



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

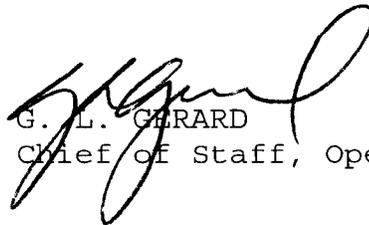
NTCGLAKESINST 5760.1D CH-1  
SJA  
07 Nov 00

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 5760.1D CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: PRIVATE ORGANIZATIONS ON BOARD NAVAL TRAINING CENTER,  
GREAT LAKES

1. Purpose. To issue Change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction:
  - a. Page 1, references, change reference (c) to read "DoD FMR, Volume 13" and change reference (d) to read "BUPERSINST 5890.1"
  - b. Page 2 of enclosure (1), under "Type 3 - Independent, Distaff/Spouse" change "Wives Clubs" to read "Spouses Clubs" and change "(May operate Thrift Shop Operation)" to read "(May run Thrift Shop Operation)"
  - c. Page 2 of enclosure (2), paragraph 3, line 2, delete the word "the" before "CNTC"

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
List I, II (Case B), III-A, B, C  
JAG (7 copies)



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

NTCGLAKESINST 5760.1D  
(SJA)  
AUG 13 1996

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 5760.1D

From: Commander, Naval Training Center, Great Lakes

Subj: PRIVATE ORGANIZATIONS ON BOARD NAVAL TRAINING CENTER,  
GREAT LAKES

Ref: (a) DODINST 1000.15  
(b) BUPERSINST 1710.11B  
(c) NAVCOMPTMAN VOL 7 PARA. 075261  
(d) NAVMILPERSCOMINST 5890.1  
(e) NTCGLAKESINST 5720.15  
(f) DODINST 5500.7R

Encl: (1) Examples of Private Organizations by Type and Sub-  
type  
(2) Application to Operate a Private Organization On-  
board NTC Great Lakes

1. Purpose. To set forth policies and regulate the activities of various types of private organizations operating on board Naval Training Center (NTC).

2. Cancellation. NTCGLAKESINST 5760.1C. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background.

a. Private organizations are generally, self-sustaining, non-Federal entities, incorporated or not, and constituted or established and operated on Naval Training Center (NTC), Great Lakes, with the written consent of the Commander, Naval Training Center (CNTC), by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Private organizations are not nonappropriated fund instrumentalities nor is there an official relationship between their activities and those of NTC personnel who are members or participants. They are not held to be an integral part of the military organizations, due to the nature of the functions which they perform and the particular characteristics of these organizations which provide for limited government supervision, as opposed to the extensive supervision exercised over nonappropriated fund instrumentalities. However, their operation is of interest and concern to NTC because of their location on the installation, their relationships with elements of both the federal and private sectors, the nature of their activities in support of certain recognized programs being conducted for the benefit of members of the NTC family, and their responsibilities as employers of U.S. citizens and other personnel.

b. Enclosure (1) outlines the general types of private organizations, as defined in reference (a), and provides examples of the three classifications of private organizations.

4. Discussion.

a. Various organizations of a private nature may operate on NTC. Specific policy applicable to all types of private organizations is contained in references (a) and (b). Guidelines on establishment and oversight of private organizations are contained in reference (c). Private organizations are required to obtain written approval from CNTC in order to operate on board the installation.

b. Minimal logistical support is authorized dependent on the type of private organization. There will be no direct financial assistance to a private organization from the Morale, Welfare, and Recreation (MWR) fund in the form of contributions, dividends, or other donations of monies or assets.

c. Activities of private organizations will not engage in activities which compete with those of any nonappropriated fund instrumentality on NTC.

d. Adequate insurance, if appropriate, will be purchased in order to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting in its behalf. Since there is no direct, vested interest of the Federal Government or its instrumentalities in the assets of a private organization, the direct protection of organizational assets, such as through fidelity or fire insurance is the responsibility of each private organization's membership.

e. If a private organization has exclusive use of a facility or space on a full-time basis, a lease is required. Private organizations must maintain their facilities in a clean and safe condition.

f. Reference (a), paragraph D.2, provides that certain unofficial activities may be conducted on DoD installations, but need not be formally authorized as Type 3 independent private organizations because of the limited scope of their activities, membership, or funds. Examples are office coffee funds, flower funds, and similar, small, informal activities and funds.

5. Action.

a. Private organizations wishing to operate on NTC will submit an application, enclosure (2), to Commander, Naval Training Center, Great Lakes, IL (Code SJA) for approval.

Attach a duly prepared constitution, by-laws, charter, articles of agreement, or other authorization documents to the application.

b. Written approval to operate a private organization on NTC will be issued by the CNTC and have an annual expiration date of 30 April. Private organizations are required to request yearly renewal of approval to operate on NTC by submitting an updated application form by 15 April to ensure authority does not lapse.

c. All private organizations must submit an annual operating statement to CNTC. The statement should include (1) the name of the financial institution where account is held; (2) annual income; (3) annual expenses incurred; (4) balance; and (5) source of income.

d. Private organizations must maintain general liability insurance as required by reference (d) and must include the private organization and the United States as named insureds. A copy of the insurance certificate will be attached to enclosure (2).

e. A private organization requesting full-time use of a facility or space must contact the NTC Facilities Directorate, Property Management Office, to obtain the required lease document.

f. Private organizations may not engage in any ultrahazardous activities as defined by reference (d) or other unsafe activities.

g. Private organizations wishing to conduct fund raisers on NTC will submit written requests in advance of the event to CNTC for approval per reference (e).

h. Commanding Officers/OIC's may approve informal fund activities within their units subject to the following guidelines:

(1) Informal fund activities are defined as office coffee funds, flower funds, and similar, small, informal activities and funds.

(2) A written request will be submitted to the Commanding Officer/OIC requesting permission to establish an informal fund activity. Commanding Officer/OIC approval of the request will be in writing.

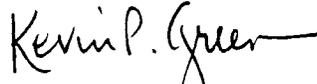
(3) The net worth of the fund may not exceed \$1000.

(4) One individual, designated in writing, is to be responsible for fund custody, accounting and documentation. The fund custodian will administer fund business during off-duty time. The fund custodian will periodically report to the Commanding Officer/OIC concerning the fund's financial status, or upon occurrence or suspicion of irregularities associated with the fund. The Commanding Officer/OIC shall designate the reporting requirement; e.g, quarterly, semi-annually, etc.

(5) Expenditure of funds shall be limited to payment of expenses consistent with the purpose and function of the fund, and for no other purpose.

(6) Requests for occasional fundraising must be approved, in writing, by the Commanding Officer/OIC. Fundraising for informal fund activities is limited to participation of military and civilian members assigned to the unit and will be conducted exclusively within unit spaces. Care should be taken to strictly adhere to the standards of conduct guidelines when conducting fundraising activities. No fundraising activity may compete with any nonappropriated fund instrumentality (NFI) at NTC Great Lakes.

(7) Strict compliance with the provisions of reference (f) concerning standards of conduct will be followed when participating in informal activities and expending funds.

  
KEVIN P. GREEN

Distribution:  
NTCGLAKESINST 5216.5M  
Lists I, II (Case B), III-A, B, C  
JAG (10 copies)

EXAMPLES OF PRIVATE ORGANIZATIONS BY TYPE AND SUBTYPE

Type 1 - Federally Sanctioned

Financial Institutions

Banking Offices  
Credit Unions

Community Services

Fraternal and Benevolent

Navy Relief  
USO  
Red Cross  
United Seamen's Service

Labor/Management

Labor Organizations  
DOD Supervisors and Management  
Associations

Type 2 - Affiliated

Professional, Scientific, and  
Management

Engineering and Scientific  
NCO Associations  
Nurses  
Personnel Management  
Financial Management  
Women Officer's Network

