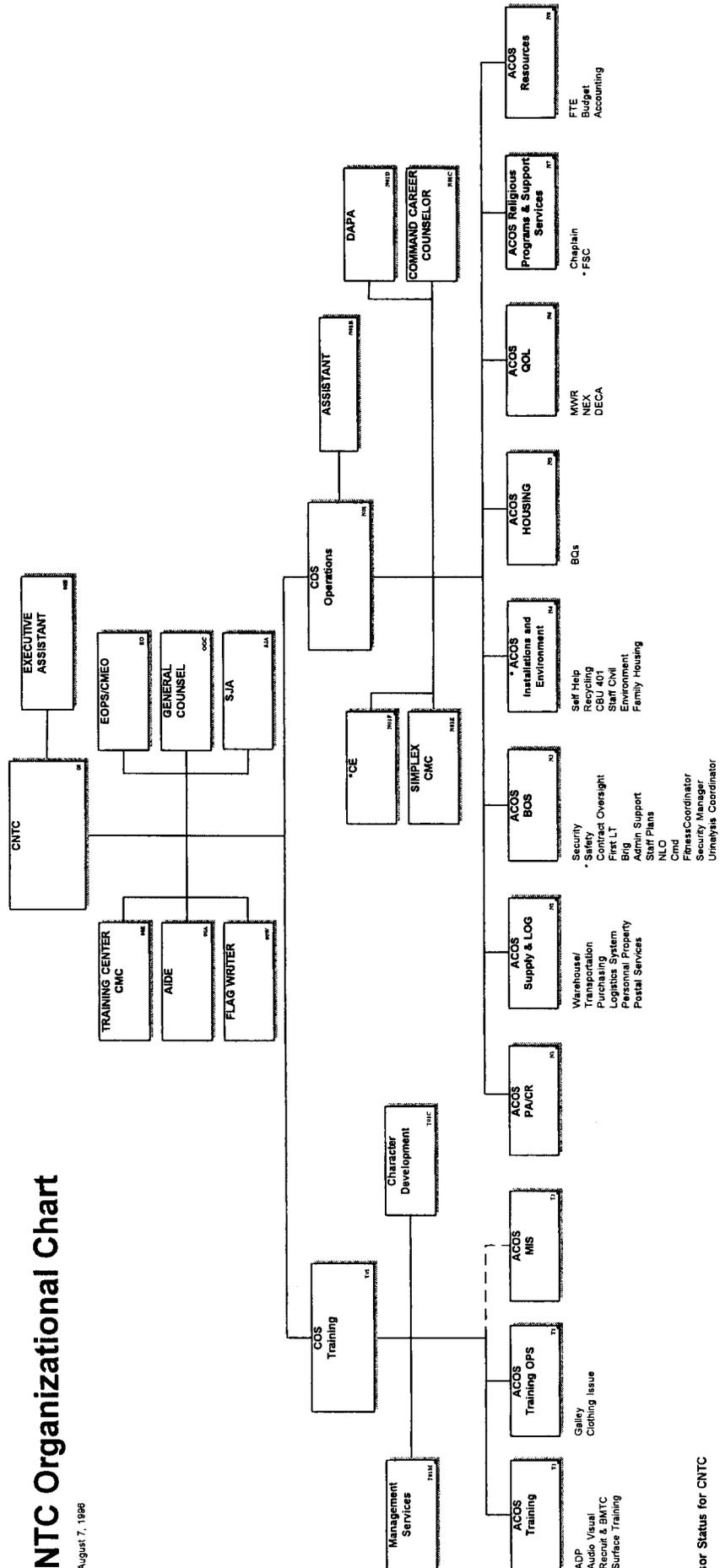
ORGANIZATIONAL RELATIONSHIPS

The Naval Training Center Organizational Structure is presented in figure 2A.



NTC Organizational Chart

August 7, 1998



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* Special Advisor Status for CNTC

SECTION III

CHIEF OF STAFF Training

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CHIEF OF STAFF - Training
CODE: T01

Provides oversight of, and linkage to, school programs and commands. Develops/recommends innovative training programs. Controls and tracks student personnel through graduation; maintains data/information systems including Military Personnel Information system, NITRAS and other such systems which involve accountability of student personnel including those under instruction/awaiting transfer. Provides audiovisual and graphics services to CNET activities in the Great Lakes area. Provides consultant and advisory services to the NTC Staff on Management Information Systems. Provides initial clothing issue of uniform items to newly arrived recruits and food service support to all NTC tenant and component commands.

CHARACTER DEVELOPMENT PROGRAM
CODE: T01C

The CDP will provide professional oversight and guidance for core values training, moral enhancement and remediation programs at Naval Training Center. The special advisor for Character Development will chair the Character Development Board which will advise CNTC on the impact of these programs.

MANAGEMENT SERVICES
CODE: T01M

- a. Provides management consultant and advisory services on matters affecting management of the command.
- b. Directs and develops methods and procedures for improving operational efficiency and manpower utilization for the Naval Training Center. Studies personnel and material utilization. Develops improved work procedures. Develops, evaluates and implements programs to achieve optimum use of Automated Data Processing (ADP) technology and resources. Conducts organizational studies. Performs special projects assigned.
- c. Serves as the Naval Training Center's Position Management (PM) Officer. Provides assistance, advice and guidance to line management on PM matters. Reviews overall NTC PM. Maintains PM workforce documentation. Coordinates/tracks/prepares hiring freeze waiver requests. Recommends/coordinates ceiling control/utilization with the Chief of Staff/Assistant Chief of Staff and Comptroller (014).
- d. Prepares and maintains the NTC Organization Manual, ensuring its accuracy in describing organizational design, mission and functions. Reviews, analyzes and advises the Chief of Staff/CNTC on all

organization changes requested by departments/special assistants and by component commands.

e. Provides population data for the Great Lakes NTC via the NTC Monthly Population Report, the Great Lakes Quarterly Population Report, the Complex Population Report, the annual Base Structure Annex submission and special request responses.

f. Acts as advisor to the Chief of Staff/CNTC on manpower issues. Prepares Total Force Manpower Management System (TFMMS) change requests for NTC. Provides guidance to departments/special assistants in preparing justification for these requests. Coordinates manpower portion of the Shore Based Readiness Report. Serves as command coordinator for Efficiency Reviews.

g. Serves as the NTC Management Control (MC) coordinator. Provides guidance regarding the start, completion due dates and reporting of vulnerability assessments (VAs) and MC reviews. Summarizes and reports the results of VA reports and MC reviews. Prepares annual MC compliance statement of the CNTC's signature.

h. Serves as Joint Interservice Resource Study Group (JIRSG) program manager.

i. Serves as the NTC Integrity and Efficiency (I&E) program coordinator. Establishes and maintains procedures to periodically review I&E program status.

j. Serves as the NTC Commercial Activities (CA) program manager. Directs CA study team participants, ensuring that studies are completed in accordance with approved POA&Ms. Maintains and updates CA inventories and prepares reviews. Prepares CA status reports for submission to CNO via chain of command.

k. Coordinates the Total Quality Leadership (TQL) process for the command. Coordinates the NTC Executive Steering committee (ESC), Facilitator Cadre, and installation coordination group. Advises the Executive Steering Group (ESG) on quality planning and installation implementation. Disseminates TQL information. Coordinates Reinventing Government initiatives.

ASSISTANT CHIEF OF STAFF-Training
CODE: T1

Basic Function. Coordinates effective training mission accomplishment through technical assistance to CNET commands and analyses of training trends and supporting data.

- a. Provides technical and professional guidance to the Commander on all matters pertaining to training.
- b. Develops, researches, analyzes and prepares technical reports for Commander on training related issues.
- c. Serves as the Military Personnel Information System (MILPERSIS) Site Coordinator. Assists subordinate command MILPERSIS Activity Representatives in the effective management of day-to-day operations of the system, including effective security measures.
- d. Monitors, and serves as site coordinators/liaison officer for CNTC and NETPSMA for the following computer systems/ sub-systems: Recruit Accession Module (RAM); Availability and Reporting Tracking Module (ARTM); Standard Transfer Directive Module (STDM); and Navy Integrated Training and Resources Administrative Subsystem (NITRAS). Focuses on areas of administrative or processing delays, including security discrepancies, and provides corrective action.

T11 AUTOMATIC DATA PROCESSING

- a. Serves as advisor to the CNTC/Chief of Staff on Management Information Systems (MIS). Prepares documentation and maintains MIS Life Cycle Management (LCM) to maximize resource utilization of equipment. Initiates procurement documents and specifications for computer systems and communication networks throughout the command. Establishes requirements for and approves/disapproves Abbreviated System Decision Papers (ASDPs) for NTC and subordinate commands.
- b. Serves as the ADP Security Officer (ADPSO) for the Naval Training Center. Coordinates the network of ADP System Security Officers (ADPSSOs) for the command.
- c. Serves as the primary Bldg 1 Local Area Network (LAN) and Electronic Mail (E-Mail) administrator. Provides secondary administration support to other NTC and subordinate command LAN Administrators. Provides technical services including application and programming support and equipment maintenance.

T12 BASE VISUAL INFORMATION SERVICES ACTIVITY (BVISA) DIVISION

- a. Provides central management of audiovisual resources and services to CNET activities in the Great Lakes area.

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- b. Translates technical information into a visual format.
- c. Advises customers of media requirements and alternatives.
- d. Prepares illustrations and graphics for guidebooks, work manuals and other publications.
- e. Develops detailed charts and illustrations to specifications from rough sketches.
- f. Operates graphic arts tools and equipment, including computers.
- g. Provides finished art work for printed page materials, transparencies, 35mm slides and chart duplication, and modifications to art work in the various phases and types of media development.
- h. Photographs subjects on location and in the studio. Processes black and white and color transparency films and paper.
- i. Maintains and repairs audiovisual equipment for activities supported.
- j. Provides clerical and supply support services.

T13 SURFACE TRAINING EVALUATOR

- a. Provides professional guidance and assistance in the development of training curriculum, standards, methods and materials, as required.
- b. Provides professional guidance and assistance to evaluation efforts to determine effectiveness of training, as required.
- c. Provides professional guidance and assistance in the internal development of group-paced and self-paced instructional materials.
- d. Manages and provides technical, professional and administrative policy guidance and direction to military and civilian personnel assigned.
- e. Evaluates training effectiveness.
- f. Evaluates pipeline training issues.
- g. Coordinates student pipeline functions between subordinate commands. Ensures that

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controls and procedures are established for the maintenance of school capacity. Monitors and coordinates management of students through the training continuum at NTC. Maintains liaison with SERVSCOLCOM, PERSUPPACT, NAVHOSP, NAVDENCEN AND TRANSITPERSU training program coordinators and higher authorities, as required.

h. Collects, compiles, verifies, analyzes and interprets data to aid in training coordination and other NTC needs, determining the character and volume of data required for each situation.

T14 RECRUIT & BMTC TRAINING EVALUATOR

a. Provides professional guidance and assistance in the development of training curriculum, standards, methods and materials, as required.

b. Provides professional guidance and assistance to evaluation efforts to determine effectiveness of training, as required.

c. Provides professional guidance and assistance in the internal development of group-paced and self-paced instructional materials.

d. Manages and provides technical, professional and administrative policy guidance and direction to military and civilian personnel assigned.

e. Evaluates training effectiveness.

f. Evaluates pipeline training issues.

g. Coordinates student pipeline functions between subordinate commands. Ensures that controls and procedures are established for the maintenance of school capacity. Monitors and coordinates management of recruits through the training continuum at NTC. Maintains liaison with NAVCRUITCOM, PERSUPPACT, NAVHOSP, NAVDENCEN and TRANSITPERSU training program coordinators and higher authorities, as required.

h. Collects, compiles, verifies, analyzes and interprets data to aid in training coordination and other NTC needs, determining the character and volume of data required for each situation.

ASSISTANT CHIEF OF STAFF - Training Operations

CODE: T2

Basic Function. Provides initial issue of uniform items to newly arrived recruits and food service support to all NTC tenant commands (less Naval Hospital Food Service).

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Responsibility. Plan and directs service and clothing support to assigned activities.

T21 FOOD SERVICE DEPARTMENT

- a. Controls and monitors all aspects of galley operations dealing with ration credits, financial reporting, inventory control, safety, sanitation, equipment readiness, and intra-divisional personnel assignments.
- b. Administers and operates all NTC Complex galley operations (less NAVHOSP and its tenant activities).
- c. Provides professional, on-the-job, and military training to all personnel assigned to the Food Service Department.
- d. Provides for the procurement and maintenance of provisions, equipment and materials utilized within the Department.

T211 HASCALL HALL (GALLEY 928)

- a. Coordinates and monitors the daily operations of Hascall Hall, Galley 928.
- b. Maintains the effective and efficient operation and management of Hascall Hall and associated spaces. Monitors the completion of Work Requests and Emergency Service Authorizations (ESA).
- c. Ensures that equipment and galley gear are kept at maximum efficiency and that food quality meets health and sanitation standards.
- d. Maintains records of receipt, inventory and expenditures of provisions.
- e. Maintains locks and key security for assigned Group II spaces.
- f. Provides meals to NAVBRIG, RTC Dispensary.

T212 GRISHOLM HALL (GALLEY 1128)

- a. Coordinates and monitors the daily operations of Grisholm Hall, Galley 1128.
- b. Maintains the effective and efficient operation and management of Grisholm Hall and associated spaces. Monitors the completion of Work Requests and Emergency Service Authorizations (EPA).

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- c. Ensures that equipment and galley gear are kept at maximum efficiency and that food quality meets health and sanitation standards.
- d. Maintains records of receipt, inventory and expenditures of provisions.
- e. Maintains locks and key security for assigned Group II spaces.
- f. Provides meals to the NAVBRIG, RTC Dispensary.
- g. Prepares box and sack lunches for military personnel.

T213 OUELLET HALL (GALLEY 535)

- a. Coordinates and monitors the daily operations of Ouellet Hall, Galley 535. Provides meals to SSC students and staff.
- b. Maintains the effective and efficient operation and management of Ouellet Hall and associated spaces. Monitors the completion of Work Requests and Emergency Service Authorizations (EPA).
- c. Ensures that equipment and galley gear are kept at maximum efficiency and that food quality meets health and sanitation standards.
- d. Maintains records of receipt, inventory and expenditures of provisions.
- e. Maintains locks and key security for assigned Group II spaces.
- f. Monitors short order cooking functions and bag lunch preparation by civilian contract personnel.

T214 PROVISIONS WAREHOUSE

- a. Maintains records and reports for receipt and issue of provisions to the galleys, record of receipts and expenditures, formal and informal surveys of, invoices, inventory adjustments, inventories, reconciliation of provisions.
- b. Coordinates the delivery of provisions to the Provisions Warehouse and galleys.
- c. Maintains key and lock security for assigned spaces.
- d. Conducts routine inventories of all provisions not issued to the galleys. Coordinates any inventory adjustments with the Accounting Division.

e. Coordinates and monitors requisitioning, receipt, and expenditures of bread, milk, and fresh fruits and vegetables.

T215 ACCOUNTING DIVISION

a. Coordinates requisitioning, receipt, and expenditures of subsistence items.

b. Posts Food Service Department receipts and issue documents, including maintenance of cash collection accounts for the sale of meals.

c. Prepares monthly and quarterly subsistence returns for submission to Navy Supply Systems Command, Washington, D.C.

d. Controls records and reports, including receipts and issues to the galleys, sale of meals, record of receipts and expenditures, formal and informal surveys, invoices, inventory adjustments, inventories, reconciliation of provisions, and meal signature head count sheets.

T216 TRAINING DIVISION

a. Coordinates, conducts and documents professional, on-the-job (OJT), and general military training (GMT) training for divisional staff.

b. Maintains current physical examinations for all food service personnel.

c. Performs Career Counseling functions for the Food Service Department. Coordinates "Welcome Aboard" information and indoctrination of new personnel.

T217 OPTAR AND PROCUREMENT DIVISION

a. Prepares and submits selected Food Service financial reports.

b. Maintains the Food Service Department's local OPTAR. Prepares and submits all financial reports relating to operating funds.

c. Maintains a technical library for Food Service Department personnel.

d. Requisitions and procures consumables, repair parts, equipment, and services. Monitors requisition status, initiates follow-ups, expedites acquisition and/or delivery of critical items, posts receipts, and issues equipment.

e. Maintains consumable stock records.

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f. Monitors Emergency Service Authorizations (ESA) and Planned Maintenance Systems (PMS) expenditures. Monitors completion of Work Requests and ESAs.

T218 FOOD SERVICE ADMIN DIVISION

a. Coordinates preparation of military evaluations for the Food Service Department. Ensures entry of correct information and proper dissemination of evaluation input forms to individuals and service records.

b. Receives, files, and routes correspondence and instructions for the Food Service Department. Prepares correspondence and initiates administrative actions for Food Service Department personnel. Retains required letters of authority and publications.

c. Coordinates and schedules the activities of the Food Service Officer. Answers questions concerning the Food Service operation and forwards all requests for specific information to the cognizant branch.

d. Distributes mail and other correspondence to all divisions of the Food Service Department.

