



DEPARTMENT OF THE NAVY

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

NTCGLAKESINST 1700.6C

N6

11 Jan 01

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 1700.6C

From: Commander, Naval Training Center, Great Lakes

Subj: NTC GREAT LAKES QUALITY OF LIFE (QOL) PROGRAM

Ref: (a) OPNAVINST 1700.12A  
(b) OPNAVINST 1700.13

Encl: (1) QOL Board Agenda Item (example)

1. Purpose. To describe the concept, prescribe the organization and delineate responsibility for the Naval Training Center (NTC) Great Lakes Quality of Life (QOL) Program, per reference (a). Additionally, to provide guidance for commands on the QOL Program in the Great Lakes area.

2. Cancellation. NTCGLAKESINST 1700.6B. This instruction has been substantially revised and should be reviewed in its entirety.

3. Goal. To ensure the best possible QOL for service members, their families and DoD/civilian employees as part of the Great Lakes team. Additionally, retirees are included within the scope of QOL. QOL includes traditional programs of family housing and bachelor quarters, Morale, Welfare and Recreation (MWR), Family Services, educational services, medical care and all the other factors that are essential if an acceptable standard of QOL is to be achieved for Navy people. However, QOL also includes any other issue that affects a Sailor or his/her family. Enhancing and sustaining QOL for all our people is a core responsibility of leaders at Great Lakes.

4. Discussion. Great Lakes is a diverse community composed of both military and civilian members. An effective QOL Program, which meets all needs, must involve more than one command. There is a need for a broad-based program that includes the whole community in a coherent approach to the many disparate facets of quality of life challenges faced by Great Lakes commands. The program needs to be multifaceted and flexible enough to take in the concerns and ideas of all and it should provide coordinated direction for QOL improvements.

5. QOL Structure. The QOL Program will consist of the NTC Executive Steering Group (ESG) and QOL Committees. These entities are defined in the following:

a. NTC ESG. The NTC ESG is chaired by the Commander, NTC and consists of COS Operations; COS Training; CO, RTC; CO, SSC; CO, Dental; CO, Hospital; CO, Corps School; CO, PWC; ACOS, QOL; and NTC CMC. The board provides a forum to assess needs, confirm QOL priorities and recommend the most cost efficient use of resources available. Local policy and resources effecting QOL are approved and/or delegated by the NTC ESG. Additionally, the ESG, if appropriate, will submit issues to the QOL Policy Board (CNO level), in accordance with reference (b). The ESG normally meets weekly.

b. QOL Committees.

(1) The QOL committees function as the working groups for the NTC QOL program. There are four committees. Each committee deals with issues and concerns affecting QOL today and in the future through problem solving and analysis for areas under their cognizance. Committees shall use information from surveys, interviews, etc., developed by the committees or provided to them. Committees shall meet monthly and may form ad hoc groups as required. The four committees are:

(a) QOL Housing Committee. Addresses areas such as Bachelor Quarters (BQ's), personal property, housing referral, and family housing.

(b) QOL Family Programs Committee. This committee is the umbrella for areas and/or programs such as: Child Development Program (CDP), youth activities, community schools, partnerships and OMBUDSMAN.

(c) QOL Recreation Activities Committee. Addresses areas such as golf courses, travel and tours, marina, fitness centers, library, clubs and civilian recreation activities.

(d) QOL Security and Safety Committee. Focuses on issues surrounding safety, security, energy conservation, environment and areas and establishments of concern.

(2) QOL Committee Membership. Each QOL Committee is comprised of the Committee Chair, advisor(s) and representatives from each command on board NTC Great Lakes.

(a) Chair. Must be an E7 or above. The Chair of each committee is appointed by the COS, Operations. The Chair is considered the advocate for their assigned area. Chairs should not

have responsibility for the assigned areas. Chairs should serve a minimum of one year in office.

(b) Advisor(s). An Advisor is the "owner" of his or her respective area process. Committee advisors are:

1 QOL Housing Committee: NTC BQ Manager, Deputy ACOS, Housing, NTC Personal Property Director.

2 QOL Family Program Committee: Child Development Program (CDP) Administrator, NTC Family Services Center (FSC) Director, Family Activity Branch (FAB) Manager.

3 QOL Recreation Committee: NTC MWR Common Support Director, and designated staff members.

4 QOL Security and Safety Committee: NTC Security Officer, NTC Safety Officer.

(c) Representatives.

1 Command Representatives. Command Representatives shall be E4-E9, W1-W4 or GS5-GS14. Each command on board NTC Great Lakes shall have representation for each committee.

2 The NTC Ombudsman Assembly President shall appoint a representative to the Housing, Family Programs, Recreation and Services Committee.

## 6. Action.

a. Commanding Officers/Officers-in-Charge. All Commanding Officers and Officers-in-Charge of units assigned within the Great Lakes Area of Responsibility shall ensure the widest possible dissemination and continuing awareness of the QOL Program. They shall appoint QOL representatives and advisors, in writing, and ensure attendance at respective meetings. They shall ensure command members have an opportunity to provide issues, concerns, and ideas regarding QOL to their representatives via their chain of command. Commanding Officers, Officers-in-Charge are encouraged to form a command QOL structure in coordination with the QOL Committees/Council to resolve unique issues.

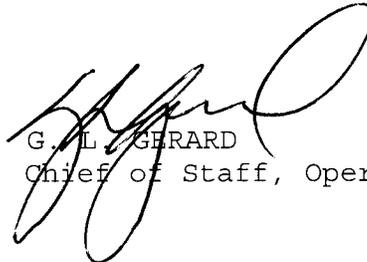
b. QOL Committee Chairs. The QOL Committees will present an integrated report of all committee actions to the ESG quarterly. The committee Chair(s) will report issues, recommendations and corresponding plan(s) of action for items unable to be resolved by

the committees. The QOL Committee Chairs shall convene their respective committees at least monthly. They shall ensure members are aware of committee meetings, conduct the meeting and distribute minutes of each meeting to all representatives.

c. QOL Committee. The QOL Committees shall meet at least monthly. The committees shall focus on issues, concerns, and/or ideas pertaining to their area to ensure a good QOL today and for the future. Committees shall use enclosure (1) for forwarding issues to the ESG.

d. QOL Committee Representatives. The QOL Committee Representatives shall attend their respective committee meetings. They shall solicit the group they represent for issues, concerns, ideas, and/or future events prior to each meeting. They shall provide feedback, to include minutes of each meeting, to the group they represent.

e. QOL Committee Advisors. QOL Advisors shall attend their respective monthly meetings. They shall provide up-to-the-minute policy, processes and procedures of programs under their cognizance. As requested by the QOL Committee Chair, they will research required information.



G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
List I, II (Case A)

QUALITY OF LIFE (QOL) BOARD

AGENDA ITEM

ISSUE:

BACKGROUND:

RECOMMENDATION:

ORIGINATING COMMAND:

ACTION TAKEN BY LOCAL QOL BOARD:

IDENTIFICATION OF IMPEDIMENTS:

POINT OF CONTACT: