



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

Ch-1 pg 4 made 10/18 Aug

Ch-2 Entered 99JAN 87

NTCGLAKESINST 5500.13C
N31

DEC 08 1997

MASTERS FILE

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5500.13C

From: Commander, Naval Training Center, Great Lakes

Subj: AUXILIARY SECURITY FORCE (ASF) ORGANIZATION AND TRAINING

- Ref: (a) ALNAV 011/87
(b) OPNAVINST 5580.1
(c) OPNAVINST 5530.14B
(d) CNO Washington DC 101847Z Dec 87

1. Purpose. To promulgate guidelines for Auxiliary Security Force (ASF) entry level and follow-on training and the indoctrination of all assigned members.
2. Cancellation. NTCGLAKESINST 5500.13B. This instruction has been substantially revised and should be reviewed in its entirety.
3. Background and Policy. The past ASF consisted of 40 personnel. On the premise of maintaining a well trained cadre of personnel, in conjunction with assessing the full spectrum of threats, the number of ASF members is now established at 72.
4. Scope. This instruction applies to all military personnel assigned to Complex².
5. General. Naval Training Center (NTC), Great Lakes is responsible for the training, organization, assignment and operational control of the NTC ASF per references (a) through (d). The ASF will be utilized to perform the functions listed below:
 - a. The protection of lives and the well-being of all personnel.
 - b. Assist in the apprehension of criminal/terrorist elements.
 - c. Containment of crisis situations.
 - d. Function as disaster preparedness security teams under the control of the NTC Director of Security (DOS).
 - e. Participate in patrols as armed patrolman and conduct drills to enhance capabilities and proficiency.

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6. Organization.

a. ASF

(1) The ASF will consist of 72 personnel, organized into four squads (port ¼ and starboard ¼). There will be one officer designated ASF Commander and one Deputy Commander. There will be one E-6 or below TDY to the NTC Security Marine Cadre as a Training Assistant.

(2) All personnel selected for ASF duties must meet the following standards:

(a) E-3 through O-3.

(b) No non-judicial punishment or courts-martial within the last 24 months.

(c) Not on limited duty or pregnant.

(d) Have passed the most recent physical readiness test.

(e) No drug or alcohol related incidents in the past 24 months (can be waived by parent command).

(3) Personnel selected for ASF duties will be assigned for a minimum of 18 months and released from their Command Watch Bill.

b. Command and Control. The ASF Commander will report to NTC DOS. Emergency Operations Center (EOC) in Building 1, Room B1, will be activated at the direction of the Chief of Staff, Operations NTC.

7. Training. Overall ASF training is the responsibility of the NTC DOS. The Security Department will provide the necessary material and training curriculum.

a. To complete Phase One training, all ASF members will initially be assigned to NTC Security in a TAD status for at least ten working days.

b. Proficiency training as required by the NTC DOS and ASF Commander will be assigned after completion of indoctrination training. ASF members will be required to receive formal

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training and exercise quarterly. At least one exercise annually will be a night exercise requiring ASF recalls, equipment load out and deployment to an exercise target or scenario location.

c. ASF training schedules will be established and maintained by the NTC Security Marine Cadre.

d. All ASF members will perform 12 hours of patrol duties with the Security Department and 4 hours of sustainment/follow-on training each month.

8. Equipment. The NTC DOS is responsible for equipping each member of the ASF. Accountability and maintenance will be the responsibility of the ASF member.

9. Responsibility.

a. The NTC DOS is responsible for overall planning, training, equipping, administration and direction of the ASF. In the absence of the DOS, the Chief of Police (COP) will assume the duties of the DOS.

b. The NTC Security Marine Cadre is responsible for administering the training program, and ensuring all personnel maintain proficiency in applicable areas.

c. The armory is responsible for the procurement, maintenance, control and issuance of all weapons, ammunition and equipment necessary to equip the ASF.

d. The ASF Squad Leaders are responsible for scheduling and administering the Security duties.

10. Action.

a. Complex² Commanding Officers/Officers in Charge shall:

(1) Assign personnel to the ASF using paragraph 11 of this instruction. Assignment will be made in writing to the NTC DOS.

(2) Assign replacement personnel, as necessary, to assure a fully trained and manned ASF.

b. ASF LCPO will:

(1) Assist the ASF Commander in the training and deployment of the ASF.

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(2) Maintain an up-to-date Recall Bill to be carried at all times and furnish a copy to the ASF Commander.