T22 CLOTHING DEPARTMENT

a. Provides for initial issue of uniform items to new recruits.

b. Directs administration and operation of all Clothing Department divisions.

c. Ensures that uniform clothing items are available to fulfill issue requirements as needed.

d. Maintains inventory of uniform clothing items and all records and reports pertaining thereto.

e. Provides for the physical security and safekeeping of all stock, equipment, materials, and buildings used by the department.

f. Ensures proper reporting of all sales transactions including recruit, Other Service Veterans, and Navy Veterans issues.

g. Receives and reports new uniform items returned from various activities for credit.

h. Provides professional, on-the-job, and military training to personnel assigned to the Clothing Department.

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T221 RECRUIT ISSUE DIVISION

- a. Issues seabag items to recruits.
- b. Maintains the overall effective and efficient operation and management of a Recruit Clothing Issue Line, Building 1312.

T222 STOCK CONTROL DIVISION

- a. Maintains stock levels through established order procedures and adjusts levels to provide for seasonal demands and forecasted trends.
- b. Generates replenishments based on weekly inventories and recruit demand.
- c. Ensures the proper warehousing of clothing stock received for issue.
- d. Receipts for, handles, and stows incoming stock.
- e. Directs and monitors the operational status of equipment and materiel utilized within the warehouse and issue line.

ASSISTANT CHIEF OF STAFF-Management Information Systems
CODE: T3

Basic Function. Serves as the principal advisor to Commander, Naval Training Center for management information systems to include expansion of existing systems and development of new systems in support of training.

Responsibilities.

- a. Directs the operation and management of Naval Education and Training Program Management Support Activity (NETPMSA) Customer Service Center (CSC). Plans, directs and coordinates activities related to the acquisition, installation, implementation and control of Management Information Systems (MIS) resources, data communications networks, computer hardware and related software on designated information systems and provides broad-based information technology support to NTC and subordinate commands.
- b. Identifies and defines major MIS strategic and long range goals, objectives and requirements for NTC and coordinates inputs with NETPMSA and CNET. Ensures the necessary MIS resources are planned, programmed and budgeted to meet the goals and objectives of CNTC.

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- c. Conducts ongoing assessments of current and new technologies related to hardware, software and data communications to determine the most effective means to support the management of training.
- d. Implements NAVEDTRACOM standards, policies and procedures which ensure compatibility, and interoperability between systems and networks. Provides configuration management for local area networks (LANs), metropolitan area networks (MANs), corporate databases for standard MISs and command enterprise electronic mail.
- e. Provides electronic mail training for post office administrators and endusers located in the Great Lakes Naval Complex. Provides training for standard MISs.
- f. Coordinates implementation of Defense Messaging System at NTC Great Lakes.
- g. Supports the definition, design and development of standard MISs. Provides definition of local functional requirements for standard systems, monitors systems performance and coordinates resolution of system problems between users at NTC and the Central Design Activity at NETPMSA Pensacola.
- h. Provides technical support and coordination for integration of systems and networks.
- i. Provides operations support for standard MISs to include installation and maintenance of workstations and peripherals, administration of corporate database servers and installation of LANs and MANs.
- j. Performs acceptance testing, evaluation, and certification of hardware, software, and networks related to standard MISs.
- k. Provides on-site assistance for microcomputers to include set up, maintenance and repair functions for NTC and subordinate commands.
- l. Coordinates base-wide telecommunications requirements with the Base Telephone Branch and the NTC comptroller.

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SECTION IV

CHIEF OF STAFF Operations

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CHIEF OF STAFF - Operations

CODE: N01

Responsible for supervising and coordinating the work of the Staff and shall be kept informed on all matters pertaining to work. Responsible for the performance of those duties assigned to them by the commander and shall advise on all matters pertaining thereto.

COMMAND CAREER COUNSELOR

CODE: N01C

Primary advisor for the command's career information program management. The program includes:

- a. Discussing individual goals, job satisfaction, and military life with enlisted personnel.
- b. Advising the Commander on policies and regulations related to Navy career planning matters.
- c. Utilizing various media, (e.g., Plan of the Day notes, General Military Training (GMT) sessions, Great Lakes Bulletin, etc.) to ensure that all personnel are kept informed of matters relating to career retention.

COMMAND EVALUATION

CODE: N01F

Conducts audits, studies, analyses, or evaluation of the command or activity operations. In-house audit method (directed by the Commander/Commanding Officer) used to detect deficiencies, improprieties, or inefficiencies, and is intended to provide recommendations to correct conditions that adversely impact mission accomplishment, command integrity, or economical use of command resources. Command Evaluation:

- a. Develops fully documented audits and presents findings and recommendations to the Commander via the Chief of Staff, Operations.
- b. Conducts audits and investigations to eliminate fraud, waste and abuse at the Naval Training Center.
- c. Monitors audit findings by outside agencies to ensure adequate and timely compliance within the Naval Training Center.

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- d. Provides local audit functions within the Naval Training Center and component commands.
- e. Coordinates all visits for the command with external audit agencies (e.g. GAO, DOD IG and Naval Audit Service.)
- f. Administers the local NTC Hotline Program.

DRUG AND ALCOHOL PROGRAM ADVISOR
CODE: N01D

- a. Principle advisor to the Commander on the Drug and Alcohol Program. Advises NTC subordinate commanding officers on the administration of their respective Drug and Alcohol Programs.
- b. Reviews all subordinate commands' Drug and Alcohol programs semi-annually, ensuring that each command's Drug and Alcohol Program Advisor is adhering to Navy policies and responsibilities.
- c. Coordinates training of Drug and Alcohol Program Advisors. Conducts and co-chairs the monthly meetings of Drug and Alcohol Program Advisors.
- d. Collects and compiles data from component commands and submits data as required.
- e. Monitors NTC and subordinate commands' urinalysis collection and processing procedures.
- f. Maintains liaison with other Drug and Alcohol Program Advisors in the Great Lakes area.
- g. Conducts administrative screening of identified NTC drug and alcohol abusers to determine whether they require referral to Level II for clinical screening and evaluations. Recommends referral, where needed, to the Commander.
- h. Assists in monitoring, as required, members who return to the NTC or subordinate commands following completion of Level II and III programs, based on the recommendations of the counseling or rehabilitation facility.
- i. Coordinates the conduct of Level I Drug Alcohol awareness education and other drug and alcohol abuse prevention training programs for NTC and complex commands.
- j. Serves as the NTC self-referral procedure agent.

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k. Coordinates meetings of the NTC Drug and Alcohol Advisory Council, ensuring maximum subordinate command attendance and preparing a timely agenda for CNTC approval.

ASSISTANT CHIEF OF STAFF - Public Affairs and Community Relations
CODE: N1

Basic Function.

Conducts a program of public information, internal information, media relations and community relations concerning the official activities of assigned personnel to gain respect and cooperation of the general public, community, and industry for the Navy.

Responsibilities and Authority.

- a. Serves as principal advisor to the Commander on matters pertaining to public information on Navy related incidents.
- b. Serves as the Commander's direct representative and primary point of contact for transmission of information to the news media.
- c. Coordinates the assembly and release of newsworthy material to the media, reviewing this material for security, form and effect on public opinion.
- d. Directs a public affairs program in accordance with CNET policy directives to disseminate information concerning the official activities and personnel of the Naval Training center of interest to general public and service personnel.
- e. Maintains liaison with CHINFO, CNET and the public information staffs of other Armed Forces in the area.
- f. Promotes favorable relations with the press and general public.
- g. Presents naval and/or DOD policy and information to the civilian press.
- h. Secures official answers and supplies information in response to Public Affairs related Congressional, White House, and Secretary of the Navy inquiries.
- i. Arranges news media interviews, making necessary logistical arrangements with media representatives.
- j. Provides news coverage of special events by providing articles for release to Navy and DOD media.

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k. Recommends speaking engagements that merit CNTC acceptance. Drafts speeches for the Commander or Chief of Staff for speaking engagements.

l. Coordinates public affairs matters arising from the Commander's capacity as Regional Area Coordinator.

m. Establishes and maintains effective working relationships with local groups and organizations, both military and civilian, as well as with representatives of national organizations including professional educational groups, the Navy League, patriotic organizations such as the Veterans of Foreign Wars, and others.

n. Oversees the off-base scheduling of engagements of Naval Training Center performing units; Navy participation in community events, and all requests for military funerals within a 50 mile radius of Great Lakes.

o. Assesses and recommends the suitability of Navy involvement in and/or support of community events.

p. Oversees preparation of weekly base newspaper.

q. Oversees staffing, management and programming of base cable television station.

ASSISTANT CHIEF OF STAFF - Supply and Logistics
CODE: N2

Basic Function.

Provides logistical support through requirements determination, procurement, receipt, storage, issue, shipment, and disposal of material, equipment, and personal property, and operation of postal facilities.

Responsibilities.

a. Provides for material support and services as the major source of supply for Navy and other DOD activities at Great Lakes and assigned Midwestern support areas.

b. Provides a central area for contracting/purchasing activity.

c. Provide for bulk recruit clothing support for Recruit Training Command, via the Training Operations Department.

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d. Operates a SERVMART and HAZMART for NTC Complex activities including NAVHOSP and its tenant commands, Veterans' Administration Hospital North Chicago, and various Coast Guard and Naval/Marine Corps activities located in the area.

e. Provides clothing support via mail-out sales to nationwide NROTC and NJROTC school, Maritime Academy students, and Sea Cadets/Sea Scouts.

f. Provides for the processing of incoming and outgoing personal effects and household goods.

g. Plans and directs supply support to assigned activities.

h. Provides for inventory control and security of all stock, consumables, clothing and general supplies maintained in four general-purpose warehouses.

i. Develops and maintains an inventory accuracy program.

j. Accomplishes the Consolidated Shorebased Allowance List (COSBAL) support function for SERVSCOLCOM.

k. Provides purchasing/contracting services to the Great Lakes area as well as fourteen Midwestern states.

l. Provides all training, testing, and maintenance of material handling equipment located on the Naval Training Center Complex.

m. Provides for daily U.S. and guard mail deliveries to NTC commands serviced by NTC and directory services.

N2A DEPUTY ASSISTANT CHIEF OF STAFF FOR SUPPLY AND LOGISTICS (N2A)

a. Assists the ACOS in the administration and performance of all duties, and performs as ACOS in the incumbent's absence.

N2A1 ADP SUPPORT DEPARTMENT (N2A1)

a. Performs Automated Data Processing (ADP) functions associated with the Local Area Network (LAN) and other microcomputer systems supporting the organization.

b. Acts as the ADP Site Security Officer (ADPSSO) for the Supply and Logistics Department.

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c. Monitors ADP requirements for all divisions of the Supply and Logistics Department.

d. Installs, removes, modifies, and realigns ADP equipment and software as required, to fully support Supply and Logistics Department mission requirements. Troubleshoots ADP equipment and software as requested by Supply and Logistics Department Division Officers.

e. Develops, implements, and supports internal management control procedures in accordance with Department of the Navy (DON) and NTC ADP guidelines for the Supply and Logistics Department, to optimize mission readiness as determined by the Deputy Assistant Chief of Staff for Supply and Logistics.

f. Prepares technical inputs relative to the maintenance of ADP and LAN systems.

N21 ADMINISTRATIVE DEPARTMENT

a. Provide general administrative services in support of the Supply and Logistics Department including financial and manpower reporting.

b. Administers Department operating funds and maintains related funding records.

c. Directs administrative and manpower management support for enlisted and civilian personnel.

d. Directs procurement and maintenance and upkeep of spaces in Building 3200 and the surrounding grounds.

e. Administers janitorial/minor maintenance and upkeep of spaces in Building 3200 and the surrounding grounds.

f. Receives and distributes departmental and Building 3200 tenant mail.

g. Receives and distributes message traffic via manual and electronic (LAN) means.

h. Coordinates and control departmental reproduction services.

i. Processes and monitors requests for Emergency Service Authorizations and Work Requests for repairs and renovation of all Supply and Logistics Department buildings.

j. Coordinates and prepares the departmental command history.

k. Coordinates, schedules and completes documentation for departmental training.

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1. Maintains official and unofficial bulletin boards.

N22 WAREHOUSE TRANSPORTATION DEPARTMENT

- a. Serves as the Contracting Officers Representative for warehousing operations performed by a Commercial Activities (CA) contractor.
- b. Administers the Inventory Accuracy Program.
- c. Supervises traffic management services and serves as Transportation Officer.
- d. Monitors the receiving, storage, warehousing, inventorying, packing, crating, delivery, material handling equipment maintenance/repair, fuel dispensing, and SERVMART/HAZMART operations performed by the warehouse contractor.

N221 CONTRACT MONITORING DIVISION

- a. Establishes surveillance procedures and reporting requirements to ensure an effective and systemic review of the warehouse contractor's performance.
- b. Plans, analyzes and evaluates distribution facilities, storage space, material movement methods, and mechanized systems for existing warehouse and planned requirements.

N222 INVENTORY/QUALITY ASSURANCE AND RECEIPT CONTROL DIVISION

- a. Processes receipts for all stock material from both Defense Depots and locally purchased materials and services.
- b. Provides for certification of invoices for payment.
- c. Reviews and resolves overage/shortage and damaged material discrepancies. Prepares Report of Discrepancies (RODs) and Transportation Discrepancy Reports (TDRs).
- d. Prepares inspection/receiving reports.
- e. Establishes material inventory procedures and schedules inventories in accordance with criteria prescribed by Naval Supply Systems Command.
- f. Conducts quality audits to determine need for improvement in operating procedures.

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g. Analyzes material inventory data and conducts necessary investigations to reconcile discrepancies. Prepares material and conducts unannounced random inventories.

N223 TRAFFIC DIVISION

a. Controls the movement of inbound and outbound cargo, including the preparation and processing of supporting documentation (Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), freight bill).

b. Provides for traffic management services including receiving, inspecting, documenting (CBL, GBL), and shipment for all activities in the NTC Complex including NAVHOSP and its tenant activities.

c. Provides traffic management services for regional DOD activities including GBL preparation and rate information.

d. Maintains due-in files and posting of proof of delivery.

e. Establishes and maintains the contract, Government Bill Lading, proof of shipment, due-in orders and related correspondence files.

N224 CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM/HAZMART DIVISION

a. Consolidates Hazardous Material (HM) presently held in various base-wide work centers.

b. Reduces "stockpiling" of HM by establishing a seven day authorized use list (AUL) for the work centers.

c. Reduces operational costs associated with procurement of HM and disposal of Hazardous Waste (HW).

d. Reduces the overall quantity and range of material without degradation to NTC Complex.

N23 PURCHASING DEPARTMENT

a. Provides purchase services for a 14 state mid-western area.

b. Plans and performs acquisition functions for supplies and services with \$100,000 limitation on sealed bid and negotiated contracts and \$50,000 on Federal Information

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Processing (FIP) procurements.

c. Provides for contract administration functions to the extent not otherwise delegated or assigned to Defense Contract Management Command (DCMC) offices for specific activities in the Midwestern states of Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin and Wyoming.

d. Provides for the acquisition of supplies and services within the authority of the activity by sealed bid procedures, negotiation or small purchase methods.

e. Provides for the ordering of supplies and services from Federal Supply Schedules and other Interdepartmental Indefinite Quantity Type contracts.

f. Provides for the issuance of Blanket Purchase Agreements to qualified suppliers for use by various commands with limited purchasing authority.

g. Provides for the performance of contract administration functions unless specifically delegated to DCMC offices.

h. Pursues installation and use of ADP-related enhancements to maximize purchasing efficiency.

N231 CONTRACT DIVISION

a. Performs acquisition functions for supplies and services up to \$100,000.

b. Completes the full procurement cycle from receipt of purchase request to contract award for purchases over \$50,000.

c. Reviews purchase request documents for completeness and clarity of purchase description/specifications.

d. Determines the most appropriate method of procurement consistent with current procurement regulations.

e. Prepares Invitation for Bid, Requests for Proposal and Requests for Quotation when required.

f. Convenes the Appropriated Fund (AF) Contract Review Board when required. Serves as member of the Non-Appropriated Fund (NAF) Board.

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g. Performs contract administration functions unless specifically delegated to DCMC offices.

h. Functions as Agency program coordinator for Governmentwide Commercial Purchase Card program.

N232 PURCHASING DIVISION

a. Completes the full procurement cycle from receipt of purchase request to award of purchase order for purchase up to \$100,000.

b. Reviews request documents for completeness and clarity of purchase description/specifications.

c. Determines the most appropriate method of procurement consistent with current procurement regulations.

d. Functions as approving official for Governmentwide Commercial Purchase Card program.

e. Performs contract administration functions.

N233 CUSTOMER SUPPORT DIVISION

a. Performs screening and distribution to the procurement agents of all the non-standard stock requisitions received in the Purchase Division.

b. Performs requisition tracking and provides status to customers.

c. Performs preparation of procurement documents.

d. Performs distribution of all procurement documents.

e. Sends bidders application to vendors and inputs returned applications into the system.

N234 CUSTOMER SERVICES DIVISION

a. Screens all standard and non-standard requisitions and provide technical research support to all customers.

b. Provides for the performance of research operations to identify material on inbound

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shipments not otherwise identifiable.

- c. Serves as liaison between the contractor/customer on late deliveries.
- d. Ensures the receipt, reviewing and processing of issue request documents.
- e. Determines internal handling for request documents to meet requirements.
- f. Services as initial contact point for customer on material and service requirements.
- g. Provides status information on customer requests.
- h. Maintains records of supply documents and requisition history and status files.
- i. Screens all non-standard purchase requisitions.
- j. Processes all pricing challenges through the Buy Our Spares Smart program.
- k. Screens all turn-in documents for material turned into Defense Reutilization Marketing Officer to include demilitarization, precious metals recovery, and Depot Level Repairables (DLR).

