



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

NTCGLAKESINST 5720.1A

N1
09 FEB 00

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5720.1A

SUBJ: CALENDAR OF SPECIAL EVENT SUBMISSIONS

Ref: (a) NTCGLAKESINST 5720.18C

Encl: (1) NTC Community Relations Worksheet (NTCGLAKES Form 5720/2 (12/95))

1. Purpose. To establish reporting requirements for events to be included in the Calendar of Events and to provide the format for submission.

2. Cancellation: NTCGLAKESINST 5720.1

3. Background. As Area Coordinator, Commander, Naval Training Center (CNTC) is responsible for the coordination of special events. A special event, per reference (a), includes visits by Flag or General officers, members of Congress or congressional delegations, Cabinet officials, and civilians of rank GS-16 or above; any exercise or drill involving an agency or activity outside the Great Lakes Naval complex; visits by groups, especially when greater than 25 persons or when they are to be housed in quarters other than the Bachelor Enlisted Quarters (BEQ) or Bachelor Officer Quarters (BOQ); events which will disrupt the traffic flow on base; any event which has the potential to attract media coverage; or any other event which would benefit from publication within the Calendar of Special Events taking place on the Naval Training Center. In addition, CNTC is responsible for informing the public of the mission of the Navy, maintaining positive relations with the general public, reporting certain events to higher authority and ensuring that visitors to NTC leave with the best possible impression of the U.S. Navy. To that end, the NTC Public Affairs Office must serve as the central clearing house for all community relations activities conducted on board NTC.

4. Action. The following information will be submitted to NTC PAO for any event meeting the criteria of a special event, as outlined in reference (a):

- a. Event title and description
- b. Date, time, location(s)
- c. NTC Staff Member (coordination point)
- d. Sponsoring command on-scene coordinator plus alternate

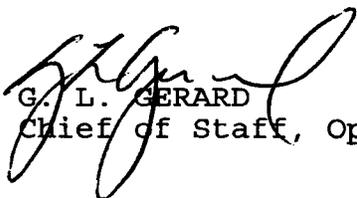
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- e. Size of group
- f. Civilian group point of contact
- g. CNTC participation requested?

Submission on enclosure (1) will be made fourteen days prior to the event.

5. Points of Contact. Each unit will provide the NTC Great Lakes Public Affairs Office with a designated point of contact for special events, and update that information as needed.

6. Forms. Enclosure (1) is available electronically on Wordperfect for Windows or Microsoft Word from the NTC Great Lakes Public Affairs Office, 688-2430 or 688-2201. Forms can be made available by email by sending a request to the events program coordinator at [duane.dewsbury@smtp.cnet.navy.mil]. Electronic transmission of submission is desired.


G. L. GERARD
Chief of Staff, Operations

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

NTC Regional Community Relations Worksheet		
Event Name		
Event Date		
Event Time		
Location(s)		
Description		
On-scene Coordinator	Name:	
	Phone:	
	Command:	
Alternate Coordinator	Name:	
	Phone:	
	Command:	
Group Info	# of participants:	
	Group POC:	
	Phone:	
CNTC participation requested?		> YES
		> NO
Other (Special parking arrangements/meals/facilities use, etc.)		

Forward form to NTC PAO, Bldg. 1, Rm B-25 Phone: 688-2201/2430 Fax: 688-4945
Email: duane.dewsbury@smtp.cnet.navy.mil

