



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

CNTC GREAT LAKES
1710.22B

NTCGLAKESINST 1710.22B
(00A)

22 MAR 1993

NTC GREAT LAKES COMPLEX INSTRUCTION 1710.22B

From: Commander, Naval Training Center, Great Lakes

Subj: VIP ESCORT OFFICERS

Ref: (a) OPNAVINST 1710.7

Encl: (1) Duties of NTC Great Lakes Complex Escort Officers

1. Purpose. To maintain a program for selection, assignment, and training of command junior officers for duty as a Naval Training Center (NTC) Complex Escort Officer.

2. Cancellation. NTCGLAKESINST 1710.22A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Commander, Naval Training Center (CNTC), Great Lakes is frequently host to senior flag and general officers and distinguished members of the civilian community. Such visits offer two significant opportunities: (1) to familiarize the visitor with the commands supporting our education and training mission particular, the components of NTC Complex and (2) to afford NTC the opportunity to show how the Navy's investment in training and education is managed. Our performance, appearance, professionalism and spirit will shape the visitor's view of the policies, programs and direction of NTC. To assist these visitors during their stay at Great Lakes, junior officers from NTC Complex commands will be detailed as Escort Officers.

4. Action

a. Commander, Naval Training Center (CNTC) will request Complex component commands to nominate a junior officer for duty as Escort Officer. Requests will be based on (1) objective/purpose of the visit, (2) commands to be visited, and (3) warfare/staff specialty of visitor.

b. Complex Commanding Officers will provide nominees (lieutenant and below) for duty as Escort Officers. Special care should be taken since the assignment will not only give junior officers personal, close contact with senior military and civilian personnel in their career field, but will also provide an opportunity to gain firsthand knowledge of current events and military protocol.

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c. NTC Flag Lieutenant (Flag LT) will act as liaison and training officer for Escort Officers, and also providing administrative and support personnel as required.

d. Escort Officers will be guided in the performance of their duties by reference (a) and enclosure (1). Additional instructions and guidance will be provided by the NTC Flag LT.


MACK C. GASTON

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

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DUTIES OF NTC GREAT LAKES COMPLEX ESCORT OFFICER

EVENT

ACTION REQUIRED

On assignment

- Contact NTC Flag LT for pre-visit briefing.

- Receive instruction on military courtesy and protocol (review reference (a))

- Review VIP Driver Handbook.

Visit - (2 days prior)

- Finalize scheduling arrangements for visitor with Flag LT.

- Review vehicle requirements and meet assigned driver.

Visit - (1 day prior)

- Update brief by Flag LT.

- Obtain VIP Welcome packet, letters, and other items for VIP.

- Finalize transportation arrangements with driver and review itinerary. Inspect vehicle and driver. Receive instruction on operation of radio/telephone in vehicle (if applicable).

- Assume primary duty as NTC Complex Escort Officer.

- Pre-register VIP at BOQ and inspect room.

Visit in progress

- Meet VIP at point of arrival. Introduce self and briefly review schedule with VIP. Deliver welcome packet and messages to VIP.

- Locate luggage, escort and assist VIP to vehicle.

Enclosure (1)

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- Proceed as provided by itinerary. Keep NTC Flag LT fully advised of any deviations from prepared itinerary.

- Escort VIP to all official functions, unless released by VIP or Flag LT.

Visit +1 working day

- Debrief with NTC Flag LT. Review lessons learned.

