



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5060.3K
(PAO)

MAY 20 1999

NTC GREAT LAKES INSTRUCTION 5060.3K

From: Commander, Naval Training Center, Great Lakes

Subj: RECRUIT GRADUATION REVIEWS

Ref: (a) U. S. Navy Regulations 1990, Section 6

Encl: (1) Procedure for Outdoor Reviews
(2) Formation Diagram of Outdoor Reviews
(3) Procedure for Indoor Reviews
(4) Formation Diagram of Indoor Reviews

1. Purpose. To provide information and establish standard procedures for the subject reviews, and to prescribe command responsibilities.

2. Cancellation. NTCGLAKESINST 5060.3J. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. A weekly Recruit Graduation Review is conducted at the Naval Training Center (NTC), Great Lakes, as an integral part of recruit training, as a motivating influence for recruits, and as a means of displaying to the public and to the families and friends of recruits the results of Navy recruit training. Reviews are normally held on Friday mornings throughout the year.

4. The Reviewing Officer and Guest of Honor. To add to the prestige of the Recruit Graduation, a Reviewing Officer and a Guest of Honor will be invited to participate in the review. Commander, NTC invites the Reviewing Officer and the Guest of Honor, Special Guest and the invitations are extended to include any relatives or friends the Reviewing Officer, Guest of Honor, or Special Guest may desire to have present. Nominations of persons to be selected as Reviewing Officer or Guest of Honor may be addressed to Commander, NTC (Code 00A). Pertinent information as to why the nominee would be desirable as Reviewing Officer or Guest of Honor or Special Guest should be included.

a. Reviewing Officer. The Reviewing Officer will be a military officer, normally of the rank of O-6 or above, or a civil official entitled to a gun salute as set forth in reference (a). The Reviewing Officer will receive the salute of the graduating divisions.

b. Guest of Honor. The Guest of Honor will normally be a civilian official or other prominent civilian whose achievements distinguish him or her as a citizen and as a good example for positively influencing the youth of our nation.

MAY 20 1999

c. Special Guest. The Special Guest will normally be a civilian official or other prominent civilian whose achievements distinguish him or her as a citizen and as a good example for positively influencing the youth of our nation.

5. Location and Procedures

a. Outdoor Reviews. During summer months, weather and training group size permitting, reviews will be held on the North Porter Parade Field. Procedures for the outdoor review are detailed in enclosures (1) and (2).

b. Indoor Reviews. Reviews will be held in Drill Hall 1200 during winter months and at such other times as weather or training group size may dictate. Procedures for the indoor review are detailed in enclosures (3) and (4).

c. Honors. Honors will be in accordance with reference (a) and are detailed in enclosures (1) and (3).

6. Attendance at Reviews and Reserved Seats on the Reviewing Stand. Wide attendance at the Reviews is encouraged throughout local commands. Contact Recruit Training Command (RTC) Public Affairs Officer (PAO) at extension 5670, to request reserved seating. Notification of any cancellation must be made directly to the RTC Public Affairs Officer.

7. Recruit Visitor Reception. Recruit visitors attending the review will be received in the Master Chief Petty Officer of the Navy (MCPON) Hall, Building 1313.

8. Uniform. The following requirements will apply to those attending the Review:

a. Military participants and guests seated in the Reviewing Stand: Prescribed summer white or service dress blue for E-7 to O-10, service dress white or blue for E-1 to E-6, as appropriate or other services equivalent; civilians will wear corresponding appropriate attire. On certain official occasions held concurrently with the review, such as NTC and RTC Change of Command ceremonies, full dress uniform may be prescribed for participants.

b. Recruits: Prescribed by the Commanding Officer, RTC.

c. Non-participating military: Same as military participants and guests.

d. Non-participating civilians: Any appropriate attire suitable for the occasion.

MAY 20 1999

9. Actiona. Commander, Naval Training Center (CNTC) will:

(1) Act as coordinator in inviting and scheduling the Reviewing Officer, Guest of Honor, Special Guest for the reviews. (POC: Flag Aide and Writer)

(2) Provide publicity as necessary. (POC: NTC PAO)

(3) Provide patrolmen as necessary to assist and maintain traffic flow outside of RTC. (POC: NTC Director of Security)

(4) Determine requirements of the Reviewing Officer, Guest of Honor, Special Guest, and their personal parties, for transportation and other accommodations and make detailed arrangements as necessary. Each Wednesday morning prior to a Review, a 5050 Notice will be published with all pertinent information. (POC: Flag Aide and Writer)

(5) Prepare a reviewing stand seating plan for the official party.

b. Commanding Officer, RTC will:

(1) Conduct the Recruit Graduation Review.

