



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 10150.1A  
012

24 NOV 1992

NTC GREAT LAKES INSTRUCTION 10150.1A

From: Commander, Naval Training Center, Great Lakes

Subj: SYSTEM FOR ISSUE AND CONTROL OF ORGANIZATIONAL LINEN

Ref: (a) OPNAVINST 11103.1  
(b) CNETINST 11101.2C  
(c) NAVSUP Manual, para 25941

Encl: (1) Linen Report

1. Purpose. To promulgate instructions concerning organizational linen in accordance with references (a) through (c).

2. Cancellation. NTCGLAKESINST 10150.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction promulgates policies and responsibilities for the management of all linen items that are the property of the United States Government and are used by personnel assigned to the Naval Training Center (NTC), Transient Personnel Unit (TPU), Service School Command (SSC) and Recruit Training Command (RTC), including those personnel who reside in Bachelor Enlisted Quarters. These items include, but are not limited to, sheets, blankets and pillowcases. Additional items such as bedspreads, pillows, mattress covers, pillow covers and mattresses, as specified in reference (a), may be included, depending upon availability of funding.

4. Policies

a. Maximum effort will be expended within NTC, Great Lakes, to control organizational linen in such a manner so as to receive maximum benefit from funds expended on linen while minimizing losses.

b. Every effort will be made within available funding levels to ensure adequate quantities of linen are on hand to support authorized individuals.

c. The NTC Bachelor Quarters (BQ) Department will maintain distribution control of linen which will support an authorized linen sub-pool at Recruit Training Command (RTC).



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d. The NTC BQ Department will be responsible for administration of the consolidated linen contract, budget for and procure linen replacements required due to normal wear and tear.

e. Due to the unusual requirements for linen required to support the Bachelor Officers' Quarters (BOQ), the BOQ will separately fund for and procure all required linen items. Laundry service for the BOQ will be provided under the consolidated linen contract on an annual projection of requirements provided by the BOQ.

f. The consolidated linen contract will not be utilized to provide for the cleaning of organizational linen where government funds have been utilized to provide laundry equipment. Where laundry equipment is provided, individuals will be responsible for cleaning the linen issued to them.

## 5. Responsibilities

a. BQ Officer, NTC, Great Lakes is responsible for:

(1) Overall management of the organizational linen program described herein, including administration of the consolidated linen contract.

(2) The establishment of a consolidated linen contract for authorized sub-pools when required.

(3) Ensuring there are detailed procedures and necessary supporting instructions for the administration of all linen sub-pools.

(4) Appointing the Central Linen and Supply Storeroom (CLASS) Leading Petty Officer (LPO) for administration of the consolidated linen contract for authorized sub-pools.

(5) Funding and procurement of linen for replacement of normal wear and tear losses.

b. The NTC BQ CLASS LPO will work with the Sub-pool Administrators to establish allowances of linen items based on individual command requirements.

c. Commanding Officer, RTC is responsible for:

(1) Appointing a Sub-pool Administrator. Due to the large volume of linen required by RTC, a further breakdown of pools under the Sub-pool Administrator is authorized as follows: Receiving Division, 11th through 17th Divisions, 21st through

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27th Divisions, and a pool for all small functions not included in the above (i.e. duty personnel, Fire Fighting School, drill hall watches, etc.).

(2) Establishing detailed procedures and necessary supporting instructions for the care of all government procured linen, including linen distributed by NTC BQ Officer.

(3) Ensuring that procedures detailed below regarding conduct of inventories and submission of linen reports are followed.

d. Commanding Officers/Officers in Charge of tenant activities will ensure compliance by their personnel with applicable linen controls promulgated by the Host Command operating an authorized Sub-pool.

e. Personnel receiving linen from any of the linen sub-pools:

(1) Will sign for linen received in accordance with procedures established by the respective command operating the linen sub-pool.

(2) Will be held responsible for loss of linen items entrusted to their custody.

(3) Will turn in all linen when vacating assigned berthing spaces.

6. Action. The following will be adhered to by all concerned to ensure basic standardization in procedures used by Sub-pool Administrators and to provide the NTC BQ CLASS LPO required information.

a. Sub-pool Administrators. The NTC BQ CLASS LPO will be kept advised, in writing, of all appointments to the position of Sub-pool Administrator.

b. Inventories. A complete inventory of all linen items will be taken at the end of each quarter or when otherwise directed by the NTC BQ Officer. The results of such inventories shall be reported to the NTC BQ CLASS LPO on enclosure (1) by the tenth day of the succeeding month.

c. Survey of Worn/Torn Linen. Linen in the various linen sub-pools which becomes unusable due to normal wear and tear will be turned in periodically to the NTC CLASS for exchange on a one-

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for-one basis, assuming availability of stocks. "Unusable" linen is a term of art and final determination will be made by the NTC BQ CLASS LPO. The NTC BQ CLASS LPO will, subsequently, initiate a survey to expend these items from the records. Upon completion of the survey, all such linen will be offered at no cost to activities for use as rags.

d. Loss of Linen. Upon receipt of quarterly inventory reports from the various Linen Sub-pool Administrators, the NTC BQ CLASS LPO will compute/review linen shortages from each sub-pool. The command operating the sub-pool may be required to initiate a Missing, Lost, Stolen Report (MLSR), if the total value of lost linen does not meet criteria for a survey to be conducted. All MLSRs will be routed through the NTC BQ Department. Replacement linen shall be retained in the Central pool stocks controlled by the NTC BQ Officer.

e. Request for Additional Linen. As the NTC BQ Officer is responsible only for the funding and procurement of linen for replacement due to wear and tear, and loss of linen, no significant changes to normal quantities of linen will normally be available. Any known requirements for increases should be provided to the NTC BQ CLASS LPO well in advance to allow for the required budget reprogramming of funds. Where possible, known increases will be consolidated and budgeted for by the NTC BQ CLASS LPO.

f. Excess Linen. Any known excess of linen will be reported to the NTC BQ CLASS LPO. Arrangements will be made to accept these excesses and all records will be changed accordingly.

6. Reports and Forms. Enclosure (1), may be obtained from the NTC BQ CLASS LPO, BOQ 62. This report is a quarterly requirement.

  
MACK C. GASTON

Distribution:  
NTCGLAKESINST 5216.5K  
Lists I & II (Case A)

**LINEN INVENTORY**

Individual \_\_\_ Consolidated \_\_\_ / Quarterly \_\_\_ Other \_\_\_ / Date: \_\_\_

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Print)

Item Description	Hand Towels	Bath Towels	Blankets	Pillow	Pillow Case	Bed Sheet	Matt. Cover	Matt. Pads	Bed Spread	Wash Cloths
Inventory Brought Fwd.										
Receipts Since Last Inventory										
Surveys, Losses, or Gains										
Sub-Total										
Current On-Hand Balance										
Differences										
Est. Increase in Min. Requirements										

Notes: