



Command Master Chief  
Recruit Training Command  
3355 Illinois Street  
Bldg 7260  
Great Lakes, IL 60088



Shipmate,

Congratulations on your orders to Recruit Training Command, the Navy's only Bootcamp! I know you are excited about your orders and I'm sure that this tour of duty will be the most rewarding and challenging of your career.

We are anxiously awaiting your arrival. If you require additional information about your sponsor, the command, or Naval Station Great Lakes area, please feel free to call us at COMM (847) 688-4949 x 163 or DSN 792-4949 x 163. Additionally you may e-mail our Sponsor Coordinator ETC (SS/SW) Michael Salazar at [RTCSPONSOR@NAVY.MIL](mailto:RTCSPONSOR@NAVY.MIL). Another excellent source for information about the Great Lakes area is the Recruit Training Command Internet web page; [WWW.BOOTCAMP.NAVY.MIL](http://WWW.BOOTCAMP.NAVY.MIL). This web page will get you moving in all the right directions as a new member of the Recruit Training Command Great Lakes Navy team.

In closing, please communicate with your sponsor and let us know if there is anything that we can do to assist you. I'm looking forward to your arrival. If you are unable to reach your sponsor or the Command Sponsor Coordinator, my e-mail address is [richard.s.dodd1@navy.mil](mailto:richard.s.dodd1@navy.mil).

Respectfully,

Richard S. Dodd  
CMD CM (SS/SW)  
Recruit Training Command

**Shipmate ,**

Congratulations on your orders to Recruit Training Command and Welcome Aboard! My name is **ETC (SS/SW) Salazar**. I am the Command Sponsor Coordinator for RTC. In an attempt to ensure a positive experience for you during your transfer, I am providing you with the following information. Please fill out the enclosed questionnaire and return as soon as possible so we can begin assisting you with your transition.

The Command is committed in making your transition as painless and stress-free as possible. I have assigned you a sponsor who is identified in your welcome aboard letter from the Commanding Officer. **If you are not contacted by your sponsor within 10 working days, or your sponsor is not meeting your needs, please contact me with contact information provided below.** I will make sure that your questions are answered and that you are provided the assistance that you desire. Your sponsor and I are here to serve you.

Please provide me with a valid email address and phone number so we can contact you now, as well as, while you are in leave status. This will allow the Command and your sponsor to maintain a line of communication with you, and enable us to provide any assistance you may need during your PCS.

If you have any questions, or need any assistance, please do not hesitate to contact me as soon as possible and I will promptly address the issue at hand.

I can be reached by any of the following methods:

Duty phone: DSN 792-4949 x163 or Commercial (847) 688-4949 x163  
FAX number: DSN 792-6694 or Commercial (847) 688-6694  
EMAIL address: **rtcsponsor@navy.mil**  
RTC website: [www.bootcamp.navy.mil](http://www.bootcamp.navy.mil)  
Duty Address: Rate and Name  
3355 Illinois St.  
Bldg. 7260 Mailroom  
Recruit Training Command  
Great Lakes, IL 60088-3127

We look forward to your arrival to the Quarterdeck of the Navy!

Very respectfully,

Michael Salazar  
ETC (SS/SW) USN  
RTC Sponsor Coordinator



**Command Ombudsman  
Recruit Training Command  
3355 Illinois Street  
Great Lakes, IL 60088**

Welcome to Recruit Training Command Great Lakes,

Please allow us to take a moment of your time to introduce ourselves, as we had the honor of being appointed Command Ombudsmen here at Recruit Training Command (RTC), Great Lakes in September of 2008:

My name is Kathleen Vowles. My husband, GSCS (SW) Robert Vowles and I were married in 1995 and I joined him in Mayport, Florida, his third duty station. We have since been stationed at NTC, Great Lakes and Pearl Harbor, Hawaii. We returned to Great Lakes in April 2008, but to Recruit Training Command this time, where my husband serves as a Recruit Division Commander. I love the Navy life and look forward to assisting you as your Command Ombudsman.

My name is Mindy Reynolds. I have been a Navy spouse since 2002. My husband, AE1 (AW) Daniel Reynolds is a Recruit Division Commander. We transferred to RTC, Great Lakes in November of 2007. Prior to transferring to RTC, we were stationed in San Diego, California at NAS North Island. I am pleased to have the opportunity to serve as your Ombudsman and I welcome your calls and emails.

