



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11013.1A

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NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 11013.1A

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES FOR ACCOMPLISHING MINOR CONSTRUCTION

Ref: (a) OPNAVINST 11010.20F  
(b) OPNAVINST 11000.16A, Chapter IV, Paragraph  
421.C.(4)(a)

1. Purpose. To provide guidance for local management and funding of minor construction work for Naval Training Center, (NTC) Great Lakes, and its component commands.

2. Cancellation. NTCGLAKESINST 11013.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background

a. This instruction emphasizes the component Commanding Officer's responsibility to account for all funding used for minor construction. As defined by reference (a), construction is the erection, installation, or assembly of a real property facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing real property facility; or the relocation of a real property facility. Construction includes demolition of a facility or facilities to be replaced, supporting utilities, roads, parking lot, equipment installed in and made a part of each facility, related site preparation, excavation, filling and landscaping, or other land improvement.

b. Component commands accomplish minor construction by using self-help, Construction Battalion Unit 401 (CBU-401), Navy Public Works Center (PWC), Great Lakes, or through government contracts with the private sector.

4. Policy. In accordance with reference (a) and appropriate NAVCOMPT regulations, NTC Great Lakes and its component commands shall properly account for the accomplishment of all minor

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construction on NTC facilities. Because of funding limits imposed by higher authority, Commander NTC (CNTC) Great Lakes, through the Minor Construction Review Board, will approve all minor construction expenditures.

5. Minor Construction Review Board

a. The Minor Construction Review Board is established as follows:

- (1) Chief of Staff, Operations NTC-Chairperson
- (2) Commanding Officer, Service School Command
- (3) Commanding Officer, Recruit Training Command
- (4) Commanding Officer, Personnel Support Activity
- (5) Commanding Officer, PWC-Advisor
- (6) Officer in Charge, CBU 401-Advisor
- (7) Comptroller, NTC-Advisor
- (8) Director, Planning and Programming, NTC-Secretary/  
Advisor

b. The Board will meet quarterly, or as required by the Chairperson, to review all minor construction requirements at NTC Great Lakes.

6. Responsibilities

a. CNTC is responsible for approving/disapproving recommendations made by the Minor Construction Review Board regarding both policy and expenditures of funds for minor construction performed for NTC Great Lakes and its component commands.

b. Chief of Staff, Operations NTC Great Lakes, is responsible, as the Chairperson of the Minor Review Board, for developing and recommending policy regarding the expenditure of

minor construction funds for NTC Great Lakes and its component commands.

c. Commanding Officers of component commands are responsible for:

(1) Serving as members of the NTC Great Lakes Minor Construction Review Board.

(2) Establishing priorities for funding of minor construction projects for their respective facilities, and maintaining a current listing of these requirements.

(3) Establishing fiscal procedures that maintain the funding of minor construction separate from maintenance and repair, or other facility related funds.

d. Commanding Officer, PWC Great Lakes, and Officer in Charge, CBU 401, are responsible for advising the Minor Construction Review Board on the construction method (i.e., CBU, PWC contract) and estimated cost.

d. Comptroller, NTC Great Lakes, is responsible for:

(1) Serving as the Fiscal Advisor on the Minor Construction Review Board.

(2) Establishing an accounting system for funding minor construction (R1/FB) that is separate from the funding of maintenance and repair (M1/FA), or other engineering support funds (P1/FD).

(3) Coordinating with the NTC Great Lakes Staff Civil Engineer and component commands the funding of minor construction projects approved by CNTC for funding.

e. Planning and Programming (N41) NTC Great Lakes, is responsible for:

(1) Serving as the Secretary and Facility Advisor on the Minor Construction Review Board.

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(2) Maintaining current listings of minor construction requirements as submitted by component commands and prioritized by the Minor Construction Review Board.

(3) Coordinating with the NTC Great Lakes Comptroller and component commands' Planning and Programming, N41/Activity Public Works Officer (APWO) to fund those minor construction projects approved by CNTC for funding. Reference (a) identifies statutory cost limits.

f. Tenant activities occupying NTC Great Lakes facilities must submit all minor construction work requirements to their appropriate NTC host command for review and approval prior to accomplishment.



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Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II-A, III-A, III-B