(3) Ensure assigned personnel make musters and attend all scheduled training.

c. Squad Leaders will:

(1) Ensure designated members are available for immediate recall and each squad member is thoroughly versed in ASF operations.

d. Each Squad Member will:

(1) Attend all regularly scheduled training sessions and security duties unless specifically excused by the ASF Commander, LCPO or Marine Cadre.

(2) Be responsible for keeping appropriate uniforms and special equipment available for immediate recall at all times.

(3) Provide their Squad Leader an up-to-date recall address and phone number, and check-out with their Squad Leader, LCPO and the Marine Cadre, prior to departing on leave or TDY.

11. Personnel Assignments. A total of 72 personnel are required to fulfill current ASF team requirements. Personnel are assigned from various commands/activities on a "Fair Share" percentage of total billets as follows:

Ch-1 8/10/98

<u>Command</u>	<u>E-2/6</u>	<u>E-7/8</u>	<u>CWO/O-3</u>
NTC	8	1	0
RTC	15	1	0
TPU	2	0	0
SSC	35	2	1
PSA	1	0	0
NLSO	0	0	1
HOSP	5	0	0
Total	66	4	2

C. B. Martin

C. B. MARTIN
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case B) (Less 4, 5, 7), III-A (3 and 11 only)



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JAN 04 1998

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5500.13C CHANGE
TRANSMITTAL 2

From: Commander, Naval Training Center, Great Lakes

Subj: AUXILIARY SECURITY FORCE (ASF) ORGANIZATION AND TRAINING

1. Purpose. To transmit change 2 to the basic instruction.

2. Change. Change paragraph 11. to read as follows:

11. Personnel Assignments. A total of 72 personnel are required to fulfill current ASF team requirements. Personnel are assigned from various commands/activities on a "Fair Share" percentage of total billets as follows:

<u>Command</u>	<u>E-2/6</u>	<u>E-7/8</u>	<u>CWO/0-3</u>	
NTC	5	1	0	
RTC	19	1	0	
SSC	18	1	1	
NLSO	1	0	1	
HOSP	13	1	0	
NHCS	2	0	0	
TPU	2	0	0	
PSA	2	0	0	
NAVDENCEN	3	0	0	
BAND	1	0	0	
TOTAL	66	4	2	GRAND TOTAL: 72

GEORGE H. GRAF
 Chief of Staff, Operations
 Acting

Distribution:
 NTCGLAKESINST 5216.5M
 Lists I & II (Case B), (Less 4, 5, 7) III-A, (3 and 11 only)

Stocked:
 NTC Administrative Office
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NTCGLAKESINST 5500.13C CH-1

<u>Command</u>	<u>E-2/6</u>	<u>E-7/8</u>	<u>CWO/O-3</u>
NTC	6	1	0
RTC	15	1	0
TPU	2	0	0
SSC	35	2	1
PSA	1	0	0
NLSO	0	0	1
HOSP	5	0	0
HOSP CORP SCHOOL	2	0	0
Total	66	4	2



C. B. MARTIN
Chief of Staff, Operations

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N31
21 SEPT 99

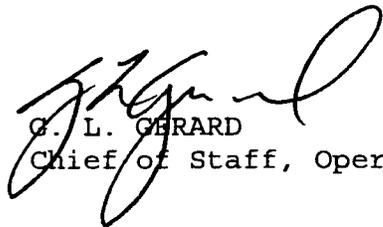
NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5500.13C CHANGE TRANSMITTAL 3

From: Commander, Naval Training Center, Great Lakes

Subj: AUXILIARY SECURITY FORCE (ASF) ORGANIZATION AND TRAINING

Encl: (1) New page 4 to subject instruction

1. Purpose. To issue change 2 to the basic instruction.
2. Action. Make the following change to the basic instruction:
 - a. Replace page 4 of the basic instruction with enclosure (1) of this change transmittal.


G. L. GERARD
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

List I, II (Case B), III-A (3 & 11 only)

NTCGLAKESINST 5500.13C CH-3
21 SEPT 99

<u>Command</u>	<u>E-2/6</u>	<u>E-7/8</u>	<u>CWO/O-3</u>
NTC	4	1	0
RTC	20	1	0
TPU	2	0	0
SSC	16	2	1
PSA	2	0	0
NLSO	0	0	1
HOSP	15	0	0
NHCS	2	0	0
NAVDENCEN	4	0	0
CBU-401	1	0	0
Total	66	4	2

Encl: (1)