As your Ombudsmen, we are here to provide a link between you and the command, and to assist you in finding the information and/or resources you need. We are also the people you can call when military life does not seem to make sense and you would like to ask questions, or you just need someone to talk to. Any conversation held with us is confidential.

If you need assistance, please do not hesitate to get in touch with us. You can contact us via my e-mail at [rtcombudsman2008@aol.com](mailto:rtcombudsman2008@aol.com), or by telephone at (847) 561-3408.

Thank you for your time.

Sincerely,

Kathleen Vowles

Mindy Reynolds



**Child and Youth Programs**

## **Welcome to Recruit Training Command Great Lakes**

As School Liaison Officer for Naval Station Great Lakes, my role is to help parents in making their child's educational transition to the Great lakes area a smooth one. My focus is to provide information on schools to empower families to make the best education choices for their children. I serve as a link between our families, the school community and senior leadership at the installation.

Primary services include assisting families with:

- Information on local schools and boundaries
- Assistance with school choice
- Understanding home school regulations and support
- Inbound/outbound transfers
- Graduation requirements
- Understanding the special education process
- Providing agency referrals to our internal and external partners
- College readiness
- Schools and community outreach

Included in your welcome packet is information on local public and private schools in the area as well as additional resources and information choices in easing transition and choosing the best school fit for your child. Additional information can be found at the SLO website:

[http://www.mwrql.com/child\\_youth/slo/slo.htm](http://www.mwrql.com/child_youth/slo/slo.htm)

Please do not hesitate to contact me with any questions or concerns you may have. I am here to empower you to be your child's best advocate. Once again, welcome aboard!

Best Regards,

Anne M. Kondziela  
NRMW, N91 SLO  
Child and Youth Educational Services  
Phone: (847)688-5700 DSN: 792-5700  
Fax: (847)688-5709  
Cell: (847)404-4864  
Email: [anne.kondziela@navy.mil](mailto:anne.kondziela@navy.mil)

**RECRUIT DIVISION COMMANDER "C" SCHOOL STANDARDS AND EXPECTATIONS**

From: RDC "C" School LCPO

Ref: (a) Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Section II  
(b) Recruit Division Commander "C" School Curriculum (A-012-0037A)  
(c) OPNAVINST 6110.1G  
(d) RTCINST 1600.4B

1. It is essential that only top quality, highly motivated individuals be assigned to recruit training duty. Personnel assigned to RDC duty must be physically, emotionally and mentally qualified to train recruits. At any time during your tour as a RDC, if your performance level becomes unsatisfactory, you will be recommended for removal of Navy Enlisted Classification (NEC) code 9508 in accordance with reference (a).

2. While assigned to RDC "C" School, you will participate in physical training (PT) three days per week until graduation from RDC "C" School. (Note: If you should fall out during any PT session, you will be required to be evaluated at Medical prior to participation in the next PT session. If ordered Light Limited Duty (LLD) or Sick in Quarters (SIQ) for any duration, you must wait five days before participating in the RDC PFA, RDC ITE Session, and/or RDC Battle Stations after being cleared from LLD.

3. Battle Stations is a mandatory event required for completion of RDC "C" School. You will be required to participate and complete each Battle Stations event unless otherwise informed by the RDC "C" School staff.

4. The minimum RDC Fitness Assessment (RDCFA) and regular PT session requirements to complete RDC "C" School are as follows:

a. **"GOOD LOW" or better overall** for your age group, per reference (c).

b. Height and weight within standards or body fat measurement not greater than 22% for males or 33% for females, per reference (c). NOTE: If body fat goes over the maximum percentage allowed you would be required to participate in the command Remedial PT Program until you pass the next body fat measurement and RDC PFA.

c. There will be three RDCFA's during RDC "C" School. The minimum passing score is "GOOD LOW" on any assessment. All subsequent RDCFA's must show steady improvement.

d. You have until Battle Stations to pass an RDCFA or you can be processed for disqualification.

5. The administrative actions for failing any RDC PFA, falling behind/out on any regular PT session run or inability to perform exercises properly and complete will result in one of the follow areas:

a. Set-back until the next opportunity to take the RDCFA.

b. 3-week setback in training for four hardcard documentations of failing RDC PFA, ITE, falling behind/out on PT run or inability to perform exercises properly and complete.

c. Assigned to mandatory PT.