N24 LOGISTICS SYSTEMS DEPARTMENT

- a. Oversees all aspects of logistics support for NTC, tenant commands, and 14 Midwestern states, including replenishment, requisition processing and records maintenance functions. The scope of items managed includes uniform items for male and female recruits, NROTC and worldwide NJROTC; consumable, SERVMART, HAZMART, general office supplies, Consolidated Shore-Based Allowance List (COSBAL) repairables/spare parts for Service School Command, and worldwide spare parts support through Virtual Master Stock Inventory Record/Disk Oriented Supply System Visible Inventory System (VMSIR/DOSSVIS).
- b. Responsible for development, design, execution and monitoring all Logistics ADP systems supporting the above functions. Provides for supply system analysis as it relates to line items managed, levels maintained, and compliance with higher authority.
- c. Administers an annual ADP budget in support of the Disk Oriented Supply System (DOSS) which processes the inventory control, physical inventory, and financial management programs.
- d. Provides advisory service on policy, to the Deputy Assistant Chief of Staff for

Supply and Logistics and other high level officials in different chains of command, to resolve supply problems and system design questions.

N24A ASSISTANT LOGISTICS SYSTEMS OFFICER

- a. Plans, implements and performs all operations necessary to determine material requirements.
- b. Manages inventories of assigned material, controls material receipts, conducts procurement operations as assigned, processes issue documents and compiles associated data.
- c. Provides the central supply point for Recruit Issue, all NROTC and NJROTC clothing and organizational items.
- d. Serves as liaison between the Supply and Logistics Department, supported activities, and other supply points.
- e. Provides technical and associated supply support to end use customers.
- f. Budgets for and maintains control of allotted Defense Business Operations Fund (DBOF) for Budget Projects (BP) 28 and 38.

N241 INVENTORY MANAGEMENT DIVISION

- a. Provides for the issue and replenishment of clothing, consumables, and repairable inventory stocks.
- b. Ensures the required levels of stock are properly maintained for clothing, consumables, and repairable stock items.
- c. Maintains stock records and processes supply documents.
- d. Prepares procurement documents for supply materials.
- e. Initiates action to dispose of excess stock.
- f. Compiles various data required to control stock levels and to monitor supply effectiveness.
- g. Provides research operations to identify material not otherwise identifiable.

N242 SYSTEMS DIVISION

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a. Develops/promotes immediate and long range plans covering all Supply and Logistics Department operations. Maintains the Disk Oriented Supply System (DOSS) and other locally developed department ADP applications and assists in developing long range programs for improving utilization of data processing equipment. Serves as a link between ADP and operations. Provides issue document and ADP product control.

b. Provides analysis and evaluation of the effectiveness of work methods, information systems, manpower utilization and organization of the Supply and Logistics Department to perform mission assignments and compliance with directives of the Supply and Logistics Department and higher authority.

c. Conducts studies, provides required analysis, develops alternatives and recommends adoption of integrated material and information processing procedures and control systems within the Supply and Logistics Department.

d. Develops system design proposals, program specifications, program testing, computer operations and input/output control. Provides cost benefit analysis of automated and semi-automated system solutions, defines system structure and data requirements and prescribes data collection, organization and output.

e. Initiates requests for data processing services and maintains a record of all project requests for ADP applications.

f. Prepares detailed flow charts for local unique application and converts diagrams to coded instructions when necessary. Coordinates implementation and testing of local programs.

g. Develops input test data and audits results of computer test and production runs. Recommends revisions to programs and provides coordination of system changes to include procedure revision and personnel training.

h. Provides for monitoring of computer system performance and initiates corrective action when necessary.

N25 PERSONAL PROPERTY DEPARTMENT

a. Provides for the processing of outgoing/incoming personal effects and household goods for authorized personnel, including the inspection, shipment, storage, delivery and claims.

b. Provides professional and technical service to military and government civilian personnel moving into and out of the designated counties in the three states of Illinois, Indiana, and Wisconsin.

- c. Ensures moving services are in accordance with Department of Defense requirements.
- d. Ensures member entitlements are protected.
- e. Responsible for preparation, coordination and submission of Personal Property Office Division budget and administrates funds when allocated.
- f. Responsible for providing requirements and technical assistance of packing, containerization and local drayage of personal property shipments for submission to contract procurement office.

N25A ASSISTANT PERSONAL PROPERTY OFFICER

- a. Assists the Personal Property Officer in the processing of outgoing/incoming personal effects and household goods for authorized personnel, including the inspection, shipment, storage delivery and claims.
- b. Assists the Personal Property Officer in providing technical service to military and government civilian personnel moving into and out of the designated area of responsibility. Acts for the Personal Property Officer in their absence.
- c. Directs the day-to-day operations of the Shipment Planning, Quality Assurance, Entitlements and Claim Branches.
- d. Assists the Personal Property Officer in providing requirements and technical assistance for contracts and budget submission.

N25A1 SUPERVISORY TRANSPORTATION ASSISTANT

- a. Serves as the supervisor of the Inbound/Outbound Entitlements section, the Non-temporary Storage section, and the Billing section.
- b. Assists the Assistant Personal Property Officer and Personal Property Officer in the day-to-day processing of incoming/outgoing personal effects and household goods.

N251 ENTITLEMENTS DIVISION

(1) OUTBOUND

- a. Reviews members orders for accounting data and authority.

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- b. Processes all outbound documentation.
- c. Conducts interviews with members of all branches of service, including Coast Guard and DOD civilians concerning their entitlements.
- d. Prepares and processes applications for outgoing, Do-It-Yourself, and Non-temporary storage shipments for all personnel.
- e. Reviews and processes all outgoing shipment applications received from other Personal Property Offices worldwide.
- f. Prepares and accomplishes service orders, open purchase requests, storage notification letters, messages, and household goods information letters.
- g. Processes contractors invoices for pack/crate, intra-city, and non-temporary storage of services rendered.
- h. Books Inter-City/Inter-Area contract moves.
- i. Inputs/extracts all pertinent data into Transportation Operational Personal Property System (TOPS) computer.

(2) INBOUND

- a. Responsible for processing advance documents and receipt of incoming shipments of household goods, personal effects, mobile homes, and boats.
- b. Reviews documents, acts as liaison between member and warehouse by clearing shipments arriving in our area of responsibility for delivery or placing in a government approved storage facility.
- c. Prepares storage extension letters, advises member of entitlements concerning storage and delivery. Prepares and certifies documents for payment and services performed.
- d. Inputs/extracts all pertinent data into the (TOPS) computer.

N252 SHIPMENT PLANNING DIVISION

- a. Plans and books shipments and maintains tonnage records.
- b. Maintains the Tonnage Distribution Records.
- c. Books, clears, and prepares Transportation Control Movement documents for containerized shipments.

- d. Makes cost comparisons and advises the Transportation Officer of rate changes.
- e. Prepares and accomplishes Government Bills of Lading, diversion certificates and certifies documents for accessorial services performed.
- f. Extracts pertinent shipment data to create and print required documents from TOPS computer system.

N253 QUALITY ASSURANCE DIVISION

- a. Evaluates and grades carrier performance.
- b. Reviews carrier letters of intent, maintaining carrier/agency files and maintains office records for the other Personal Property Branches.
- c. Inspects and evaluates carrier equipment and warehouses.
- d. Prepares, scores, and reviews carrier evaluation reports.
- e. Prepares reports, letters of warning/suspension and reviews carrier performance.
- f. Inputs/extracts pertinent data into TOPS computer.

N254 CLAIMS DIVISION

- a. Processes Navy/Marine Corps damage claims.
- b. Dispatch all DD1840/1840R's (Notice of Loss and Damage) to carriers.
- c. Assembles and investigates claims for loss and or damage to household goods, mobile homes, boats, personal effects and automobile shipments.

N26 POSTAL SERVICES DEPARTMENT

- a. Provides for the delivery and collection of U. S. Mail to commands serviced by NTC.
- b. Provides for the delivery and collection of Guard mail to commands serviced by NTC.
- c. Performs inspections of all mail rooms maintained by commands serviced by NTC.
- d. Conducts examinations and appoints Mail Room orderlies.
- e. Provides mail directory service.

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- f. Maintains accurate statistical reports required by current postal regulations.

ASSISTANT CHIEF OF STAFF - Base Operations
CODE: N3

Basic Function. To review processes in the areas of security, safety, administrative support, confinement facility, minor facility repairs and disaster preparedness for continual improvement, mission support and customer satisfaction.

Responsibilities.

- a. Protects against unlawful entry, sabotage, espionage, theft and other covert acts; enforces internal police regulations, investigates crimes; maintains liaison with Federal, State and local law enforcement agencies. Provides fire protection for installation.
- b. Provides general administrative services for the command; operates the centralized portion of mail, file, correspondence, directives, duplicating, and messenger services; exercises technical coordination of such systems and services. Provides military personnel services and conducts liaison with servicing Personnel Support Activity Detachment (PSD).
- c. Plans, coordinates, and administers an aggressive, continuing activity/command accident prevention program and advises commanding officer and departments on safety and health matters that may affect the command's mission capability. The broad spectrum of duties includes the review, evaluation, and inspection of all operations, procedures, equipment and facilities, the development of corrective measures, and the provision of diverse programs designed to ensure efficient operations management, and compliance with pertinent safety and health standards.
- d. To maintain and operate the Navy Brig as a place of confinement in accordance with policies and directives issued by the Secretary of the Navy and perform such other functions and tasks as directed by higher authority.
- e. Coordinates and assists in the planning, development and administration of disaster preparedness.
- f. Assists Commander by coordinating formulation of and preparation of plans, policies and studies.

N31 SECURITY DEPARTMENT

- a. Principle advisor to the Commander on the overall installation law enforcement and physical security programs. Provides recommendations for physical security and loss prevention improvement to the Commander.

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- b. Acts as Commander's primary staff advisor during any security situation; plans, coordinates, and implements procedures for situation management.
- c. Manages the command's physical security, anti-terrorism and loss prevention programs (including the MLSR program). Provides for the development and maintenance of comprehensive physical security instructions and regulations.
- d. Provides security protection and law enforcement functions for the NTC complex.
- e. Provides for the coordination and training of Auxiliary Security Force and consolidated security force personnel.
- f. Determines, in conjunction with the Center Judge Advocate and Staff Civil Engineer, legal legislative jurisdiction of all areas, including maintenance of an installation map depicting previous jurisdictional boundaries.
- g. Develops and maintains the personnel identification and access control system(s).
- h. Coordinates and provides for security requirements of tenant activities, as required.
- i. Maintains liaison with federal and civil agencies, host county officials or military activities concerning mutual security responsibilities and with Federal Investigative Agencies, local Naval Criminal Investigative Service Components, state and local law enforcement agencies.
- j. Operates and maintains all fire stations, apparatus, fire alarms, communications, and dispatching systems.
- k. Provides for the inspection of all buildings of the NTC Complex including NAVHOSP, its tenant activities, and the Veterans Administration (VA) Medical Center, North Chicago, Illinois for the elimination of fire hazards, adequacy and proper marking of fire exits, compliance with center fire safety regulations and recreational facilities on board the center.
- l. Ensures the performance of all fire protection tasks for the NTC Complex including NAVHOSP, its tenant activities and the VA Medical Center.
- m. Provides for center-wide emergency switchboard service for response to fire, police and/or ambulance emergencies.
- n. Responds to all working fires, major disasters, explosions, deaths caused by fires or explosions and major property losses.
- o. Ensures completion of all phases of required training of all assigned personnel.

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N311 CHIEF OF POLICE

- a. Provides law enforcement and police protection for the NTC complex.
- b. Provides oversight for all aspects of the Security Division.
- c. Establishes and maintains liaison with local law enforcement agencies.
- d. Establishes and maintains firearms registration services.
- e. Provides police and internal security for the NTC housing areas.
- f. Provides continuity of knowledge and decision making in the field of law enforcement to department members as well as members of other NTC activities.
- g. Develops long and short range plans and procedures to achieve the requirements of applicable directives and command requirements.
- h. Disseminates policy changes throughout the NTC regarding safety and security requirements.
- i. Remains informed of general law enforcement policies, including changes as they occur.

N3111 OPERATIONS BRANCH

- a. Provides for the safe and efficient execution of Security Branch operations.
- b. Provides physical security and loss prevention services.
- c. Provides training of personnel assigned to the Police Branch.
- d. Provides for the control and regulation of pedestrian and vehicular traffic entering and leaving the NTC complex.
- e. Administers and operates an armory and ammunition handling and storage facilities.
- f. Manages, plans, implements and directs the Auxiliary Security Force.
- g. Ensures NTC is sufficiently patrolled and its personnel protected.

N3112 SENTRY BRANCH

- a. Provides for the control and regulation of pedestrian and vehicular traffic entering

and leaving the NTC complex.

- b. Controls entry and departure of pedestrian and vehicular traffic.
- c. Maintains continued traffic flow.
- d. Maintains the Access and Information Desk.
- e. Provides for prisoner transportation, when needed.
- f. Provides the manpower for the Military Liaison Petty Officer.

N3113 ADMINISTRATIVE BRANCH

- a. Supervises all areas of administrative support provided to the Security and Firefighting Division.
- b. Directs administrative support for enlisted military as well as civilian personnel matters.
- c. Provides departmental correspondence preparation, mail control, filing, message preparation and routing, reports management, and directives control support.
- d. Assists with budgeting and administering of departmental funds.
- e. Prepares leave schedules and duty rosters for posting.
- f. Maintains the complex physical security plan.
- g. Annually conducts and maintains documentation on physical security surveys.
- h. Maintains loss prevention programs.
- i. Serves as chairperson of the Command Physical Security Review Committee (PSRC) and Physical Security Review Board (PSRB).
- j. Identifies real property and structures of vulnerability to be protected, ensures proper designation of restricted areas, and determines boundaries and perimeters of each area.
- k. Organizes and manages all training for personnel assigned to the Security Branch.
- l. Ensures that all newly-reporting personnel are properly indoctrinated.
- m. Conducts on-the-job training as necessary.

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- n. Establishes and maintains training records on all Security Branch personnel.
- o. Establishes short and long range training schedules.
- p. Maintains liaison with local colleges and the Educational Services Office concerning course availability and schedules.
- q. Maintains sufficient forms required for enrollment into courses available through local institutions.

N3114 INVESTIGATIVE BRANCH

- a. Ensures that investigations are conducted for the Security Branch including complaints, leads, reports, and tips, questioning witnesses, victims, complainants, and suspected offenders.
- b. Ensures investigations are completed correctly and promptly.
- c. Maintains official case files.
- d. Maintains liaison with the various local law enforcement agencies, both military and civilian.
- e. Assists in crime investigations, including larceny, drug abuse, homicide, etc.
- f. Provides neighborhood watch personnel with information concerning crimes in housing area.
- g. Maintains and safeguards evidence collected from crimes being investigated and evidence received from other sources.
- h. Ensures questioning procedures are carried out correctly when dealing with complainants, suspected offenders, and victims.
- i. Ensures correct investigative jurisdiction which leads to case referral to other agencies.
- j. Provides Juvenile Officer services.
- k. Coordinates with Investigative Section, Patrol Unit and PWC Housing on all cases involving juveniles.
- l. Maintains liaison with outside local agencies pertaining to juvenile matters.

N3115 PATROL BRANCH

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- a. Ensures that NTC is sufficiently patrolled and its personnel protected.
- b. Provides for routine patrols onboard NTC, Naval Hospital, and military housing areas.
- c. Issues citations for traffic violations.
- d. Conducts vehicle searches for firearms, alcohol, narcotics, and contraband.
- e. Provides for preliminary on-scene investigations.
- f. Ensures photographs, fingerprints, evidence, and witness statements are properly collected and processed, as necessary.
- g. Provides police escort service and traffic control during special events.
- h. Provides routine security services, including gate and building checks.
- i. Provides for the appearance of motor patrolmen as witnesses in civil and military judicial proceedings.
- j. Submits written reports following the proper procedures.
- k. Ensures Division vehicles and equipment are in working condition, and properly used.
- l. Operates Police Dispatch Communications Center to take incoming calls and dispatch adequate coverage for sentry matters.
- m. Provides Animal Warden Services.
- n. Completes accident investigations.
- o. Provides Military Working Dog services.
- p. Manages, plans, and implements aggressive canine patrol and searches.
- q. Provides security protection and law enforcement functions for the NTC complex.
- r. Develops and maintains monthly a predetermined number of inspections for incoming and outgoing motor vehicles, designated buildings, and BEQ/BOQs onboard station.
- s. Ensures certification records remain current.
- t. Ensures investigations are completed correctly and promptly.

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- u. Ensures health and comfort of each animal is coordinated through Fort Sheridan's Veterinarian Service and or licensed certified veterinarian facility.
- v. Coordinates search requests through NTC Chief of Staff.
- w. Maintains and safeguards evidence collected from crimes being investigated and evidence procured during search.
- x. Ensures vehicles and kennel area are maintained in clean working condition and properly used.
- y. Submits quarterly statistical data on Military Working Dog (MWD) performance to CNET.
- z. Ensures each handler is trained and remains proficient in all areas concerning dog searches.

N3116 ORDNANCE BRANCH

- a. Administers and operates armory and ammunition handling and storage facilities.
- b. Maintains all small arms and ordnance equipment assigned to NTC.
- c. Provides safety supervision for users of the indoor firing courses.
- d. Conducts qualifications and familiarization firing courses.
- e. Provides ammunition to all commands and command sponsored pistol teams.
- f. Maintains records on ammunition expenditures and small arms inventories.
- g. Trains and provides funeral details for service oriented funerals.
- h. Trains and provides personnel for daily colors ceremony.
- i. Transports and escorts all arms and ammunition onboard NTC.

N3117 BADGE AND PASS BRANCH

- a. Records and issues temporary and permanent DOD vehicular decals and maintains vehicular registration data for authorized DOD employees and commercial vendors, contractors, and taxis.
- b. Issues Civil Service and vendor ID cards.

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- c. Provides fingerprinting services.
- d. Registers all firearms and pets.
- e. Assists in the processing of traffic citations.
- f. Provides for the issuance, control, and record maintenance of DOD vehicular decals.
- g. Processes and issues dependent and civilian personnel identification cards.

N3118 AUXILIARY SECURITY FORCE BRANCH

- a. Manages, plans, implements, and directs the command's Auxiliary Security Force.
- b. Provides reactionary security force for the NTC complex.
- c. Develops and maintains the command's Auxiliary Security Force plan.
- d. Coordinates Auxiliary Security Force drills and activation with tenant and parent command.
- e. Ensures each member is fully trained in area of terrorism and civil disturbance.
- f. Establishes short and long range training schedules.
- g. Establishes and maintains training records on all Auxiliary Security Force personnel.
- h. Ensures that all newly assigned personnel are properly indoctrinated.

N312 FIREFIGHTING DIVISION

- a. Provides all fire protection tasks for the NTC Complex including NAVHOSP, its tenant activities and the VA Medical Center.
- b. Maintains all fire apparatus, fire equipment, and fire stations.
- c. Conducts preclosing inspections as required.
- d. Supervises and assigns personnel to accomplish the required fire prevention inspections of assigned areas.
- e. Ensures that all training and drills are accomplished to ensure standardization of policies and procedures.

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f. Responds to all working fires, major disasters, explosions, deaths caused by fires or explosions, major property losses, and helicopter operations.

N3121 TRAINING BRANCH

a. Organizes and manages all training for personnel assigned to the Firefighting Branch.

b. Ensures that all newly-reporting personnel are properly indoctrinated.

c. Conducts on-the-job training as necessary.

d. Establishes and maintains training records on all Firefighting Division personnel.

e. Establishes short and long range training schedules.

f. Maintains liaison with local colleges and the Educational Services Office concerning course availability and schedules.

g. Maintains sufficient forms required for enrollment into courses available through local institutions.

N3122 COMMUNICATIONS BRANCH

a. Operates and maintains the coded Gamewell Fire Reporting Systems, controls, mobile and portable Very High Frequency (VHF) radio communications, Mutual Aid Box Alarm System (MABAS) and the Fire Department's intercom system in order to provide adequate coverage of fires and other related emergencies on board the NTC Complex including NAVHOSP, its tenant activities, and the VA Medical Center.

b. Receives all calls regarding fires and other related emergencies and dispatches the proper type and number of fire companies required.

c. Determines from a coded Gamewell System the exact locations of fires and dispatches the power equipment. Monitors all circuits to ensure proper readings are received and initiates adjustments on malfunctions.

d. Maintains and prepares all forms, records and logs, as required.

e. Conducts tests on fire alarm boxes over the coded Gamewell Fire Alarm System in order to ensure proper readings are received.

f. Maintains location of all fire companies, Duty Assistant Fire Chief and Fire Chief.

g. Maintains the Mutual Aid Box Alarm System (MABAS) running cards and provides updates as needed.

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h. Monitors radio calls from various Lake County Fire and Rescue Departments in the event that assistance is needed.

N3123 INSPECTOR BRANCH

a. Operates and maintains fire safety programs for the NTC Complex, including NAVHOSP and its tenant activities.

b. Maintains close liaison with safety officers at all NTC Complex activities including NAVHOSP, its tenant activities and the VA Medical Center.

c. Ensure proper materials are used in compliance with prescribed methods of installation in all new construction and alteration projects.

d. Coordinates all fire safety programs at NTC Complex activities including NAVHOSP and its tenant activities. Maintains a close liaison with NTC Safety Officer.

e. Maintains a fire prevention library containing logs, instruction manuals and instructions dealing with fire protection and fire prevention.

f. Conducts fire safety inspections of all buildings, equipment and processes within the NTC Complex, including NAVHOSP and its tenant activities.

g. Investigates all fires for cause, and recommends corrective actions.

h. Reviews all reports concerning training and inspections.

i. Establishes and maintains a preventive maintenance schedule for all fire protection systems, including fire extinguishers on board the NTC Complex, the NAVHOSP and its tenant activities.

j. Conducts lectures and demonstrates on a variety of fire prevention techniques.

N3124 FIREFIGHTING BRANCH

a. Provides for the operation and maintenance of all assigned fire fighting equipment and apparatus.

b. Performs assigned fire fighting activities and responds to all emergency situations in accordance with preplanned instructions and training.

c. Coordinates the activities of the fire fighters in multiple company operations.

d. Maintains all fire apparatus, fire equipment, fire stations, etc.

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- e. Conducts inspections as required.
- f. Supervises and assigns personnel to accomplish the required fire prevention inspections of assigned areas also completes prefire plan surveys.
- g. Provides fire protection for NTC Complex, including NAVHOSP and its tenant activities, and the VA Medical Center.
- h. Provides for mutual aid to surrounding communities under a reciprocal agreement.
- i. Ensures that all training and drills are accomplished to ensure standardization of policies and procedures.
- j. Dispatches in emergency situations.
- k. Provides HAZMAT protection up to confinement and containment of materials, life safety, and small clean ups.
- l. Provides for confined space rescue capability.
- m. Conducts lectures and demonstrations on a variety of fire prevention techniques.
- n. Provides Emergency Medical Service (EMS) as required.

N32 ADMINISTRATIVE DEPARTMENT

- a. Provides coordination of NTC information requirements.
- b. Develops and submits departmental budget as required.
- c. Performs special projects as assigned by the Chief of Staff.
- d. Develops and determines best procedures/policy to use for the range of support services provided, working with other staff managers to determine services required and ensure compliance with the directives of higher authority.
- e. Provides administrative coordination between NTC component commands and between Great Lakes Regional Area Coordination shore activities.
- f. Serves as Forms Management Coordinator and Reprographics Liaison Representative for NTC staff.
- g. Coordinates and monitors the completion of congressional correspondence.

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- h. Coordinates and recommends military personnel assignments.
- i. Directs and oversees the Military Information Detachment, O'Hare.
- j. Administers the Enlisted Education Advancement (EEAP), Enlisted Commissioning (ECP) and Medical Enlisted Commissioning (MECP) programs.
- k. Serves as COMNAVRESFOR Regional Coordinator for the Casualty Assistance Calls Program (CACP).

N321 ADMINISTRATIVE SERVICES DIVISION

- a. Receives, sorts and distributes all incoming and outgoing correspondence and messages. Establishes and maintains ticklers for action correspondence. Coordinates the routing of Congressional inquiries.
- b. Reviews, serializes and prepares for mailing outgoing NTC correspondence. Prepares correspondence for departments and special assistants, as required.
- c. Prepares, reviews, controls and distributes messages.
- d. Orders and maintains stock of office supplies. Coordinates with NTC Building 1 departments and special assistants for supply ordering/reordering. Maintains liaison with SERVMART.
- e. Maintains the official NTC staff bulletin boards.
- f. Manages and coordinates reproduction services. Maintains liaison with Navy Publication and Printing Service Detachment Office (NPPSDO). Provides photocopying services to staff departments as requested or directed.
- g. Manages official mail and classified mail documentation and control.
- h. Reviews and monitors forms usage. Refers new forms to the Administrative Officer for approval, as required.
- i. Develops and maintains case files for forms developed and utilized by the NTC.
- j. Maintains and controls NTC directives, master files, case files and reference library.
- k. Receives, sorts and distributes incoming directives and instructions establishing and maintaining a master index. Establishes and maintains ticklers for instruction review.
- l. Establishes and maintains tickler files for prepared and required reports. Monitors and reports status of reports as required.

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- m. Maintains case files for required reports.
- n. Prepares and distributes the NTC Plan of the Week.
- o. Initiates, prepares, and mails military performance evaluations.
- p. Prepares no-cost Temporary Additional Duties (TAD) orders.
- q. Controls and maintains documentation on staff check-in and check-out procedures.
- r. Provides quality assurance of and leave control procedures for the NTC staff.
- s. Serves as liaison with local Personnel Support Detachment for staff service members.
- t. Consolidates and maintains documentation on daily staff muster reports.
- u. Maintains the NTC recall bill; list of NTC personnel and the NTC collateral duties list.
- v. Manages awards preparation and control, receiving, reviewing, circulating requests via the Awards Board, forwarding for signature and mailing all awards sent via the Awards Board, forwarding for signature and mailing all awards sent via or to the Commander. Maintains logs/documentation for tracking the status of awards received, forwarded and returned for presentation. Reports directly to the Senior Member, Awards Board in the performance of these duties.
- w. Provides counseling and referral services to personnel assigned to the EEAP, ECP or MCP programs.

N322 MILITARY INFORMATION DETACHMENT O'HARE

- a. Provides assistance to military travelers in selecting alternate airlines or alternate destinations when the traveler is unable to obtain a flight.
- b. Provides assistance in obtaining alternate modes of transportation including military flights and ground transportation.
- c. Provides information on local services available.
- d. Aids military travelers in contacting duty station when required.

N33 OSH SAFETY AND HEALTH

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- a. Principle advisor to the Commander on all Naval Training Center Occupational Safety and Health matters.
- b. Plans, coordinates and administers a comprehensive continuing occupational safety and health program for the Naval Training Center.
- c. Evaluates all operations, procedures, equipment and facilities to ensure proper application of, and compliance with, applicable safety and health standards. Develops a budget for reference materials, equipment and personal protective equipment.
- d. Inspects buildings and facilities for hazardous structural conditions and unsafe work practices, making recommendations for corrective actions to effectively control or eliminate the identified hazard.
- e. Coordinates mishap investigations and the submission of appropriate reports to the Naval Safety Center. Prioritizes factors which cause occupational mishap illnesses and injuries.
- f. Develops and revises occupational safety and health instructions, rules and regulations applicable to Naval Training Center operations.
- g. Develops and coordinates an Occupational Safety and Health Training Program for Naval Training Center.
- h. Assesses occupational safety and health hazards related to new construction and building renovation to ensure compliance with safety and health codes and standards.
- i. Maintains Material Safety Data Sheets for hazardous materials.
- j. Coordinates occupational health support with the Naval Hospital, Great Lakes.
- k. Maintains and distributes minutes of the quarterly NTC Safety and Occupational Health Council.
- l. Coordinates the command Cardio-Pulmonary Resuscitation (CPR) training program.
- m. Coordinates AAA Driver Improvement and Motorcycle Safety Foundation training courses.
- n. Coordinates the Recreation, Athletics and Home Safety and Traffic Safety programs.

N34 FIRST LIEUTENANT

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Provides Facilities repair and grounds maintenance for the Naval Training Center.

N341 FACILITIES REPAIR DIVISION

a. Locksmith & Engraving Shop will repair and replace door lock parts, assist in the installation of new door locks, key making, minor safe maintenance, plastic name-tag manufacturing, plastic sign manufacture, brass engraving for plaques and retirement box and manage working parties as needed.

b. Minor Maintenance Shop is responsible for training Building Maintenance Supervisor (BMS) on how to maintain building logs, fill out work requests, assist in ordering of material, training BMS in minor repairs to sinks, commodes, valves, drinking fountains, replacing light fixtures, cover and repair drop ceilings, replace ceiling tiles, installation of new trim or floor tile and demonstrate how to paint. Will also assist BMS in maintaining all required paperwork and reports and manage working parties as needed.

c. Glass shop will repair and/or replace broken windows with metal frames, repair and/or replace broken window screens with metal frames, and manage working parties as needed.

N342 GROUNDS MAINTENANCE DIVISION

a. Small Engine Repair Shop will perform all scheduled maintenance on all tractors, push mowers, weed eaters, and other power tools, repair and/or replace all worn or broken parts on all tractors, push mowers, weed eaters, and other power tools, seasonally replace mower decks with plows and salters, sharpen mower blades, operate all tractors and attachments and manage working parties as needed.

b. Grounds maintenance shop will mow and trim grass, repair, replace and/or install metal traffic signs, plant trees and shrubs, fertilize and place grass seed, carry and spread dirt, assist BMS' in planting trees, shrubs, or other plants, paint crosswalks and curbs and manage working parties as needed.

N35 NAVY BRIG

a. Carries out all regulations, instructions and directives from higher authority pertinent to the operation of the Navy Brig.

b. Provides for the physical confinement of male military personnel and oversight for female military personnel as a result of a sentence to confinement by courts-martial, or when necessary, to detain persons before trial who are accused of offenses under the Uniform Code of Military Justice.

c. Provides adequate custody and control of prisoners, maintaining good order and discipline.

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- d. Provides for the instruction and training for personnel assigned.
- e. Maintains accountability for all prisoner records, correspondence, and routine administrative procedures.
- f. Provides systematic evaluation of prisoners for decisions on custody, work, training, clemency, and disposition.
- g. Provides a rehabilitation and restoration program to include vocational training, education, counseling, work experience, and recreation.
- h. Enforces all rules and regulations in the Prisoner's Rule and Regulations Manual in a fair, firm, and impartial manner.

N351 ADMINISTRATIVE DIVISION

- a. Provides for a smooth flow of necessary reports, records, correspondence, statistical data and computation of sentences for prisoners in the daily operation of the Brig.
- b. Ensures preparation of all reports in accordance with administration tickler files.
- c. Ensures Brig records and directives are destroyed when required.
- d. Maintains current directives and responsibility for correct routing of correspondence and directives.
- e. Compiles, corrects and maintains prisoner files during their incarceration and for two years after release.
- f. Maintains liaison with Personnel Support Detachment for enlisted personnel action support through command Pass Liaison Representative.
- g. Ensures relevant confinement orders are received from the Receiving and Release Supervisor.
- h. Drafts outgoing message reports.

N352 OPERATIONS DIVISION

- a. Provides for the safe and efficient execution of confinement through effective custody, control and accountability of all prisoners.
- b. Assumes responsibility for control of the Brig in the absence of the Brig Division Officer.

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- c. Responsible for the operation and preventive maintenance of the Brig's official vehicles.
- d. Provides for medical care for both prisoners and staff.
- e. Provides training to all Brig staff and interservice training with other personnel from NTC and other commands.
- f. Responsible for the installation and maintenance of all security equipment.

N353 PROGRAMS DIVISION

- a. Provides for programs to assist in restoring the maximum number of prisoners to active duty at the earliest possible time for offense-free service and in providing prisoners returning to civilian life with whatever rehabilitative resources are available to make a successful reentry.
- b. Responsible for all areas of rehabilitation and restoration programming.
- c. Plans and coordinates all work projects and working parties employing prisoners.
- d. Provides for all aspects of prisoners' training.
- e. Provides direct and indirect individual and group counseling to prisoners and assists in their performance and program evaluations.
- f. Responsible for the operation, maintenance and supervision of the Brig's Wood Shop, Maintenance Shop, Small Engine Repair Shop, Electrical Maintenance Shop and Weld Shop.
- g. Ensures that a recreation program for the prisoners is carried out.
- h. Maintains and operates the Brig's library.

N354 SUPPLY DIVISION

- a. Provides for the procurement, receipt and issue of operational supplies necessary to support the Brig.
- b. Establishes material support and service functions necessary to sustain daily operation within the confines of the Brig facility in accordance with the current Navy directives.
- c. Maintains the divisional OPTAR and prepares and distributes related financial reports.
- d. Responsible for the procurement, issue and stowage of adequate stocks of health/comfort and uniform items.

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- e. Operates and maintains the laundry. Supervises and provides on-the-job training to the prisoners assigned to work in the laundry.
- f. Provides haircut services which conform to established grooming standards.
- g. Operates the Mess Decks as it applies to the security and morale of staff and prisoner alike.

N36 NAVAL EMERGENCY PREPAREDNESS LIAISON OFFICER

- a. Develops and coordinates regional response plan for the entire range of civil disasters as assistant to the Regional Planning Agent for the six-state area of Illinois, Wisconsin, Indiana, Ohio, Michigan, and Minnesota.
- b. Acts as liaison with the Principle Planning Agent, senior Naval Reserves officers, Federal Emergency Management Agency (FEMA) and all naval activities in the six-state area.
- c. Assists in the planning, development and administration of the command and complex disaster preparedness program in conjunction with the Administration Officer (N32)
- d. Provides for mutual assistance with civilians and other military authorities.
- e. Evaluates potential and actual disasters, organizing disaster preparedness functions.
- f. Prepares and administers measures to cope with chemical, nuclear weapon, reactor and radiological accidents and incidents.
- g. Inspects for adequacy of disaster preparedness.
- h. Prepares and maintains mobilization plans and procedures.