Community Services,  
Benevolent

Veterans Organizations  
Surviving Spouse or  
Surviving Parent Organization  
Parent-Teacher Associations  
(PTA)  
Ethnic Group Affiliations  
Reserve or Retired  
Associations  
Affiliated Community Service  
Clubs

Sports, Hobbies, and Crafts

ABC Bowling Leagues  
Sports Officials  
Affiliated Hobby or Craft  
Groups

Youth Organizations

Junior Army Navy Guild  
Organizations (JANGO)  
4-H Clubs  
Scouting Organizations  
Little League

Religious Groups

Altar Societies  
Guilds  
Youth Organizations

Distaff/Spouse Organizations

Only those Affiliated

Type 3 - Independent

Sports, Hobbies, and Crafts

Model Clubs  
Stamp, Coin, Other Collectors  
Theater and Dance  
Fish and Game  
Golf Leagues  
Investment Clubs

Youth Organizations

Contemporary Age Clubs (Teens, etc.)  
Youth Sports/Recreation

Community Service,  
Fraternal and Benevolent

Thrift Shops  
School Booster Clubs  
Local Ethnic Groups  
Child Care Centers  
Preschool and Kindergarten  
Social Study Problem Groups

Distaff/Spouse

Wives Clubs (May operate  
Thrift Shop Operation)  
National Origin Clubs

APPLICATION TO OPERATE A PRIVATE ORGANIZATION  
ON BOARD NTC GREAT LAKES

From: \_\_\_\_\_  
To: Commander, Naval Training Center, Great Lakes, IL  
(Code JAG)

Subj: REQUEST TO OPERATE ON BOARD NTC GREAT LAKES

Ref: (a) NTCGLAKESINST 5760.1D

Encl: (1) Constitution/By-Laws/Charter of \_\_\_\_\_  
(2) Annual Operating Statement  
(3) (Copy of Certificate of Insurance)

1. In accordance with reference (a), permission is requested to operate on board NTC Great Lakes. In addition to enclosure (1), the following information is provided:

a. Name and address of private organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Brief description of activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. As defined in reference (a) this is classified as a  
TYPE \_\_\_\_\_ organization.

d. List of officers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Meeting times/location: \_\_\_\_\_  
\_\_\_\_\_

f. Status: (nonprofit corporation, business corporation,  
private association, limited partnership, etc.) \_\_\_\_\_  
\_\_\_\_\_

g. Affiliations with regional, national, or other  
organizations, if applicable: \_\_\_\_\_  
\_\_\_\_\_

h. Membership: Description of the membership composition;  
i.e., number of military, DoD, dependents/youth, non-DoD

civilian, etc. (Where exact numbers are unknown, estimate the total and show percentage breakdown of membership.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

i. Description of facilities, equipment or resources used by the organization (specify whether on a full-time or part-time basis). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(1) If use of facility or space is requested on a full-time basis, has a lease been obtained through NTC Facilities Directorate? ( ) YES ( ) NO

j. Liability insurance is maintained due to the nature of the activities of this organization? ( ) YES ( ) NO

(1) If yes, submit a copy of certificate of insurance. (NOTE: the insurance should be issued jointly in the name of the private organization and the United States Government.)

(2) If this organization is affiliated with a national organization, reference the group policy number in lieu of providing copy of certificate \_\_\_\_\_.

1. An annual operating statement is attached indicating (1) name of financial institution where account is held; (2) source of income; (3) annual income; (3) annual expenses incurred; and (4) current balance.

2. It is understood that written approval to operate on board NTC Great Lakes is issued by the CNTC and has an annual expiration date of 30 April. It is further understood that renewal of approval to operate on board NTC must be requested by submitting an updated application form by 15 April to ensure authority does not lapse.

3. Certification is made that this organization does not engage in any ultrahazardous activities as defined by NAVMILPERSCOMINST 5890.1 (e.g., rental of SCUBA equipment and sale of air for SCUBA tanks, use of flames, use of fireworks; rodeo shows; reloading of weapons) or other unsafe activities.

\_\_\_\_\_  
(Name of Organization)

By: \_\_\_\_\_  
(Name)

Date: \_\_\_\_\_