6. Disenrollment/disqualification from RDC "C" School may result if you fail two or more consecutive RDCFA's.

7. The minimum leadership and academic requirements to complete RDC "C" School are:

- a. NAVLEAD Phase - Overall grade of Satisfactory
- b. Admin, Star and Drill Phase:

	<u>Quizzes/Practicals</u>	<u>Performance Test</u>	<u>Unit Final</u>
Minimum Passing Score	4.5	4.5	4.5
Maximum Obtainable Score	5.0	5.0	5.0

Star Static Inspection is Pass/Fail.

Uniform Inspections - Failure is 4.7 or below and personnel who fail will be re-inspected at 1600 that same day. (NOTE: three consecutive failures or being UA from the personnel inspection will result in three a day inspections for one-week. The RDC School staff will determine the dates and times).

c. Final Comprehensive Test: Minimum Obtainable Score (4.5)/Maximum Obtainable Score (5.0)

d. Cardiopulmonary Resuscitation (CPR) - Become a certified Basic Life Support Class "A" Provider.

8. While assigned to RDC "C" School, the following areas are of importance to you and you will be evaluated in these areas during RDC "C" School:

- a. Class Participation
- b. Motivation
- c. Attitude
- d. Personal Appearance
- e. Military Bearing
- f. Conduct While Shadowing a Recruit Division
- g. The Use of Foul or Abusive Language
- h. Punctuality
- i. Leading PT sessions/cadence

9. Failure to comply with the standards promulgated above in this statement of acknowledgement will result in formal counseling. Two or more formal letters of counseling will be referred to the Fleet Training Officer or Student Evaluation Board and may result in being dis-enrolled /dis-qualified from RDC "C" School and fault transferred from Recruit Training Command (RTC), Great Lakes.

10. The following could result in immediate dismissal from RDC "C" School and may result in a transfer from RTC Great Lakes:

- a. Financial Indebtedness
- b. Alcohol/Drug Abuse or Any Related Incident
- c. Immaturity or Lack of Leadership Skills
- d. Substantiated Family Advocacy Program (FAP) cases
- e. Inability to meet minimum PRT requirements established by MTD
- f. Two or more academic failures
- g. Racial/Sexual Harassment
- h. Violation of the UCMJ
- i. Maltreatment of Recruits (**STUDENTS ARE NOT AUTHORIZED TO ITE RECRUITS**)
- j. CO's lack of confidence

NOTE: YOU WILL NOT BE ACCEPTED IN THE RECRUIT DIVISION COMMANDER PROGRAM IF THE REQUIREMENTS IN PARAGRAPH 2, 3, AND 4 ARE NOT COMPLETED PRIOR TO GRADUATION FROM RDC "C" SCHOOL. FURTHERMORE, YOU WILL NOT RECEIVE NEC 9508, NOR WILL YOU BE ENTITLED TO SPECIAL DUTY ASSIGNMENT PAY OR OTHER BENEFITS ASSOCIATED WITH RDC DUTY.

**SPECIFIC GUIDELINES AND DEFINITIONS GOVERNING THE "SHADOW" PHASE OF TRAINING**

AS A RECRUIT DIVISION COMMANDER (RDC) IN TRAINING (BLUE ROPE), YOU MUST "SHADOW". THE PURPOSE OF THE "SHADOW" PHASE OF TRAINING IS TO ALLOW A RDC IN TRAINING (BLUE ROPE), TO OBSERVE THE TRAINING OF A DIVISION BY A QUALIFIED RDC. AS SUCH, "SHADOWING" WILL BE GOVERNED BY THE FOLLOWING GUIDELINES:

1. All observations of recruits in training will be conducted in the presence and under the direct supervision of a qualified RDC. Direct supervision for these purposes shall be defined as: the RDC in training (Blue Rope) will ensure that they maintain a proximity to the qualified RDC that allows the qualified RDC to hear and see all interaction between the RDC in training (Blue Rope) and the recruits. At no time will you allow yourself to be placed in a situation where you are alone with the recruits and not in the presence of a qualified RDC, regardless of the location (compartment, classroom, etc...).
2. Any form of formal counseling (one-on-one, etc...), not to include normal verbal interaction (correcting or directing of the recruits), of a recruit must be done in the RDC's office (work center) and under the direct supervision of a qualified RDC. Counseling should be observed only, unless your input is requested by the qualified RDC.
3. Instructional Training Exercise (ITE) may be observed, however, at no time as a RDC in training (Blue Rope) will you conduct, actively participate, or act as a safety observer in any "ITE" session on any recruit or recruit division.

