



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

NTCGLAKESINST 1580.1D  
N7  
21 JUN 01

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 1580.1D

Subj: NAVAL TRAINING CENTER (NTC) GREAT LAKES BASE  
INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 5351.1

Encl: (1) NTC Simplex Indoctrination Agenda  
(2) NTC Simplex Indoctrination Muster Sheet  
(3) NTC Simplex Indoctrination Critique Sheet

1. Purpose. To establish policy and provide guidance for the NTC Great Lakes Base Indoctrination Program.

2. Cancellation. NTCGLAKESINST 1580.1C.

3. Background. The Base Indoctrination Program was established at NTC Great Lakes to provide information and orientation for newly reporting personnel. The Base Indoctrination Program includes the Base Indoctrination Class, Career Information Training Course (CITC), Alcohol Awareness Program (AWARE), Alcohol and Drug Abuse Manager/Supervisor Training (ADAMS), PREVENT and the Navy Rights and Responsibilities (NR&R) class. NTC Great Lakes Simplex provides the overall coordination of the Base Indoctrination Program.

4. Policy. All NTC Complex<sup>2</sup> newly reporting military and civilian staff personnel shall attend the appropriate Indoctrination Class to fulfill the requirements of reference (a). Major commands such as Recruit Training Command, Service School Command and Naval Hospital Great Lakes conduct their own indoctrination programs. Tenant commands that do not have their own program should participate in the NTC Simplex Indoctrination program. Civilian personnel receive orientation briefs through the Human Resources Office, but may attend any portion of the NTC Simplex Indoctrination Class which they deem appropriate.

5. Action.

a. The Assistant Chief of Staff, Religious Programs and Support Services (Code N7) will provide overall management of the NTC Simplex Indoctrination Class. N7 will:

(1) Schedule the NTC Simplex Indoctrination Class on Tuesday of the first full week of each month.

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(2) Provide a class coordinator. The NTC Simplex Indoctrination Coordinator will:

(a) Arrange classroom space and necessary audio-visual equipment at the United Services Organization (USO).

(b) Provide all presenters a copy of enclosure (1), the Base Indoctrination Agenda.

(c) Escort and introduce Commander, Naval Training Center or his representative at the appropriate time during Base Indoctrination.

(d) Submit a copy of enclosure (2), the weekly muster sheet, to NTC Admin.

(e) Monitor and analyze enclosure (3), the Base Indoctrination Evaluation form, to ensure that the NTC Simplex Indoctrination program meets the informational needs of the intended audience.

b. Designated organizations, commands or tenant commands listed on enclosure (1) shall provide a presenter and alternate for the scheduled time. Presenters shall arrive at the USO ten minutes prior to their scheduled brief.

c. Area Commanding Officers and Officers in Charge of NTC Complex<sup>2</sup> commands shall:

(1) Establish and maintain a Command Indoctrination Program in accordance with reference (a). The program shall be command specific and also include CITC, AWARE and NR&R.

(2) Assign a Base Indoctrination Coordinator who shall be responsible for the overall coordination of their respective indoctrination programs.

d. Commands which do not have their own Indoctrination program and which desire to send newly reporting personnel to the NTC Simplex Indoctrination Program shall register all newly reporting personnel with the NTC Simplex Indoctrination Program Coordinator by calling 688-5610.



D. R. O'BRIEN  
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

List I, II (Case A), III-A

NTC SIMPLEX INDOCTRINATION SCHEDULE

TIME	PRESENTATION	COMMAND/ORGANIZATION	PHONE	FAX
0700 to 0710	OPENING REMARKS	ACOS N7C	5610	4416
0710 to 0725	RELIGIOUS SERVICES	ACOS N7	5610	4416
0725 to 0800	SUICIDE PREVENTION	NAVHOSP/REU	2221	2254
0800 to 0830	MWR	MWR	2110 X163	4816
0830 to 0845	NAVY LEGAL	NLSO	6549 X122	4754
0845 to 0850	<b>BREAK</b>			
0850 to 0900	AMERICAN RED CROSS	AMERICAN RED CROSS	5676	2404
0900 to 0915	NAVY COLLEGE LEARNING CENTER		6794	6785
0915 to 0950	NAVY COLLEGE OFFICE	NAVY CAMPUS	4681	5339
0950 to 1005	<b>BREAK</b>			
1005 to 1025	NAVY MARINE CORPS RELIEF SOCIETY	NMCRS	6830	2658
1025 to 1035	USO	USO	5591	4432
1035 to 1055	HOUSING REFERRALS	NTC HOUSING	3340 X136	6637
1055 to 1105	ADMIN	ADMIN	4578	
1105 to 1205	<b>LUNCH</b>			
1205 to 1215	NEX	NEX	578-6101	578-6155
1215 to 1230	FLEET AND FAMILY SUPPORT CENTER	FSC	3603 X132	
1230 to 1300	CMC	NTC CMC	3569	4235
1300 to 1355	COMMANDER, NTC	COMMANDER, NTC	2500	4472
1355 to 1400	<b>BREAK</b>			
1400 to 1420	MEDICAL (TRI-CARE)	NAVAL HOSPITAL	2765	5515
1420 to 1505	SAFETY	NTC SAFETY	2035	6653
1505 to 1525	DENTAL SERVICES	NAVAL DENTAL CLINIC	2100 X3314	4442
1525 to 1530	DAPA	DAPA	4217	4235
1530 to 1600	SECURITY	SECURITY MANAGER		

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### NTC SIMPLEX INDOCTRINATION PROGRAM MUSTER SHEET

CLASS DATE : \_\_\_\_\_

#	NAME	RANK	SSN	COMMAND	PHONE	DATE REPORTED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**BASE INDOCTRINATION CRITIQUE**

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

Using a scale of 1 to 5, evaluate the relevance of each subject area below where 5 represents very relevant and 1 represents of no relevance.

<b>Topic</b>	<b>Relevance</b>	<b>How could this presentation be improved?</b>
RELIGIOUS SERVICES		
SUICIDE PREVENTION		
MWR		
NAVY LEGAL		
AMERICAN RED CROSS		
NAVY COLLEGE LEARNING CENTER		
NAVY COLLEGE OFC		
NMCRS		
USO		
NTC HOUSING		
ADMIN		
NEX		
FLEET AND FAMILY SUPPORT CENTER		
CMC		
COMMANDER NTC		
MEDICAL (TRICARE)		
SAFETY		
DENTAL SERVICES		
DAPA		
SECURITY		

Did you visit the NTC Great Lakes website? YES or NO (Please circle one)

If not, were you aware of its existence? YES or NO (Please circle one)

If you did visit the site, what did you think of it?

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