N37 STAFF PLANS

- a. Coordinates and directs staff preparation of all emergency, mobilization, logistic and war plans. Analyzes and evaluates such plans of higher authorities, commenting on their effects of upon the command and preparing supporting actions as required. Reviews, evaluates, coordinates and directs such planning of subordinate commands. Represents the Naval Training Center in collaboration with other services and Government agencies in developing such plans. Maintains liaison with other commands and Government agencies.
- b. Performs area coordination, Personnel Excellence and Regional Planning Agent functions.

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c. Represents the command at community functions such as school boards where attendance by a military representative would both enhance the quality of life for service members and their families and ensure appropriate representation of command/Navy policy.

d. Coordinates within this command and with all complex commands, as needed, military focused requirements and one-time taskings that don't fall under the cognizance of NTC special assistants or departments.

N38 COMMAND FITNESS COORDINATOR

Ensures operational effectiveness of the Navy by promoting physical readiness and encouraging participation by all members in a lifestyle that promotes optimal health. Physical readiness training includes reducing excess fat, maintaining the flexibility, cardiorespiratory, muscular strength and endurance needed to perform routine and emergency tasks.

N39 URINALYSIS COORDINATOR

Conducts the urinalysis program as directed by pertinent directives. Urinalysis coordinators are collateral duty positions with direct reporting to the Commander, Naval Training Center via the Chief of Staff.

ASSISTANT CHIEF OF STAFF - Installation and Environment
CODE: N4

Basic Function. Provides facilities and land management, engineering management, environmental management, facilities support, family housing policy and management, self-help and recycling services for the Naval Training Center and for other activities and responsibilities assigned to Commander, Naval Training Center, such as Regional Area Coordinator, Regional Planning Agent for Civil Disaster program, Regional Environmental Coordinator, Navy On Scene Commander, etc.

Responsibilities

- a. Provides civil engineering expertise in executing matters pertaining to Naval Training Center (NTC) facilities, public works, public utilities, real estate and environmental programs.
- b. Determines facilities requirements and establishes priorities in conjunction with the NTC Facilities Planning Board.
- c. Manages land and facilities maintenance, repair, construction, and engineering services.
- d. Serves as member of the Facilities Planning Board and Environmental Compliance Board. Serves as chairman of the Energy Commission.
- e. Serves as the Housing Authority.

f. Prepares the annual Real Property Maintenance Activities (RPMA) budget for the Naval Training Center, determining modification to future budget year forecast plans based upon continual analysis of changing unfunded facilities requirements. Executes facilities operation and maintenance budgets for all Maintenance of Real Property (MRP).

g. Establishes requirements and monitors execution of facilities operation and maintenance work for all Maintenance of Real Property (MRP).

h. Coordinates/assigns tasking for Construction Battalion Unit 401.

N41 PLANNING AND PROGRAMMING DEPARTMENT

a. Provides planning and programming in all aspects concerning facilities engineering and management.

b. Analyzes the Annual Inspection Summary (AIS) to determine the import/significance of the unfunded portion of the financial plan relative to the overall NTC facility condition report. Coordinates and prepares the facilities portion of the annual Shore Base Readiness Report (BASEREP) submission.

c. Maintains the Master Plan; Facilities Requirements Plan (FRP); the Facilities Planning Documents (FPD) and the Basic Facilities Requirements (BFR) for the Naval Training Center facilities requirements, including NTC tenant commands.

d. Conducts the liaison with Officer-in-Charge, CBU-401 in the performance of minor construction taskings.

e. Coordinates the submission and execution of Special Project documentation, including the Integrated Maintenance Repair, Minor Construction, Equipment Installation and Combination Projects, the Base Exterior Architecture Plan (BEAP); Navy Occupational Safety and Health (NAVOSH) Deficiency Abatement Program, Pollution Abatement (PABT) Projects; and Technical Training Equipment/Training Device Installation (TTE/TDI).

f. Develops military construction projects and shore facilities plans and programs.

g. Develops, reviews and advises on the status of all current and proposed Military Construction Projects; Special Projects and Specific Construction Projects to include Maintenance, Repair, Minor Construction, Morale and Recreation and Navy Occupational Safety and Health; Capital Improvements Plan; Energy Conservation; and Self-Help projects that affect NTC. Coordinates on execution of projects.

h. Serves as point of contact for Illinois Department of Transportation for matters concerning access roads, and the Lake County Storm water Management Commission for matters concerning Storm water management issues.

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i. Performs comprehensive space surveys; NTCGLAKESINST 5400.1B investigates tentative sites for new location or relocations of activities; analyzes space requirements data, including the availability of basic utilities, access, etc., and defines and analyzes problems. Prepares real property utilization reports.

j. Maintains the Navy Facilities Assets Data Base for the Naval Training Center. Identifies value components in the assessment of property worth as its relation to public disposal. Initiates and prepares changes and corrections to property record cards. Prepares the building/structure directory.

k. Provides management of Class I (land) and Class II (buildings/structures) property in the custody of Naval Training Center.

l. Recommends allocation and monitors Maintenance of Real Property (MRP) funds required for the maintenance, alteration, repair of land, facilities and improvements for the Naval Training Center, determining funding reductions, increases and adjustments to the MRP financial plan and the command's Maintenance Action Plan (MAP) throughout the fiscal year.

m. Conducts the Naval Training Center's Energy Management Program, serving as member of the Energy Commission, providing oversight for energy consumption, promoting the general awareness of the program, submitting Energy efficient projects, and assisting Commanding Officers/Officers-in-Charge in a base wide energy management effort.

n. Develops NTC positions on land usage compatibility.

o. Maintains bachelor housing surveys and coordinates with BQ Department to verify existing assets and utilization.

N42 SELF-HELP DEPARTMENT

a. Coordinates and provides supervision for base wide Self-Help program for land and facility maintenance, repairs, alterations, etc.

b. Maintains inventory and accountability of all Self-Help materials, supplies and tools.

c. Establishes a Preventative Maintenance System (PMS) program for applicable equipment.

d. Initiates procurement action and storage of all materials for repairs performed by Self-Help personnel.

e. Conducts a vigorous maintenance training plan to enhance professional, military, and trade skills, decrease redundancy in shop capabilities, and ensure compliance with safety directives and procedures.

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f. Ensure a systematic program is in place for overall base neatness, grounds maintenance and snow removal.

g. Provides assistance and expertise to ensure Self-Help projects are in compliance with building codes and specifications.

h. Provides Building Maintenance Supervisor services for Building 3400 tenant commands and other command facilities

N43 RECYCLING DEPARTMENT. Administers recyclable material programs, including pick-up of materials from on-base and Navy Housing sites and delivery to recycling centers.

N44 FAMILY HOUSING DEPARTMENT

a. Provides the highest quality of life attainable for eligible personnel requiring family housing within the Naval Training Center Complex.

b. Administers and manages family housing programs including family housing referral service, Housing and Urban Development (HUD) program, conducting requirements surveys; assignment and termination; family housing inventory and utilization; and administering cash collections pertaining to family housing.

c. Administers and manages family housing maintenance programs and responsibilities including planning, programming, monitoring, and analyzing family housing maintenance requirements; defining the scope of projects, approving projects, and authorizing expenditures of resources; ensuring that appropriate inspections are accomplished; procurement, inventory, storage, repair, and movement of furnishings and equipment; and assuring good relations with family housing occupants on a continuing basis.

d. Develops and implements the Neighborhood of Excellence and Comprehensive Neighborhood Plans.

e. Assures the services provided by the Family Housing Department are equitable, cost-effective, responsive to user requirements, are of a high professional quality, and promotes good community relations.

f. Assures the Family Housing Department is in compliance with regulations governing budget, accounting, and expenditure of public money and material for which the Family Housing Department has responsibility.

g. Implements policies and directives for which the Family Housing Department has been assigned responsibility.

N45 ENVIRONMENTAL DEPARTMENT

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a. Responsible for monitoring and execution of the following environmental programs: air quality; recyclable material resource programs; waste oils; hazardous waste; polychlorinated biphenyls (PCB's); water conservation; and protection of archaeological and historic resources. Environmental programs involved include (but are not limited to) hazardous waste management and disposal, including training; air pollution; industrial and domestic waste-water; Storm water management; solid waste management, including recycling; Spill Prevention Control and Countermeasure (SPCC) and Oil and Hazardous Substance (OHS) plans; asbestos management; pollution prevention and noise prevention control. Responsible for implementation of policies to comply with applicable Federal, State, local and Navy environmental laws, regulations and policies, to include (but not limited to): Clean Air Act (CAA); Clean Water Act (CWA); Resource Conservation and Recovery Act (RCRA); Comprehensive Environmental Response, Compensation and Liabilities Act (CERCLA); Toxic Substance Control Act (TSCA); National Environmental Policy Act (NEPA); Safe Drinking Water Act (SDWA); Federal Facilities Compliance Act (FFCA); Emergency Planning and Community Right-to-Know Act (EPCRA); and OPNAVINST 5090.1B.

b. Coordinates and cooperates with Federal, State, Interstate and local pollution control agencies, adhering to established standards for the management of natural resources and the control and abatement of environmental pollution. Provides support to CNTC's role as Regional Environmental Coordinator (REC) and Navy On-Scene Coordinator (NOSC) for the Navy on environmental matters, including spills/releases for USEPA Region V, which includes six states, Illinois, Indiana, Wisconsin, Minnesota, Michigan and Ohio.

c. Provides liaison between the Naval Training Center and the Southern Division, Naval Facilities Engineering Command; Engineering Field Activity, Midwest; Navy Public Works Center, Great Lakes; and higher authorities, as well as Federal, State and local municipalities regarding environmental programs and compliance issues.

ASSISTANT CHIEF OF STAFF - Housing
CODE: N5

Basic Function.

To provide a quality living environment and customer services that meet the needs of all residents and guests to support command training and readiness while improving morale and welfare within the Housing Neighborhoods. Provides clean, comfortable and enjoyable living conditions for accompanied and unaccompanied personnel and transient quarters for authorized users.

Responsibilities.

a. Operates and manages all Housing on the plant account of the activity. Manages resources, including manpower, facilities, funds and material. Advises the chief of Staff, and Comptroller of Housing requirements.

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- b. Develops and administers a comprehensive housing management program encompassing determination of requirements, utilization, budgeting, funding administration, improvement programs, maintenance, and repair programs. Develops and implements the Neighborhood of Excellence and Comprehensive Neighborhood Plans.
- c. Implements policies and directives issued by the Commander, Naval Training Center and other appropriate authorities, applicable to the conduct of the business for which the Housing department has assigned responsibility.
- d. Assures that the Housing Department is in compliance with regulations governing budget, accounting, and expenditure of public money and material for which the Housing Department has responsibility.
- e. Assures that the services provided by the Housing Department are cost-effective, responsive to user requirements, are of a high professional quality, and promote good community relations.
- f. Assures that subordinate managers perform assigned duties and responsibilities in an efficient and effective manner that significantly contribute to the accomplishment of the NTC mission.
- g. Reviews and evaluates the work methods, work assignments, and staffing of the Housing Department and initiates actions that will reduce costs and/or increase productivity.
- h. Establishes, manages and controls a responsive resident relations and communications program to include written customer feedback processes.
- i. Establishes and monitors a training program which ensures staff qualification for assigned tasks.
- j. Ensures that any established nonappropriated billeting fund operates per applicable instructions.
- k. Exercises custody of all records and property of the billeting fund. Ensures that records and property are available for inspection and removed only with written permission from Commander, NTC.
- l. Responsible for receipting, safekeeping, depositing, disbursing and accounting for all funds; verifying the receipt of supplies, equipment and other property for the billeting fund; and signing checks, purchase orders and other financial documents for the billeting fund.
- m. Inspects all assigned Housing including common and private areas, to ensure cleanliness, sanitation, good order, and discipline.

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n. Administers services contracts and good contracts funded with Nonappropriated Funds (NAF) lawfully, and effectively.

N5A ASSISTANT DIRECTOR

a. Responsible to Director and CNTC for the management and operation of all Housing; assists the Director, manages and controls all Housing divisions.

N51 HOUSING SUPPORT DEPARTMENT

a. Administers and manages housing programs at the Naval Training Center and Naval Air Station, Glenview, including housing referral service, Housing and Urban Development (HUD) program, assignment and termination services, conducts requirements surveys; housing inventory and utilization; administers cash collections, and public affairs pertaining to housing.

b. Administers and manages family housing maintenance programs and responsibilities including planning, programming, budgeting, monitoring and analyzing family housing maintenance requirements; defines the scope of projects, approves projects, and authorizes expenditure of resources; ensures that appropriate inspections are accomplished; procurement, inventory, storage, repair, and movement of furnishings and equipment; and assures good relations with family housing occupants on a continuing basis.

c. Receives emergency/service calls from housing occupants and forwarding approved work to Emergency/Service Work Reception Desk.

d. Initiates and submits supply requisitions.

e. Maintains funds control and memorandum accounting records for current year and two prior years.

f. Prepares budgets and ensures full utilization of funds available.

N52 TRANSIENT DEPARTMENT (HOTELS)

a. The Hotel manager is responsible for daily operation and management of all assigned hotels (enlisted and officer) and will maintain standards of cleanliness and orderliness throughout. Additionally, the hotel manager will continually review policies and procedures with the aim of improving hotel habitability.

b. Meets monthly with the BQ Advisory Boards to discuss BQ matters.

c. Conducts random inspection of rooms and common-use areas in the hotels weekly in order to ensure the highest standards of habitability are being maintained. The inspector shall

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verify that government furnishings are being maintained, that published regulations are adhered to, and that the rights of all occupants are respected.

d. Publishes the schedule of weekly inspections to all residents. A list of cleanliness and sanitary standards shall be posted in all rooms. Appropriate corrective action shall be taken when standards are not met during two consecutive weekly inspections.

e. Supervises the front desk clerks to ensure local policies are observed in the assignment of rooms.

f. Establishes, manages, and maintains a responsive resident relations and communications program.

g. Reviews the BPO Checklists, and forwards them to the Assistant Housing Director.

h. Originates and vigorously supports self-help improvement program.

i. Ensures Housing staff personnel adhere to the provisions of all appropriate BQ regulations and guidelines.

N53 BEQ DEPARTMENT (APARTMENTS)

a. Acts as manager of Staff Apartments and is responsible for the proper management of assigned Apartment Complexes.

b. Meets monthly with the BQ Advisory Boards to discuss BQ matters.

c. Publishes the schedule of weekly inspections to all residents. A list of cleanliness and sanitary standards shall be posted in all rooms. Appropriate corrective actions shall be taken when standards are not met during two consecutive weekly inspections.

d. Initiates and forwards all administrative matters through the chain of command.

e. Reviews the BPO Checklists, and forwards them to the Assistant Housing Director.

f. Takes appropriate action to improve the habitability of the apartments by budgeting for FF&E, expendable supplies, and housekeeping and management personnel, as required.

g. Follows all cash accounting procedures scrupulously.

h. Originates and vigorously supports self-help improvement programs.

i. Ensures apartment staff personnel adhere to the provisions of all appropriate BQ regulations and guidelines.

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N54 BEQ DEPARTMENT (DORMITORIES)

- a. Acts as manager of Staff Dormitories and reports directly to the Assistant Housing Director, and is responsible for the proper management of assigned dormitories Complexes.
- b. Meets monthly with the BQ Advisory Boards to discuss BQ matters.
- c. Publishes the schedule of weekly inspections to all residents. A list of cleanliness and sanitary standards shall be posted in all rooms. Appropriate corrective action shall be taken when standards are not met during two consecutive weekly inspections.
- d. Initiates and forwards all administrative matters through the chain of command.
- e. Reviews the BPO Checklists, and forwards them to the Assistant Housing Director.
- f. Takes appropriate action to improve the habitability of the dormitories by budgeting for FF&E, expendable supplies, and housekeeping and management personnel, as required.
- g. Follows all cash accounting procedures scrupulously.
- h. Originates and vigorously supports self-help improvement programs.
- i. Ensures dormitories staff personnel adhere to the provisions of all appropriate BQ regulations and guidelines.

ASSISTANT CHIEF OF STAFF - Quality of Life
CODE: N6

Basic Function. To provide the best quality of life programs to recruits, students, transients, staff, and civilian personnel assigned to commands located in the Great Lakes area of responsibility.

Responsibilities.

- a. Responsible for all Morale, Welfare, Recreation and Athletic programs, recreational facilities as well as food, beverage, entertainment.
- b. To enhance the quality of Navy life in responding to the needs of authorized customers by providing goods and services at a savings and/or convenience in a well maintained shopping environment.

N61 MORALE, WELFARE, AND RECREATION DEPARTMENT

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- a. Develops and conducts programs and services designed to improve the morale and welfare of Navy personnel, their family members and other eligible participants of the MWR fund.
- b. Operates MWR facilities.
- c. Budgets for and administers use of all MWR funds.
- d. Accounts for and controls all MWR receipts, expenditures and property.
- e. Provides training for all MWR personnel.
- f. Coordinates MWR matters with adjacent communities and other commands.
- g. Evaluates recreational needs on a continuing basis to determine specific needs and interests of the population served.