4. As a staff member at Recruit Training Command (RTC), whether you wear the rope (blue or red) or not, incorrect recruit behavior should be corrected immediately. Correction of military professionalism is the duty of all staff members. This interaction with recruits does not fall under the restrictions above.

5. In addition to the above, once you have completed all phases of RDC "C" School and have been qualified as a RDC, you have the inherent responsibility to ensure that any deviation from the above guidelines by a RDC in training (Blue Rope) will immediately be reported to your Chain of Command. Furthermore, the said individual will be removed from the situation immediately and counseled by you (Professional Counseling) or your Chain of Command pending further action.

6. If you have any questions, please contact one of the RDC "C" School staff. The instructors are available to answer your questions at any time.

D. Tschida  
FCCS(SW) USN

**PROSPECTIVE GAIN QUESTIONNAIRE  
COMMAND SPONSOR PROGRAM**

Please answer the following questions and return this form in the envelope provided. Your prompt response will allow us to better meet your needs during your upcoming transfer.

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

1. My name and rate is: \_\_\_\_\_
2. I am:  married  single
3. I have \_\_\_\_\_ children.
  - a. My children are enrolled in the EFM Program:  Yes  No
  - b. My children are in \_\_\_\_\_ grade(s) in school.
4. My family will be traveling with me.  Yes  No
5. I have received/not received a no-fee passport(s) and visa(s) for my family members (if required).
6. I have \_\_\_\_\_ pets. (Cat \_\_\_\_ Dog \_\_\_\_ Other \_\_\_\_\_)
7. I am shipping a POV:  Yes  No
8. Upon arrival, I intend to live in:  on base housing  
 local economy.
9. I am shipping \_\_\_\_\_ lbs of household goods (HHG) and my express shipment was sent on: \_\_\_\_\_
10. My current contact phone number is:  
\_\_\_\_\_
11. My transfer date from my current command is: \_\_\_\_\_
12. A good phone number or e-mail address to contact me during leave/transit is: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

13. I expect to arrive at \_\_\_\_\_ on or about \_\_\_\_\_  
via  government air  commercial air  POV.

14. I have the following specific concerns/information about my  
upcoming transfer:

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DEPARTMENT OF THE NAVY

NAVAL STATION  
2601 E PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NAVSTAGLAKESINST 11103.4C

10

14 November 2007

NAVAL STATION GREAT LAKES INSTRUCTION 11103.4C

Subj: GEOGRAPHICAL BACHELOR (GB) POLICY

Ref: (a) CNIC ltr 11103 Ser Of 24 Jan 06  
(b) NAVMED P-5010, Chapter 2  
(c) CNIC P-935, Navy Bachelor Housing Manual  
(d) CNIC ltr 11103 Ser CNI/6U16068 of 13 OCT 06 and  
updated 11 SEP 07

Encl: (1) Application Checklist  
(2) Template for Unaccompanied Married Personnel  
(3) Sample Command Endorsement

1. Purpose. To issue policy for the Naval Station (NAVSTA), Great Lakes housing of Geographic Bachelors and procedures for an Assignment Review (AR) Board, to determine the entitlement of permanent party unaccompanied married personnel to Bachelor Housing (BH).

2. Cancellation. NAVSTAGLAKESINST 11103.4B. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background and Guidance.

a. Guidelines for assignment, occupancy, use and the priority of assignments to Bachelor Housing for military and civilian are outlined in references (a) through (c). As directed by reference (a), installation commanders will establish procedures to process Bachelor Housing requests for unaccompanied married personnel and divorced/legally separated personnel drawing BAH at the "with dependents rate".

b. Geographical Bachelors are shore duty personnel who meet all of the following criteria:

(1) Military personnel of any pay grade or rank permanently assigned to an installation or to a unit supported by an installation located in CONUS or Hawaii.

(2) Receiving BAH at the "with dependents" rate.

(3) Transferred under Permanent Change of Station (PCS) orders that allowed for the movement of dependents at government expense.

(4) Member's dependents live outside a 60 mile radius of the member's permanent duty station.

c. Personnel in the following categories are not considered GB's and will be housed on a space required basis:

(1) E1-E3 personnel on Duty under Instruction (DUINS) or Temporary Duty.