(2) Provide the Recruit Divisions, bugler, drill officer, side boys, boatswain's mate, Recruit Review Commander, special units, and color guard.

(3) Provide a detail for traffic control and parking within RTC for all reviews. (RTC Security)

(4) Provide Honor Guard as appropriate.

(5) Rig reviewing stand and bleachers. (Drill Master)

(6) Provide bleacher ushers, and a detail for pedestrian traffic control on North Porter Parade Field for outdoor reviews, and between the MCPON Hall and Drill Hall 1200 for inside reviews. (POC: Drill Master and Chief of Security)

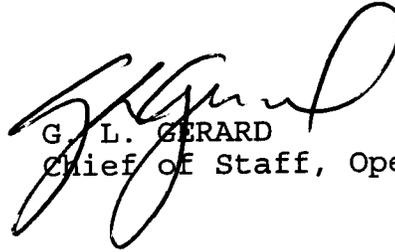
(7) Reserve bleacher sections for special groups in accordance with requests from the NTC PAO, or other special seating for groups unable to climb bleachers, such as senior citizens. (POC: RTC PAO and Drill Master)

(8) Prepare a reviewing stand seating plan for all reviews. (POC: RTC PAO)

NTCGLAKESINST 5030.3K

MAY 20 1999

(9) Each Wednesday morning prior to a Recruit Review tour, a 5050 Notice will be published with all pertinent tour information. (POC: RTC PAO)



G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case B) & III

MAY 20 1999

PROCEDURES FOR OUTDOOR RECRUIT REVIEW

1. Flag Officer, General Officer or Civilian Official of comparable rank.
 - (a) Reviewing Officer (RO), Commander, Naval Training Center (CNTC), Commanding Officer, Recruit Training Command (CO RTC) are staged inside MCPON Hall, South doors.
 - (b) All participants will be formed on North Porter Grinder as prescribed in enclosure (2).
 - (c) Bugler sounds "Attention". The Ship's Bell will be struck on order by the Executive officer, RTC when the CO, RTC's arrival is imminent. Bugler sounds "Present Arms", recruit divisions present arms.
 - (d) Car door openers open door for CO, RTC, and the Boatswain's Mate pipes the side. All uniformed personnel salute until the termination of the pipe.
 - (e) Bugler sounds "Order Arms", recruit divisions order arms.
 - (f) The Ship's Bell will be struck on order by the CO RTC when CNTC arrival is imminent. Bugler sounds "Present Arms", recruit divisions present arms.
 - (g) Car door openers open door for CNTC, and the Boatswain's Mate pipes the side. All uniformed personnel salute until the termination of the pipe, ruffles and flourishes.
 - (h) Bugler sounds "Order Arms", recruit divisions order arms.
 - (i) CNTC is escorted to the reviewing stand by XO, RTC.
 - (j) The Ship's Bell shall be struck on order by the CO, RTC when the RO's arrival is imminent. Bugler sounds "Present Arms", recruit divisions present arms.
 - (k) Car door openers open door for the RO.
 - (l) As the RO passes through the side boys, Boatswain's Mate will PIPE THE SIDE, all uniformed persons shall salute divisions until the termination of the pipe, ruffles and flourishes, music or gun salute, whichever shall be the last rendered. The RO will proceed through the line of side boys and take up position in

Encl (1)

MAY 20 1999

front of CO, RTC. If the gun salute is not prescribed on arrival, and a flag is to be displayed during the visit, it shall be broken at the start of the pipe.

(m) The piping of the side, the ruffles and flourishes, and the music shall be rendered in the order named.

(n) Upon completion of the music, and upon signal, the gun salute will be fired. Simultaneously with the firing of the first gun, the flag detail will break the flag, as appropriate, from the North Porter Flagpole.

(o) Bugle sounds "Order Arms", recruit divisions order arms.

(p) The RO will be invited to inspect the Honor Guard upon completion of such honors as may be rendered.

(q) After inspecting the Honor Guard, the CO, RTC will escort the RO to the review stand. Immediately after being inspected, the Honor Guard and side boys will depart the field.

(r) When the RO is seated on the reviewing stand and the side boys and Honor Guard have cleared the field, the Recruit Review Commander shall commence the Recruit Graduation Review.