N611 RECREATION DIVISION

- a. Operates and manages an Auto Skills Center which provides space and equipment for patrons to work on their automobiles. Maintains a storage lot for recreational vehicles.
- b. Ensures the effective and efficient management of the Ceramic Shop which provides for complete line of ceramic greenware, glazes, stains, and accessories.
- c. Operates and manages a Family Activities Center which provides a gymnasium, roller rink, movies, dances, and special events.
- d. Provides an 18 hole golf course, driving range, practice putting and chipping green, a golf club house, pro shop and a restaurant and lounge.
- e. Establishes and manages recreational classes of instruction.
- f. Maintains a beach house and numerous covered picnic areas.
- g. Provides for the management and control of discount tickets for tours, trips, and shows.
- h. Operates and manages the base library containing books, periodicals, magazines, newspapers, and other material for informational, educational, and recreational reading.
- i. Ensures that mooring buoys and mooring slips are properly maintained.
- j. Provides for the effective and efficient management of charter fishing boats.

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- k. Hosts the Great Lakes Yacht Club.
- l. Provides for the renting and repair of sail boats.
- m. Schedules and manages sailing classes to authorized patrons.
- n. Plans, develops, and administers a variety of recreational and leisure activities for the young "Single Sailor". Programming is conducted in a variety of facilities but not limited to: EM Club, barracks, galley, beachfront and the fieldhouse.
- o. Provides a continuous and comprehensive promotional program for MWR, encompassing general and specific information concerning all facilities, programs, services and events utilizing the broadest means and widest possible circulation methods available including, but not limited to, newspapers, monthly newsletter, brochures, flyers, posters, cable television, magazines, oral and visual presentations, bulletin boards, display cases and plans of the day.

N612 FINANCE DIVISION

- a. Maintains control of appropriated and nonappropriated funds.
- b. Provides bookkeeping functions for the MWR Department concerning receipts and expenditures, payroll and accounts receivable.
- c. Ensures the transmittal of documents to the central accounting unit.
- d. Ensures all receipts and records are maintained properly.
- e. Maintains retail inventory control and proper contracting within established guidelines.
- f. Conducts the departmental Internal Control Program.
- g. Purchases all material, supplies, and equipment procured with appropriated and nonappropriated funds.
- h. Conducts internal audits to prevent and to detect deficiencies. Provides recommendations to correct conditions that adversely impact accomplishments of the MWR mission.

N613 FOOD AND BEVERAGE DIVISION

- a. Plans and develops recreation and entertainment programs and activities. Coordinates and delivers food and beverage to MWR facilities.

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b. Ensures the effective and efficient management of a banquet/conference center (Port O'Call), an enlisted club (The Factory), Golf Course food and beverage operation and a pizza operation.

c. Manages the Bowling Center, Pro Shop, as well as Food and Beverage operation. Organizes and schedules leagues and open bowling at the bowling center.

N614 ADMINISTRATIVE DIVISION

a. Prepares official correspondence.

b. Ensures official and unofficial master files are maintained.

c. Ensures the control and routing of all mail within the department.

d. Ensures proper maintenance of all departmental personnel records.

e. Ensures the staffing processes for all appropriated and nonappropriated fund employees are correct, including proper preparation of vacancy announcements, hiring documents and applications.

f. Prepares position descriptions and administers health and life insurance records.

g. Provides technical and training support for all computer systems within the MWR Department. Oversees the departmental ADP security system.

N615 ATHLETIC DIVISION

a. Organizes and manages a wide variety of intramural team and individual sports, including the management of a physical fitness center, gymnasium, fieldhouse, tennis courts, basketball courts, playing fields and running tracks.

b. Manages two indoor swimming pools, an outdoor swimming pool and a swimming beach area on Lake Michigan.

N616 CHILD DEVELOPMENT PROGRAM DIVISION

a. Ensures that effective and efficient Child Development Program is operating at the Infant Care Center and Child Development Centers and that quality child care is provided.

b. Manage the Family Child Care (FCC) Program, ensuring that the needs of personnel with child care requirements are continuously monitored and met.

N617 FACILITIES/MAINTENANCE DIVISION

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a. Provides facility and equipment maintenance support along with cleaning services to the MWR department. Operates department labor pool and serves as a liaison with command Staff Civil Engineer and Public Works Center personnel.

N62 NAVY EXCHANGE DEPARTMENT (General Manager)

a. Ensures compliance with policies, directives, regulations and instructions from higher authority.

b. Maintains requested organization to provide effective performance of activity functions, administration and training.

c. Responsible for operational efficiency and general welfare and morale of activity personnel.

d. Generates sufficient profit to maintain financial soundness of the system and provides a reliable source of funds for Morale, Welfare and Recreation activities.

e. Responsible for directing all operations of Exchange facilities for the Great Lakes complex.

f. Responsible for moneys and other assets as accountable officer as defined in the Navy Exchange Manual.

g. Ensures compliance with Navy Exchange Service Command (NEXCOM) policies and procedures relating to established operating goals for Navy Lodge.

h. Manages all operations including sales, issues, expenses, operating budgets, stock plans, inventory levels and customer service for the Navy Exchange (NEX) complex.

N62A DEPUTY EXCHANGE MANAGER

a. Participates and assists the General Manager in planning, coordination and management of day to day activities of all NEX operations.

b. Provides assistance to the General Manager in the development of long range plans assuring the goals of the NEX, local command and NEXCOM are met.

N62F FINANCIAL DIVISION

a. Responsible for the management of the financial resources of the NEX operations.

b. Plans, coordinates and maintains an integrated system of financial services including accounts receivable, payable and general accounting, as well as budgeting and management financial reporting.

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c. Provides staff services such as management analysis, statistical analysis, financial statements and payroll.

d. Provides financial management advice to the General Manager and Department Managers in regard to the establishment of goals and objectives as they affect exchange operations.

e. Ensures implementation of all accounting programs for electronic equipment developed and promulgated by NEXCOM.

N621 FOOD SERVICES DIVISION

a. Responsible for all prepared food dispensed in cafeterias, snack bars, various food stands and package food sales sold at respective NEX locations.

b. Analyses operations and determines economies that can be instituted to assure good customer relations.

c. Ensures safety and security of inventory, moneys and plant assets.

d. Complies with all health and sanitary rules, laws and regulations in storage, food preparation and dispensing.

e. Actively pursues improvements to food service standards of quality, service, value and cleanliness.

f. Responsible for achieving food service budget.

N622 MERCHANDISE DIVISION

a. Responsible for operations of all retail departments of the NEX operation including planning, budgeting, organization, staffing and procurement of merchandise.

b. Determines the type and kind of price lines and styles to be procured.

c. Responsible for stock control, merchandise presentation and effective security for cash and stock to prevent pilferage and fraud.

d. Responsible for stock control, merchandise presentation and effective security for cash and stock to prevent pilferage and fraud.

e. Serves as point of contact on matters relating to inventory control of merchandise and the conduct of specific management studies to ensure proper control of merchandise.

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f. Establishes procedures in connection with inventory and control of merchandise to ensure proper cyclic scheduling for retail departments.

- g. Ensures inventory balances are in agreement with actual physical inventory balances.
- h. Reviews and identifies slow moving merchandise, miss marking and pricing of items.
- i. Establishes realistic stock levels, improves vendor service and stock effectiveness.
- j. Responsible for achievement of approved retail budget.

N623 VENDING DIVISION

a. Responsible for maximum utilization of services provided by vending machines that are NEX owned or contracted.

- b. Maintains and repairs NEX owned vending machines and associated equipment.
- c. Maintains operating records and reports.
- d. Responsible for security of products, cash and equipment.
- e. Ensures that all machines are maintained in accordance with sanitation regulations and properly filled, serviced and maintained.
- f. Ensures machines are properly located to maximize sales.
- g. Prepares annual replacement schedule for NEX owned vending machines.
- h. Plans vending projects, providing planned improvement project submissions to the General Manager for funding consideration.
- i. Responsible for day to day management and achievement of approved vending budget.

N624 PERSONALIZED SERVICES DIVISION

a. Responsible for the management of NEX and concessionaire operated personalized services including the sale of merchandise and services, storage of supplies and equipment, maintenance of equipment, safety and sanitary conditions.

- b. Develops an operating budget to assure adequacy of profit.
- c. Maintains operating records which include direct and indirect costs, sales, inventory, depreciation and cost of supplies.

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- d. Analyzes operations and determines efficiencies and economies that can be instituted to assure good customer relations and attractiveness of premises.
- e. Ensures safety and security of inventory and cash receipts.
- f. Responsible for achieving approved Personalized Services budget.

N625 LAUNDRY/DRY CLEANING DIVISION

- a. Directs all phases of laundry, dry cleaning and tailoring services.
- b. Responsible for processing facilities, contract arrangements and sales outlets.
- c. Ensures compliance with prescribed policies and procedures.
- d. Responsible for health, safety and sanitation conditions of assigned areas.
- e. Responsible for achieving approved laundry budget.

N626 PERSONNEL DIVISION

- a. Administers and manages all phases of the personnel management program in accordance with NEXCOM prescribed policies and procedures.
- b. Responsible for recruitment and staffing, labor management and employee relations, position classification and employment development.
- c. Participates in the overall management processes of organization and position management, cost controlling staffing, labor negotiations and wage surveys.
- d. Administers and monitors equal employment opportunity, career development, upward mobility and other special emphasis programs designed to ensure the maximum effective and efficient utilization of personnel.

N627 DISTRIBUTION DIVISION

- a. Responsible for the receipt and inspection of material, custody, movement and maintenance while in storage.
- b. Responsible for shipment of merchandise to NEX outlets by means of an NEX trucking fleet.
- c. Assures maximum utilization of warehouse space.

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d. Maintains all records of transactions and assures effective security measures to prevent pilferage.

e. Maintains viable cost effective relationship with all stores for efficient deliveries.

N628 SALES COORDINATION DIVISION

a. Develops advertising programs and schedules to generate increased sales and traffic in the NEX based on established corporate sales promotion policies/instructions.

b. Initiates, prepares and coordinates the implementation of all sales promotion events and ensures that these programs are supported on the selling floor. Sales promotion events/programs include circulars, new patron indoctrination material, contests, etc.

c. Develops and implements visual merchandising, display and signing techniques for all NEX programs, including but not limited to the preparation of publications, training aids and store decorations.

d. Develops and implements programs based on results of market research and patron feedback, such as patron attitude usage surveys, results of VIP program responses, etc.

e. Provides visual merchandising assistance and coordination for store and department openings, renovations and re-sets.

N629 ACQUISITIONS DIVISION

a. Implements and maintains NEXCOM acquisition policy with regard to the contracting functions for NEX operations.

b. Responsible for the acquisition of merchandise, services and retail department resale items, expense items, minor equipment and services utilizing contracts, purchase orders, blanket purchase agreements (BPAs) and standing purchase orders.

c. Oversees the use of BPA's by authorized callers in various NEX departments.

d. Develops, prepares and issues solicitations.

e. Conducts negotiations directly with contractors.

f. Performs contract administration to ensure contractor compliance with terms of the contracts awarded.

N6210 DATA PROCESSING DIVISION

- a. Responsible for managing machine activities of a data processing operation such as processing production requirements, establishing work flow and standards of accuracy and productivity.
- b. Ensures that the most efficient machine and personnel utilization are realized.
- c. Resolves questions on technical matters relating to the operation of the computer systems involved.
- d. Coordinates with appropriate NEXCOM data processing technical personnel on all matters relating to the data processing operation.

N6211 SERVICE STATION DIVISION

- a. Manages the operation of a service station engaged in selling gasoline and providing automotive repair service within the scope authorized.
- b. Develops operating budgets and achieves approved budget performance by analyzing material and labor costs.
- c. Assures protection and economical use of supplies, equipment and receipt of cash and charges.
- d. Maintains records and prepares reports as required.
- e. Recommends construction and actively pursues improvements to station appearance and performance.

N6212 NAVY LODGE DIVISION

- a. Manages Navy Lodge operations in compliance with NEXCOM policies and procedures.
- b. Prepares records and reports relating to Navy Lodge operations.
- c. Maintains accommodations suitable for transient families.
- d. Ensures employee responsiveness to customer comfort and sanitation.
- e. Responsible for achieving approved Navy Lodge budgets.

N6213 SECURITY DIVISION

- a. Responsible for the protection of properties, merchandise, moneys, customers, personnel and other assets of the NEX.

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- b. Detects acts of theft, shoplifting and other unlawful practices by customers and employees.
- c. Assists in the development, establishment, implementation and monitoring of fraud, waste and abuse programs.
- d. Monitors cash variance programs.
- e. Maintains liaison with NEXCOM, Base Security, Naval Investigative Service (NIS) and other law enforcement agencies.
- f. Responsible for planning, execution and follow-up of NEX internal control programs.
- g. Ensures compliance with policies and procedures of established instructions.
- h. Develops and administers a formal internal audit program and provides recommendations for improved controls.
- i. Maintains a follow-up system to assure NEX compliance with formal and informal audit and inspection recommendations relative to loss prevention matter.

N6214 UNIFORM CENTER DIVISION

- a. Directs and coordinates all phases of the Uniform Center operation.
- b. Coordinates merchandise procurement with responsible Naval Uniform Center Buyer to maintain inventory levels.
- c. Ensures that required quality assurance and inspection of uniforms and accessories are performed.
- d. Assists Navy personnel with requirements of Navy Uniform Regulations, concept of fit for uniforms, proper arrangement of attached rank, rating badges, service stripes, medals and ribbons.
- e. Responsible for safekeeping of funds and inventory assigned and submission of required cash control documents.

N6215 MAINTENANCE AND SAFETY DIVISION

- a. Manages a program for the maintenance, repair and improvement of NEX facilities.
- b. Determines maintenance requirements; forecasts material and manpower needs.

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- c. Evaluates maintenance program effectiveness through inspections, budget controls and management improvement studies.
- d. Plans improvements to facilities.
- e. Plans, schedules and coordinates the NEX Preventative Maintenance Program, including the repair and maintenance of vehicles.
- f. Maintains records of fixed assets, cost and material for alterations, equipment, repairs and work orders.
- g. Responsible for administering the Navy Occupational Safety and Health Programs.
- h. Maintains liaison with the Base Safety Office and NEXCOM Safety Office to ensure compliance with program requirements.
- i. Ensures prompt and complete investigation of all mishaps and compliance with reporting procedures.
- j. Establishes education and training programs for NEX employees in occupational safety and health, fire prevention and energy conservation.
- k. Ensures all work places are inspected by qualified personnel for safety and health deficiencies at least annually.
- l. Ensures corrective action is taken to eliminate unsafe or unhealthy working conditions.
- m. Implements procedures for employees to report unsafe or unhealthy working conditions.

ASSISTANT CHIEF OF STAFF - Religious Programs and Support Services
CODE: N7

Basic Function.

Provides professional direction and oversight of the Command Religious Program and the Family Service Center. Ensures that appropriate religious programs, personal and family services are provided to meet the needs of military personnel, their family members and other authorized persons at the Naval Training Center and component commands.

Responsibilities.

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- a. Advises the Commander, NTC on all matters related to religious ministries and family/personal services within Naval Training Center.
- b. Advises the claimant staff chaplain and Family Service Center Program Director of necessary actions concerning programming of billets and other support requirements.
- c. Monitors religious and Family Service Center facility requirements and advises the Commander, NTC of the material status of all assigned facilities.
- d. Supervises and evaluates all assigned officer, enlisted, and civilian personnel.

N71 CHAPLAIN DEPARTMENT

- a. Advises the Commander, NTC on all matters related to religious ministries within Naval Training Center.
- b. Advises the claimant staff chaplain of necessary actions concerning programming of chaplain and Religious Program Specialist (RP) billets and other support requirements.
- c. Identifies religious needs within the command; plans, programs, and budgets for the CRP; and coordinates the ministries of assigned chaplains to execute a proactive program of religious ministry.
- d. Advises the Commander on moral issues and provides input to programs which emphasize core values.
- e. Monitors religious ministry facility requirements and advises the commander of the material status of all facilities assigned to the CRP.
- f. Advises the claimant chaplain on ministry matters within the command which require attention.
- g. Monitors chaplain and RP billets and billet requirements, and advises the claimant chaplain on manpower issues affecting the command.
- h. Submits reports to the claimant staff chaplain as required.
- i. Supervises and evaluates all assigned officer, enlisted and civilian personnel.
- j. Represents the commander to local religious bodies, dignitaries, and community organizations.
- k. Ensures every assigned chaplain with a 3701 Navy Officer Billet Code (NOBC) has a mentor.

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l. Coordinates the professional activities, ceremonies, and training among area chaplains, RPs, and other enlisted personnel assigned to the Command Religious Program.

m. Coordinates the training of reserve chaplains, chaplain candidates, and Religious Program Specialists on Active Duty for Training and Temporary Active Duty.

n. Acts as Administrator of a consolidated Religious Offering Fund; plans, projects, and executes a budget and spending plan in accordance with the wishes of the donors.

o. Provides support for area civic and religious ceremonies and activities and keeps the Public Affairs Officer informed of religious ministries and chaplains' activities of public interest.

p. Coordinates the interviews of prospective candidates applying for the RP rating and for commission in the Navy Chaplain Corps.

q. Provides a duty chaplain during non-working hours, weekends, and holidays for NTC and U.S. Naval Hospital, Great Lakes.

r. Coordinates requests for chaplain assistance in casualty assistance and emergency response plans in the Chicagoland area.