(2) Unaccompanied E4 and above personnel on DUINS with training of 20 weeks or more.

(3) Members with Permanent Change of Station (PCS) unaccompanied orders.

(4) Personnel married to another military member, but geographically separated and **forfeiting BAH**.

(5) Divorced or legally separated personnel must provide legal divorce or separation documentation to verify what Basic Allowance for Housing (BAH) entitlements are being received.

d. Shore Duty Sailors with Exceptional Family Members (EFM): Per reference (c), Sailors that are registered in Category III, IV, V, VI of the EFM program who have executed Permanent Change of Station (PCS) orders that authorized movement of dependents, however, if the member is unaccompanied by those members, the member shall be billeted as Permanent Party Personnel.

#### 4. Assignment Review (AR) Board.

a. At a minimum, the AR Board membership will consist of the following personnel:

(1) Installation Command Master Chief (CMDCM) (Board Chairman).

(2) The Installation Commander or his designated representative. His designated representative will usually be someone from the Bachelor Housing Staff.

(3) One tenant CMDCM representing all tenant commands supported by the installation.

(4) Command Personal Financial Counselor (PFC).

(5) BH Staff member to act as a recorder.

b. The installation BH Officer/Manager will provide administrative support to the AR Board and will act as an advisor to the AR Board as required.

c. The board will be responsible for the following:

(1) Oversight of BH Waiting List Policy implementation. The AR Board will establish the Waiting List Freeze Zone based on BH inventory and utilization. Based on inventory, the AR Board may freeze a certain number of names on the waiting list. These individuals cannot be bumped from the list for any reason, allowing the individual an approximate timeframe of when a room will be available. In addition, the AR Board will review requests to increase a Sailors' priority on a Waiting List, and make applicable adjustments below the Freeze Zone.

(2) Review and approve/disapprove initial GB requests and a review of GB status every 180 days.

d. The AR Board will be convened at the discretion of the AR Board Chairman (minimum of once monthly.) The charter of the AR Board will be to review GB applications for berthing and to determine basis for eligibility for GB berthing on a case-by-case basis. The Board will forward recommendations to the Executive Officer (XO) for approval or disapproval. If the Board approves the application; the applicant will be placed on a waiting list in one of the following categories:

- (1) E1 to E3 personnel
- (2) E4 to E6 personnel
- (3) E7 to E9 personnel

e. All Officer Packages will be reviewed by a board of Officers consisting of the BH Program Manager and the BH Director, who will forward recommendations to the Executive Officer (XO) for approval or disapproval. If the Board approves the application; the applicant will be assigned a GB room or placed on a waiting list.

f. The AR Board may adjust priorities outside the Freeze Zone.

5. Assignment considerations.

a. The maximum number of GBs allowed at Naval Station Great Lakes, per reference (d), is 200.

b. GBs will be assigned two to a room with the exception of E9, CWO4, and O4 and above who will be assigned to single rooms. GBs assigned two to a room will be grouped as follows:

- (1) E1-E3
- (2) E4-E6
- (3) E7-E8
- (4) CWO2-CWO3
- (5) O1-O3
- (6) E9, CWO4, O4 and above single room.

c. GBs may be housed at less than the criteria for their pay grade/rank. However, in no case will GBs be assigned to less than 72 square feet unless the local Preventive Medicine Unit provides clearance.

d. Per reference (a), GBs housed greater than the criteria for single permanent party members of the same pay grade/rank will forfeit their entitlement to BAH.

e. Once assigned to BH, a GB cannot be displaced during their tour except for military necessity.

f. GBs shall pay a Utility Fee for residing in BH.

g. The utility fee will be paid on a monthly basis to the BH Front Desk. Collected fees will be turned over to the comptroller's office, on a monthly basis, for deposit in the BH reimbursable account.

h. When approved by the BH Assignment Review Boards, GBs who have proven hardships, EFMs, special education or medical requirements that preclude the transfer of dependents to the members' locations, will be berthed in a permanent party protected-status basis for the duration of their tours. The host commander must authorize a GB who has an approved application to live in Bachelor Quarters (BQ).

(1) The BH Officer/Manager will ensure that BAH is not granted at the "without dependent" rate to accommodate GBs.

i. Personnel leaving the Great Lakes area for 90 or more consecutive days (Individual Augmentation Orders, Temporary Assigned Duty, ect.) must check out or pay GB fees in advance to ensure GB fees are kept current.