(s) After receiving the salutes of the graduating divisions the RO is escorted to the RO car for transportation to the Recruit Review Reception held at MCPON Hall.

(t) CNTC is then escorted to the CNTC car for transportation to the Recruit Review Reception.

(u) CO RTC is then escorted to the RTC car for transportation to the Recruit Review Reception.

(v) PAO escorts Award Winner and Honor Recruit guests across the parade field to MCPON Hall for the Recruit Review Reception.

2. 0-6 or below and civil official of comparable rank. Carry out the procedures prescribed in section 1a through 1v. No gun salute, music, ruffles, flourishes, or flag are prescribed.

FORMATION DIAGRAM OF OUTDOOR RECRUIT REVIEWS

FLAG POLE

X

NORTH

NAVY
BAND

BMT DIV	BMT DIV	BMT DIV	STATE FLAGS	DRILL TEAM	STATE FLAGS	BMT DIV	BMT DIV	BMT DIV
------------	------------	------------	----------------	---------------	----------------	------------	------------	------------

* * REVIEW COMMANDER
 * STAFF

* CAR DOOR OPENER
 * CAR DOOR OPENER

HONOR GUARD	* * HONORS BOATSWAIN MATE
	HONOR * *
	GUARD * *
	* * SIDE BOYS
	* XO, RTC

RECRUIT BAND

BLEACHERS

REV. STAND	REVIEWING STAND	REV. STAND	BLEACHERS
------------	-----------------	------------	-----------

FENCE
R/R TRACKS

MAY 20 1967

PROCEDURES FOR INDOOR RECRUIT REVIEWS

1. Flag Officer, General Officer or Civilian Official of comparable rank.

(a) All personnel participating in the review will be formed as prescribed in enclosure (4).

(b) Official Party stationed on Quarterdeck, DH 1200 behind doors.

(c) Bugler sounds "Attention", recruit divisions come to attention.

(d) The advance party crosses the drill deck to reviewing stand. XO, RTC positions next to Boatswain's Mate.

(e) The Ship's Bell will be struck on order by the XO, RTC when the CO's arrival is imminent. Bugler sounds "Present Arms", recruit divisions present arms.

(f) Door openers open door for CO, RTC and the Boatswain's Mate pipes the side. All uniformed personnel salute until the termination of the pipe.

(g) Bugler sounds "Order Arms", recruit divisions order arms.

(h) The Ship's Bell will be struck on order by the CO, RTC when CNTC's arrival is imminent. Bugler sounds "Present Arms", recruit divisions present arms.

(i) Door openers open door for CNTC, and the Boatswain's Mate pipes the side. All uniformed personnel salute until the termination of the pipe and ruffles and flourishes.

(j) Bugler sounds "Order Arms", recruit divisions order arms.

(k) CNTC is escorted to the reviewing stand by XO, RTC.

(l) The Ship's Bell shall be struck on order by CO, RTC when the RO's arrival is imminent. Bugler sounds "Present Arms", recruit divisions present arms.

(m) Door openers open door for the RO.

(n) Bugler sounds "Present Arms", recruit divisions present arms.

Encl (3)

MAY 20 1965

(o) As the RO passes through the side boys, Boatswain's Mate will PIPE THE SIDE, all uniformed persons shall salute divisions until the termination of the pipe, ruffles, and flourishes, music or gun salute, whichever shall be the last rendered. The RO will proceed through the line of side boys and take up position in front of CO, RTC. If the gun salute is not prescribed on arrival, and a flag is to be displayed during the visit, it shall be broken at the start of the pipe.

(p) The piping of the side, the ruffles and flourishes, and the music shall be rendered in the order named.

(q) Upon completion of the music, and upon signal, the gun salute will be fired. Simultaneously with the firing of the first gun, the flag detail will break the flag, as appropriate, from the north end of DH 1200.

(r) Bugle sounds "Order Arms", recruit divisions order arms.

(s) The RO will be invited to inspect the Honor Guard upon completion of such honors as may be rendered.

(t) After inspecting the Honor Guard, CO, RTC will escort the RO to the review stand. Immediately after being inspected, the Honor Guard and side boys will depart the field.

(u) After receiving the salute of the graduation divisions the reviewing party will be escorted to the Wardroom for the Recruit Review Reception.

(v) PAO escorts the Award Winner and Honor Recruit family guests across the drill deck to the quarterdeck of DH1200 for the Recruit Review Reception.