N711 NAVAL TRAINING CENTER MINISTRIES DIVISION

a. Provides religious ministries, chaplain support, and facilitates the free exercise of religion for all military personnel, family members and other authorized personnel in family housing areas at Great Lakes, Fort Sheridan, and Glenview, and in all center commands other than RTC and SSC.

b. Advises Commanding Officers of tenant commands on matters related to religious ministries.

c. Provides for, conducts, and facilitates divine services.

d. Provides for, facilitates, and organizes voluntary programs of religious education for children, youth and adults.

e. Provides and facilitates appropriate sacramental and pastoral care.

f. Provides pastoral counseling services.

g. Assigns duties to and supervises ministry and activities of assigned chaplains, RP's, other enlisted personnel and contract personnel.

h. Plans, programs, and budgets to execute religious ministries within the division.

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i. Ensures the proper care, maintenance and accountability of assigned spaces and equipment.

j. Provides supervision, training and evaluation of all assigned personnel.

k. Ensures completion and submission of all required reports.

N712 RECRUIT TRAINING COMMAND MINISTRIES DIVISION

a. Provides religious ministries, chaplain support, and facilitates the free exercise of religion for all recruits and staff assigned to RTC.

b. Advises the Commanding officer, RTC on all matters related to religious ministries within the command.

c. Provides for, conducts, and facilitates divine services for all authorized faith-groups.

d. Provides for, facilitates, and organizes voluntary programs of religious education for recruits.

e. Provides and facilitates appropriate sacramental and pastoral care for recruits and staff.

f. Provides pastoral counseling services.

g. Assigns duties to and supervises religious ministry and activities of all assigned chaplains, RP's and other personnel.

h. Plans, programs, and budgets to execute religious ministries within the division.

i. Ensures the proper care, maintenance, and accountability of assigned spaces and equipment.

j. Provides supervision, training, and evaluation of all assigned personnel.

k. Ensures completion and submission of all required reports.

l. Provides for and conducts weekly training for Recruit Religious Petty Officers.

m. Administers the RP rating interview program for recruit classification.

n. Provides for and conducts regular visitation to recruits and staff in barracks and other appropriate spaces.

o. Provides prayers at all requested events and ceremonies such as: Mom and Pop Night, Graduations, Ship Commissionings, and retirements.

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- p. Conducts indoctrination lectures and core values seminars for all recruits.
- q. Conducts ethics and core values training for all Recruit Division Commander and prospective Division Commanders.
- r. Provides assistance as appropriate in the base "Character Development Program."

N713 SERVICE SCHOOL COMMAND MINISTRIES DIVISION

- a. Provides religious ministries, chaplain support, and facilitates the free exercise of religion for all personnel assigned to SSC.
- b. Advises the Commanding Officer, SSC on all matters related to religious ministries within the command.
- c. Provides for, conducts, and facilitates divine services for authorized faith-groups.
- d. Provides for, facilitates, and organizes voluntary programs of religious education for students and staff.
- e. Provides and facilitates appropriate sacramental and pastoral care.
- f. Provides pastoral counseling services.
- g. Assigns duties to and supervises religious ministry and activities of all assigned personnel.
- h. Plans, programs, and budgets to execute religious ministries within the division.
- i. Ensures the proper care, maintenance and accountability of assigned spaces and equipment.
- j. Provides supervision, training, and evaluation of all assigned personnel.
- k. Ensures completion and submission of all required reports.
- l. Provides indoctrination lectures and other presentations for students and staff as required, to include assistance in the base "Character Development Program".
- m. Provides for and conducts regular visitation of work and training spaces, barracks, and other spaces as appropriate.
- n. Provides prayers at all requested events and ceremonies at SSC.

N72 FAMILY SERVICE CENTER DEPARTMENT

a. Functions as the Department Head for the Family Service Center Department (N72) providing leadership and management for all Department military and civilian personnel. Reports directly to the Assistant Chief of Staff (ACOS) for Religious Programs and Support Services. Also functions as a Special Advisor to CNTC.

b. Ensures all FSC programs and policies in place are in accordance with BUPERS Accreditation standards.

c. Provides awareness of and access to reliable and useful information, resources, and services that support and enrich the lives of Navy families and single service members including active duty and retired personnel and their families.

d. Ensures the administration of information and referral services for a wide array of personal family matters, including personal assistance and crisis intervention with naval and civilian community agencies.

e. Ensures that counseling services are provided for single and married military members in the areas of family advocacy, individual and marital counseling and other general counseling.

f. Ensures that all FSC staff providing individual and family services are properly trained.

g. Ensures that a volunteer program is provided which will allow Navy personnel and families to assist each other with relocation adjustment life skills.

h. Ensures that a healthy life education program is available covering Navy life enrichment issues.

i. Provides for counseling and assistance for drug and alcohol abusers and persons with eating disorders.

j. Ensures that accountability for confidential records is maintained.

k. Provides relocation, employment and exceptional family member services to military personnel and their family members.

l. Offers transition assistance to separating and retiring military members and their spouses through the Transition Assistance Management Program.

m. Provides for home visits, counseling and parenting classes for service members and their families from prenatal care to toddlers.

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- n. Ensures appropriate management of the Department Operating Target (OPTAR) budget and contracts targeting investments with the greatest potential for improving quality of services provided.
- o. Ensures for the proper management and administration of the Department Automated Data Processing (ADP) and Local Area Network (LAN).
- p. Functions as Alternate Contracting Officer's Representative for all FSC contracts.

N72A CONTRACT MANAGER/ASSISTANT DIRECTOR

- a. Functions as the acting Director in his/her absence ensuring all of the above responsibilities are carried out.
- b. Functions as assistant to the FSC Director in planning, implementing, administering, evaluating, and promoting the Great Lakes FSC.
- c. Writes all FSC contracts and functions as the Contracting Officer's Representative (COR) for all FSC contracts.
- d. Assists FSC supervisors, when necessary, in writing FSC position descriptions, PARS and civilian evaluations.
- e. Coordinates all FSC program efforts with other base activities, e.g. Navy/Marine Corps Relief Society, Red Cross, Staff Judge Advocate, Naval Hospital etc.
- f. Assesses the impact of FSC programs by reviewing program and service evaluations and employee evaluations.
- g. Assists with ensuring all FSC programs and policies are in accordance with BUPERS Accreditation standards.
- h. Maintains knowledge of the policies set forth in OPM directives and guidelines, Human Resources Office and NTCGLAKES instructions as they pertain to civilian employees of the FSC.
- i. Assists in coordinating all hiring procedures with HRO. Recommends, takes and/or reviews disciplinary actions of the civilian staff.
- j. Functions as the First Line Supervisor for other FSC civilian supervisors and the Second Line Supervisor for other FSC civilian employees. Reviews all performance appraisals.
- k. Carries out EEO policies and communicates support of those policies to subordinates.

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1. Promotes and maintains liaison with federal, state and local governments and private agencies coordinating and preparing Memorandums of Understanding on behalf of the Navy for the mutual benefit of Great Lakes commands, military members and their families.

N721 TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP) DIVISION

a. Provides the following transition services to active duty military members and their families: Transition Assistance

Program (TAP) workshops, individual transition career counseling, Spouse Employment Assistance and job placement, job search resource/research library, local job listings, computerized job search network, Defense Outplacement Referral System (DORS), employment interview training, Standard Installation Topics Exchange System (SITES), Welcome Aboard information, Hospitality Kits, job search/job skills workshops, job fairs, relocation workshops, career transition testing.

b. Obtains information for inclusion into Great Lakes Welcome Aboard Packages which are sent to personnel who receive orders to NTC Great Lakes, subordinate and tenant commands. Maintains information on other ships and installations.

c. Coordinates Hospitality Kits with the Information and Referral Division. Kits provide such items as cots/futons, pillows, linens, folding tables and chairs, utensils, pots, pans, dishes and other transportable items which can be obtained by active duty military personnel who are awaiting household effects shipments or have already packed out.

N722 COUSELING/FAMILY ADVOCACY DIVISION

a. Manages, trains and coordinates counselors providing individual, marital, domestic violence, group and family counseling to military personnel on active duty, retired and/or their family members. Provides short term counseling services by trained/credentialed counselors.

b. Ensures that counseling service personnel are provided a continuing training program in order to ensure knowledgeable, quality counseling services.

c. Provides prevention education and awareness classes/workshops and briefs to active duty members, family members and members of the community at large.

d. Cooperates with the Great Lakes Medical Treatment Facility (MTF) in the area of Family Advocacy taking responsibility for spouse abuse cases and attending necessary meetings and Case Review Subcommittee meetings.

e. Provides awareness/education to military personnel/agencies, such as CO's, XO's, Legal Services, Naval Investigative Service, Security Department, Command Master Chiefs, Child Care Providers etc.

f. Provides trained/credentialed counselors for intake and consultation.

g. Maintains accurate information about civilian agencies and service providers for information and referral.

N723 NEW PARENT SUPPORT TEAM (NPST)/HEALTHY LIFESTYLE DIVISION

a. Provides programs for prevention of child abuse/neglect among active duty military families, such as Infant/Toddler stimulus and Infant Parenting.

b. Makes home visits to military families with newborns to age 2 providing services, education, support and information regarding proper care and nurturing of their child.

c. Identifies active and/or potential child abuse/neglect cases and provides the proper information and referrals.

d. Manages family life education programs on life enrichment issues.

e. Provides long-term support, home visits, education and guidance to military families with children ages 0-5 through the Parent-to-Parent program.

f. Provides for consumer economics/healthy lifestyle classes, such as Command Financial Specialist, Healthy Pregnancy/Healthy Baby, Low Fat Cooking, cake decorating, basic sewing and quilting, etc.

N724 INFORMATION AND REFERRAL DIVISION

a. Provides for improved awareness of and access to reliable and useful information, resources and services that support and enrich the lives of military families and single service members.

b. Provides information and referral services for a wide array of personal and family matters, including personal assistance and crisis intervention with naval and civilian agencies.

c. Establishes information and referral services most commonly needed by military families.

d. Establishes and maintains an information and referral network concerning human service systems and providers which are within the military and civilians communities.

e. Obtains information and referral resource material for display and distribution to meet the needs of military families and individuals.

f. Coordinates Hospitality Kits with the TAMP Division.

g. Assists the Relocation staff with the dissemination and maintenance of Great Lakes Welcome Aboard Packages and packages of other installations and ships.

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ASSISTANT CHIEF OF STAFF - Resources
CODE: N8

Basic Function. Develops and administers fiscal and budgetary policies, plans, and procedures for CNET-funded NTC Commands.

Responsibilities.

- a. Determines budget and fiscal control policies.
- b. Coordinates and approves allocation of funds to programs and organizational units.
- c. Provides required budget apportionment reports including utilization of labor, material usage, and commercial services.
- d. Provides technical guidance and advice for CNTC and subordinate commands in budget formulation, review, and execution.
- e. Monitors civilian payroll operations.
- f. Serves as command financial advisor for numerous facility and base operations committees.
- g. Issues Operating Targets (OPTARS) to subordinate commands and NTC departments.
- h. Formulates policy and procedures for Comptroller functions.
- i. Supervises the Budget and Accounting Division.

N81 BUDGET

- a. Determines budget financial adjustments and submits adjustment recommendations to the comptroller.
- b. Develops and coordinates integrated financial programs, procedures, and controls for both Operating Budget (OB) and Reimbursable accounting programs for local CNET-funded activities.
- c. Responsible for all NTC Minor and Plant Property data records, inventories, and reports.
- d. Provide memorandum records for NTC staff departments, special assistants, and reimbursable accounts.

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- e. Maintains Interservice Support Agreements for all Naval Training Center tenants.
- f. Provide travel targets to subordinate commands and divisions. Monitor travel order liquidation process to minimize occurrence of overage travel claims.
- g. Functions as CNET Program Automated Tracking System (CPATS) coordinator between CNTC and CNET. responsible for control and update of CPATS files. Provides CPATS training within the command.
- h. Provides transportation and telephone services for NTC departments, special assistants, and subordinate commands.

N82 ACCOUNTING

- a. Develops and maintains an Integrated Financial Management program for NTC Great Lakes and subordinate commands funded by CNET.
- b. Provides official accounting services for CNTC and subordinate commands funded by CNET.
- c. Maintains accrual accounting services for CNTC and subordinate commands funded by CNET.
- d. Balances discrepancies between the General Ledger and Weekly Fund Status Report.
- e. Facilitates time and attendance input.
- f. Verifies the validity, accuracy, and timeliness of commitment, obligation, and expenditure inputs. Makes necessary adjustments for the differences between commitments and obligations, established obligations, and expenditures. Initiates obligations incident to procurement action. Clears unmatched disbursements in suspense accounts.
- g. Prints off-site distribution reports utilizing the INFOPAC STARS-FL accounting system. De-collates STARS-FL products and distributes to cost center administrators.

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SECTION V

SPECIAL ASSISTANTS

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SECTION V SPECIAL ASSISTANTS

OOE COMMAND MASTER CHIEF

Basic Function.

Serves as the principle enlisted advisor to the Commander, Naval Training Center. Formulates and implements policies concerning morale, welfare, job satisfaction, discipline, utilization, and training of Navy personnel. Works with the Chief of Staff in the dissemination and promotion of command policy.

Responsibilities and Authority.

- a. Maintain and promote effectiveness and efficiency of the chain of command.
- b. Assist Commander in all matters pertaining to welfare, health, job satisfaction, morale, utilizing, and training of enlisted personnel in order to promote traditional standards of good order and discipline.
- c. Advise Commander on formulation and implementation of changes in policy pertaining to enlisted personnel.
- d. Attend meetings as directed by the Commander to keep apprised of current issues and provide a representative enlisted input.
- e. Participate in ceremonies honoring command members including all reenlistment ceremonies.
- f. When appropriate, represent or accompany Commander to official functions, inspections and conferences.
- g. Participate in receptions and hosting of official visitors to the command.
- h. Upon invitation, and as approved by the Commander, represent the command and the Navy at community and civic functions.
- i. Participate in, coordinate or monitor the following.
 - (1) Command orientation/Indoctrination Division.
 - (2) CPO/PO indoctrination courses.
 - (3) Enlisted warfare qualifications.
 - (4) Professional Development Board and/or Striker Selection Board.

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- (5) Command retention team.
- (6) Awards board considering enlisted personnel.
- (7) Sailor of the month/quarter/year selection boards.
- (8) Human resources management program.
- (9) Family service programs, e.g., Ombudsman, family services centers.
- (10) Bachelor enlisted quarters program (BEQ).
- (11) Habitability afloat program.
- (12) Commissary and Navy Exchange advisory boards (ashore).
- (13) Humanitarian reassignment/hardship discharge screening boards.
- (14) Command examining boards.
- (15) Recreation advisory boards.
- (16) CPO initiations.
- (17) Command Sponsor Program.
- (18) NTC Quality of Life Board.

SJA STAFF JUDGE ADVOCATE

Basic Function.

Provides advice and assistance on all matters relating to military and civil law and military discipline.

Responsibilities and Authority.

a. Provides advice and guidance to the Commander regarding legal matters arising within the Commander's official areas of interest or responsibility. Provides technical legal advice regarding NTC Initial Review Officer Program.

b. Reviews military justice matters, administrative discharges, JAG manual investigations, and other legal matters arising out of the Commander's capacity as Officer Exercising General Court-Martial jurisdiction and/or Regional Area Coordination.

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- c. Serves as the NTC ethics counselor for standards of conduct and government ethics matters.
- d. Serves as Counsel to the Great Lakes Area Armed Forces Disciplinary Control Board.
- e. Provides direction and guidance to assigned civilian and military personnel.
- f. Serves as Naval Training Center Inspector General. Provides oversight and monitoring for the Naval Training Center Inspector General Inspection Program.
- g. Serves as the Freedom of Information Act Coordinator and Privacy Act Coordinator for the NTC Staff and for matter submitted to the Commander as Denial Authority.
- h. Serves as the Great Lakes HOTLINE Coordinator.
- i. Provides the Chief of Staff, Naval Training Center; the Commanding Officers of subordinate commands with general legal advice and with specific advice and services concerning SJA Manual investigations, congressional correspondence, courts-martial, administrative discharges and other disciplinary matters.
- j. Drafts orders convening courts-martial and appointing orders of officers assigned to conduct SJA Manual investigations.
- k. Ensures that officers and enlisted personnel assigned to courts-martial, investigations and other legal duties are properly instructed in the legal aspects of their duties.
- l. Coordinates and conducts training for officers and enlisted personnel, as required, on their rights and obligations under the UCMJ.
- m. Conducts an on-going professional training for staff and other members of the command who may be called upon to perform legal or quasi-legal functions, such as investigating officers and summary court officers.
- n. Supervises the technical and clerical preparation of charges.
- o. Participates, as required, in the proper processing of cases involving nonjudicial punishment and makes recommendations that appropriate cases be referred to trial by courts-martial.
- p. Reviews investigative reports for legal sufficiency prepared in accordance with the SJA Manual.
- q. Originates, revises or reviews, as necessary, command instructions and correspondence for legal sufficiency.

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- r. Responds to requests for legal advice by department directors, commanding officers of officers-in-charge of subordinate and tenant commands.
- s. Acts as, or exercises supervision over, the locally designated Special Assistant U.S. Attorney in the prosecution of civilian offenders in Magistrate and District Courts.
- t. Renders personal legal assistance in connection with such matters as powers of attorney and domestic relations, including notarial services as required.
- u. Provides for the performance of all functions regarding the receipt, custody and examination of all Federal citations issued on board the NTC complex; accepts and forwards collateral fines; prepares all cases for court; and issues Notices of Warrants to persons who fail to appear in court.
- v. Provides for the maintenance of a basic legal research library including military statutory and case law, U.S. Codes and Illinois Statutes for the command.
- w. Provides command representative and/or support for administrative hearings, including administrative discharge boards, labor relations (non-appropriated funds), juvenile case management boards, housing appeals boards, tenants' dispute boards, Navy Exchange privilege revocation hearings, and Equal Employment Opportunity (EEO) hearings.
- x. Coordinates and completes civilian union negotiations as required.
- y. Provides for the performance of all necessary clerical and administrative acts necessary to effect the branch's mission.
- z. Serves as Special Assistant, U. S. Attorney. Prosecutes petty offenses and misdemeanors in Magistrate's Court and liaisons with the U. S. Attorney in the prosecution of felony cases in Federal District Court.

OGC GENERAL COUNSEL

Basic Function. Provides legal representation, advice and assistance to the Commander, NTC staff, and subordinate activities as outlined in SECNAVINST 5430.24D.

Responsibilities.

- a. Is principal legal advisor to the Commander in the following areas of civil law: civilian personnel law, including equal employment opportunity; environmental law; procurement law; fiscal law; and other civil legal matters which arise under local, state, or Federal statutes, cases, or regulations.

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Responsibilities.

- a. Advises the Commander on all matters related to Navy Equal Opportunity (EO) policy and on command compliance.
- b. Assist with the processing of discrimination (including sexual harassment) complaints.
- c. Review formal discrimination (including sexual harassment) complaints and provides recommendations for flag endorsement/action.
- d. Provide briefings on EO related matters.
- e. Assist in EO policy formulation.
- f. Conduct inspections of Equal Opportunity at subordinate commands.
- g. Monitor CMEO status by evaluating annual command assessment results forwarded by subordinate commands.
- h. Coordinate reporting of formally resolved sexual harassment and discrimination incidents as prescribed by the Navy Affirmative Action Plan (NAAP) (OPNAVINST 5354.3 series) using the Discrimination and Sexual Harassment (DASH) Database.
- i. Provide Command Assessment Team (CAT), Command Training Team (CTT) and DASH training/assist visits.
- j. Counsel personnel on harassment and discrimination complaint resolution procedures, both formal and informal. Provide guidance, advice and assistance to subordinate commands regarding EO (including sexual harassment) matters.

CMEO COMMAND MANAGED EQUAL OPPORTUNITY

- a. Monitors and ensures the completion of annual command assessments including the completion of an annual plan of action and milestones for EO program implementation.
- b. Ensures the maintenance of command documentation on the CMEO program for a period of three years or the next scheduled Command Inspector General inspection.
- c. Serves as a resource for program implementation within NTC.
- d. Schedules and chairs meetings of component CMEO coordinators for updating program information and coordination of NTC complex equal opportunity programs.

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b. Together with the SJA, serves as Ethics Counselor for the Commander; reviews, analyzes and provides opinions on questions relating to standards of conduct/government ethics; and conducts ethics training.

c. In conjunction with the SJA, provides legal guidance to the Commander and subordinate commands concerning Freedom of Information Act and Privacy Act issues.

d. Provides legal representation, advice and assistance in matters not specifically identified above and not otherwise within the area of responsibility of the SJA, including matters relating to base realignment and closure.

e. The liaison with other attorneys in the Navy's Office of General Counsel, and other Federal agencies, including the local U.S. Attorney, the Department of Justice, and the Office of Special Counsel, for matters described above.

SML STAFF MEDICAL LIAISON OFFICER

Basic Function.

Principle advisor to the Commander on matters pertaining to the medical welfare of personnel within the Naval Training Center and the medical aspects of staff plans. Assists in preparation of medical aspects of operational and logistical plans.

Responsibilities.

a. Serves as principle advisor to the Commander on matters pertaining to the operation of medical and dental support within the Naval Training Center complex.

b. Reviews, evaluates and provides technical guidance on the medical aspects of operational and logistic plans.

c. Provides direct liaison with Naval Hospital and Naval Dental Center, Great Lakes for medical and dental matters.

d. Serves as COMNAVRESFOR Regional Coordinator for the Casualty Assistance Calls Program (CACP).

EOPS EQUAL OPPORTUNITY PROGRAM SPECIALIST

Basic Function.

Acts as principle advisor to the Commander on Equal Opportunity (EO) matters. EO will have direct access to the Commander, Naval Training Center.



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

NTCGLAKESINST 5400.1B CH-1
N4

JUL 1 8 1997

NTC GREAT LAKES (COMPLEX) INSTRUCTION 5400.1B CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: COMMANDER, NAVAL TRAINING CENTER, GREAT LAKES, ILLINOIS
ORGANIZATION MANUAL

Encl: (1) Pages 4-58 through 4-64

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Remove pages 4-58 through 4-64 of the basic instruction and replace with enclosure (1) of this change.

A handwritten signature in black ink, appearing to read "C. B. Martin", is written over the typed name.

C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I and II (CASE A)

Copy to:
CNET (N-83) (2 copies)

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c. Represents the command at community functions such as school boards where attendance by a military representative would both enhance the quality of life for service members and their families and ensure appropriate representation of command/Navy policy.

d. Coordinates within this command and with all complex commands, as needed, military focused requirements and one-time taskings that don't fall under the cognizance of NTC special assistants or departments.

N38 COMMAND FITNESS COORDINATOR

Ensures operational effectiveness of the Navy by promoting physical readiness and encouraging participation by all members in a lifestyle that promotes optimal health. Physical readiness training includes reducing excess fat, maintaining the flexibility, cardiorespiratory, muscular strength and endurance needed to perform routine and emergency tasks.

N39 URINALYSIS COORDINATOR

Conducts the urinalysis program as directed by pertinent directives. Urinalysis coordinators are collateral duty positions with direct reporting to the Commander, Naval Training Center via the Chief of Staff.

ASSISTANT CHIEF OF STAFF - Installations and Environment
CODE: N4

Basic Function. The Commanding Officer, Navy Public Works Center/Engineering Field Activity, Midwest (PWC/EFAMW), serves additionally as the Assistant Chief of Staff (ACOS) for Installations and Environment (I & E). The Executive Officer PWC/EFAMW serves as Deputy Assistant COS (N4A). The ACOS for I & E provides facilities and land management, engineering management, environmental management, facilities support, family housing policy and management, self-help and recycling services for the Naval Training Center and for other activities and responsibilities assigned to Commander, Naval Training Center, such as Regional Area Coordinator, Regional Planning Agent for Civil Disaster Program, Regional Environmental Coordinator, Navy On Scene Commander, etc. Since various functions within the N4 group are jointly staffed by PWC/EFAMW and NTC civilian and military personnel, both civilian and military personnel may receive supervision from PWC, EFAMW or NTC personnel. Both supervisory personnel and working level staff are comprised of PWC, EFAMW and NTC personnel who may supervise and/or be supervised by personnel from any of the three commands. Individual command performance appraisal plans, instructions, and other relevant operating guidelines may be applied to any of these personnel when mission accomplishment would be served by one set of guidelines for the integrated staff.

JUL 1 6 1997Responsibilities

a. Provides civil engineering expertise in executing matters pertaining to NTC facilities, public works, public utilities, real estate and environmental programs.

b. Determines facilities requirements and establishes priorities in conjunction with the NTC Facilities Planning Board.

c. Manages land and facilities maintenance, repair, construction, and engineering services.

d. Serves as member of the Facilities Planning Board and Environmental Compliance Board. Serves as chairman of the Energy commission.

e. Prepares the annual Real Property Maintenance Activities (RPMA) budget for the NTC, determining modification to future budget year forecast plans based upon continual analysis of changing unfunded facilities requirements. Executes facilities operation and maintenance budgets for all Maintenance of Real Property (MRP).

f. Establishes requirements and monitors execution of facilities operation and maintenance work for all Maintenance of Real Property (MRP).

g. Coordinates/assigns tasking for Construction Battalion Unit 401.

h. Recommends allocation and monitors Maintenance of Real Property (MRP) funds required for the maintenance, alteration, repair of land, facilities and improvements for the NTC, determining funding reductions, increases and adjustments to the MRP financial plan and the command's Maintenance Action Plan (MAP) throughout the fiscal year.

i. Conducts the NTC's Energy Management Program, serving as member of the energy Commission, providing oversight for energy consumption, promoting the general awareness of the program, submitting Energy efficient projects, and assisting Commanding Officers/Officers-in-Charge in a base-wide energy management effort.

N41 PLANNING AND PROGRAMMING DEPARTMENT

a. Provides planning and programming in all aspects concerning facilities engineering and management.

b. Analyzes the Annual Inspection Summary (AIS) to determine the import/significance of the unfunded portion of the financial plan relative to the overall NTC facility condition report. Coordinates and prepares the facilities portion of the annual Shore Base Readiness Report (BASEREP) submission.

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c. Maintains the Master Plan; Facilities Requirements Plan (FRP); the Facilities Planning Documents (FPD) and the Basic Facilities Requirements (BFR) for the NTC facilities requirements, including NTC tenant commands.

d. Conducts the liaison with Officer-in-Charge, CBU-401 in the performance of minor construction taskings.

e. Coordinates the submission and execution of Special Project documentation, including the Integrated Maintenance Repair, Minor Construction, Equipment Installation and Combination Projects, the Base Exterior Architecture Plan (BEAP); Navy Occupational Safety and Health (NAVOSH) Deficiency Abatement Program, Pollution Abatement (PABT) Projects; and Technical Training Equipment/Training Equipment/Training Device Installation (TTE/TDI).

f. Develops military construction projects and shore facilities plans and programs.

g. Develops, reviews and advises on the status of all current and proposed Military Construction Projects; Special Projects and Specific Construction Projects to include Maintenance, Repair, Minor Construction, Morale and Recreation and Navy Occupational Safety and Health; Capital Improvements Plan; Energy Conservation; and Self-Help projects that affect NTC. Coordinates on execution of projects.

h. Serves as point of contact for Illinois Department of Transportation for matters concerning access roads, and the Lake County Storm water Management Commission for matters concerning Storm water management issues.

i. Performs comprehensive space surveys; NTCGLAKESINST 5400.1B investigates tentative sites for new location or relocations of activities; analyzes space requirements data, including the availability of basic utilities, access, etc., and defines and analyzes problems. Prepares real property utilization reports.

j. Maintains the Navy Facilities Assets Data Base for the NTC. Identifies value components in the assessment of property worth as its relates to public disposal. Initiates and prepares changes and corrections to property record cards. Prepares the building/structure directory.

k. Provides management of Class I (land) and Class II (buildings/structures) property in the custody of NTC.

l. Develops NTC positions on land usage compatibility.

m. Maintains bachelor housing surveys and coordinates with BQ Department to verify existing assets and utilization.

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N42 SELF-HELP DEPARTMENT

a. Coordinates and provides supervision for base-wide Self-Help Program for land and facility maintenance, repairs, alterations, etc.

b. Maintains inventory and accountability of all Self-Help materials, supplies and tools.

c. Establishes a Preventative Maintenance System (PMS) program for applicable equipment.

d. Action and storage of all materials for repairs performed by Self-Help personnel.

e. Conducts a vigorous maintenance training plan to enhance professional, military and trade skills, decrease redundancy in shop capabilities, and ensure compliance with safety directives and procedures.

f. Ensure a systematic program is in place for overall base neatness, grounds maintenance and snow removal.

g. Provides assistance and expertise to ensure Self-Help projects are in compliance with building codes and specifications.

h. Provides Building Maintenance Supervisor services for Building 3400 tenant commands and other command facilities.

N45 ENVIRONMENTAL DEPARTMENT

a. Responsible for monitoring and execution of the following environmental programs: air quality; recyclable material resource programs; waste oils; hazardous waste; polychlorinated biphenyl's (PCB's); water conservation; and protection of archaeological and historic resources. Environmental programs involved include (but are not limited to) hazardous waste management and disposal, including training; air pollution; industrial and domestic waste-water; Storm water management; solid waste management including domestic waste-water; Storm water management; solid waste management, including recycling; Spill Prevention Control and Countermeasure (SPCC) and Oil and Hazardous Substance (OHS) plans; asbestos management; pollution prevention and noise prevention control. Responsible for implementation of policies to comply with applicable Federal, State, local and Navy environmental laws, regulations and policies, to include (but not limited to): Clean Air Act (CAA); Clean Water Act (CWA); Resource Conservation and Recovery Act (RCRA); Comprehensive environmental Response, compensation and Liabilities Act (CERCLA); Toxic Substance Control Act (TSCA); National Environmental Policy act (NEPA); Safe Drinking Water Act (SDWA); Federal Facilities Compliance Act (FFCA); Emergency Planning and Community Right-to-Know Act (EPCRA); and OPNAVINST 5090.1B.

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b. Coordinates and cooperates with Federal, State, Interstate and local pollution control agencies, adhering to established standards for the management of natural resources and the control and abatement of environmental pollution. Provides support to CNTC's role as Regional Environmental Coordinator (REC) and Navy On-Scene Coordinator (NOSC) for the Navy on environmental matters, including spills/releases for USEPA Region V, which includes six states, Illinois, Indiana, Wisconsin, Minnesota, Michigan and Ohio.

c. Provides liaison between the Naval Training Center and the Southern Division, Naval Facilities Engineering Command; Engineering Field Activity, Midwest; Navy Public Works Center, Great Lakes; and higher authorities, as well as Federal, State and local municipalities regarding environmental programs and compliance issues.

d. Administers recyclable material programs, including pick-up of materials from on-base and Navy Housing sites and delivery to recycling centers.

ASSISTANT CHIEF OF STAFF - Housing

CODE: N5

Basic Function

To provide a quality living environment and customer services that meet the needs of all residents and guests to support command training and readiness while improving morale and welfare within the Housing Neighborhoods. Provides clean, comfortable and enjoyable living conditions for accompanied and unaccompanied personnel and transient quarters for authorized users.

Responsibilities

a. Operates and manages all housing on the plant account of the activity. Manages resources, including manpower, facilities, funds and material. Advises the COS and Comptroller of housing requirements.

b. Develops and administers a comprehensive housing management program encompassing determination of requirements, utilization, budgeting, funding administration, improvement programs, maintenance and repair programs. Develops and implements the Neighborhoods of Excellence and Comprehensive Neighborhood Plans.

c. Implements policies and directives issued by CNTC and other appropriate authorities, applicable to the conduct of the business for which the Housing Department has assigned responsibility.

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d. Assures the Housing Department is in compliance with regulations governing budget, accounting and expenditure of public money and material for which the Housing Department has responsibility.

e. Assures the services provided by the Housing Department are cost-effective, responsive to user requirements, are of a high professional quality and promote good community relations.

f. Assures subordinate managers perform assigned duties and responsibilities in an efficient and effective manner that significantly contribute to the accomplishment of the NTC mission.

g. Reviews and evaluates the work methods, work assignments and staffing of the Housing Department, and initiates actions that will reduce costs and/or increase productivity.

h. Establishes, manages and controls a responsive resident relations and communications program to include written customer feedback processes.

i. Establishes and monitors a training program which ensures staff qualification for assigned tasks.

j. Ensures that any established nonappropriated billeting fund operates per applicable instructions.

k. Exercises custody of all records and property of the billeting fund. Ensures that records and property are available for inspection and removed only with written permission from CNTC.

l. Responsible for receipting, safekeeping, depositing, disbursing and accounting for all funds; verifying the receipt of supplies, equipment and other property for the billeting fund; and signing checks, purchase orders and other financial documents for the billeting fund.

m. Inspects all assigned housing, including common and private areas, to ensure cleanliness, sanitation, good order and discipline.

n. Administers services contracts and good contracts funded with Nonappropriated Funds (NAF) lawfully and effectively.

N51 FAMILY HOUSING DEPARTMENT

a. Provides the highest quality of life attainable for eligible personnel requiring family housing within the NTC Complex.

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b. Administers and manages family housing programs including family housing referral service, Housing and Urban Development (HUD) program, conducting requirements surveys; assignment and termination; family housing inventory and utilization; and administering cash collections pertaining to family housing.

c. Administers and manages family housing maintenance programs and responsibilities including planning, programming, monitoring, and analyzing family housing maintenance requirements; defining the scope of projects, approving projects, and authorizing expenditures of resources; ensuring that appropriate inspections are accomplished; procurement, inventory, storage, repair, and movement of furnishings and equipment; and assuring good relations with family housing occupants on a continuing basis.

d. Develops and implements the Neighborhoods of Excellence and Comprehensive Neighborhood Plans.

e. Assures the services provided by the Family Housing Department are equitable, cost-effective, responsive to user requirements, are of a high professional quality, and promotes good community relations.

f. Assures the Family Housing Department is in compliance with regulations governing budget, accounting, and expenditure of public money and material for which the Family Housing Department has responsibility.

g. Implements policies and directives for which the Family Housing Department has been assigned responsibility.

N52 TRANSIENT DEPARTMENT (HOTELS)

a. The hotel manager is responsible for daily operation and management of all assigned hotels (enlisted and officer), and will maintain standards of cleanliness and orderliness throughout. Additionally, the hotel manager will continually review policies and procedures with the aim of improving hotel habitability.

b. Meets monthly with the BQ Advisory Boards to discuss BQ matters.

c. Conducts random inspection of rooms and common-use areas in the hotels weekly in order to ensure the highest standards of habitability are being maintained. The inspector shall