6. Submission Procedures. Personnel requesting consideration by the AR Board will submit requests, via their chain of command, to the Director of BE using enclosures (1) and (2). BH Manager will do an administrative review of the packet in preparation for its submission to the board. If this administrative review demonstrates that the packet is not complete or accurate, it will be returned to the applicant for correction/addition, etc., to ensure that only completed applications are referred to the board. All requests must be endorsed by the parent command using enclosure (3). Command endorsements will be from the Commanding Officer/Officer in Charge. All applications must include a monthly budget prepared by the applicant and reviewed by Command Financial Specialist in electronic format. A complete list of required documents is described under enclosure (1). These documents should be reviewed by the member and his/her command to ensure the request is completed accurately prior to submission to the BH Manager.

7. Basic Criteria.

a. Unaccompanied married member's request must show that the member has made every reasonable effort to procure alternative housing in the local community. Priority will be given to junior Sailors (E1-E6).

b. Supporting Statement. The following supporting statements will be included in the basic request, as applicable.

(1) If a family member illness is involved, a current statement is required from the attending physician. The statement must include both the diagnosis and prognosis and, if hospitalization is involved, probable length of the hospitalization and an estimate of when dependent family members could realistically be expected to move to the Great Lakes area.

(2) If the hardship involves a non-legal separation or pending divorce, a current statement from the attorney involved must be attached to the request. All other criteria still apply.

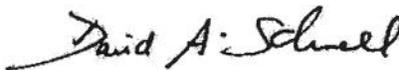
8. Termination of Occupancy. GBs may be required to vacate GB berthing contingent upon such matters as failure to pay monthly fee on time, destruction of government property, improper behavior and lack of cleanliness, or loss of space to Permanent Party.

a. GB fees are due by the 5<sup>th</sup> of each month. Any GB delinquent on a payment of 45 days or greater will be evicted.

b. GB fees can be paid by credit card, check, or cash.

9. Service Members Arriving DUINS/TEM DUINS. Personnel attending Basic Instruction and/or Recruit Division Commander (RDC) Course not on per diem, will not be berthed "space required" until they report to their permanent duty station. Once the service member reports to his/her permanent duty station and desires to become a GB they will be required to submit a formal GB application.

10. Notification. Applicants will be notified of the Assignment Review Board's decision regarding their case.



D. A. SCHNELL

Distribution:  
NAVSTAGLAKESINST 5216.5  
LISTS I and II

CHECKLIST FOR GB APPLICATIONS

Rate/Name: \_\_\_\_\_ Command: \_\_\_\_\_

Phone (W): \_\_\_\_\_ Phone (C): \_\_\_\_\_ Email: \_\_\_\_\_

1. Letter from Service Member (SM) requesting GB status. \_\_\_\_\_
2. First Endorsement from Command. \_\_\_\_\_
3. Copy of most recent orders. \_\_\_\_\_
4. Copy of most recent Page 2 (Emergency Family Data). \_\_\_\_\_
5. Computerized FFSC Generated Monthly Budget Report obtained from the Command Financial Specialist (CFS). \_\_\_\_\_
6. Copy of most recent Leave & Earnings Statement (LES). \_\_\_\_\_

Date submitted to GB Assignment Review Board: \_\_\_\_\_

Disposition:    Approved                      Disapproved                      Pending/Reason:

Approval with Hardship: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Approving Official: \_\_\_\_\_

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

TEMPLATE FOR UNACCOMPANIED MARRIED PERSONNEL

Date:

From: (Applicant)  
To: Commanding Officer, Naval Station, Great Lakes  
Attn: Director, Bachelor Housing Division (Code 10)  
Via: Commanding Officer/Officer in Charge (Parent Command)  
Subj: REQUEST FOR GEOGRAPHICAL BACHELOR (GB) BERTHING IN  
NAVAL STATION (NAVSTA), GREAT LAKES BACHELOR  
HOUSING  
Ref: (a) NAVSTAGLAKESINST 11103.4C  
Encl: (1) Copy of PCS Orders  
(2) Copy of Record of Emergency Data (NAVPERS 1070/602)  
(3) Monthly Budget Statement  
(4) Copy of Most Recent Leave and Earnings Statement (LES)  
(5) Other supporting documents as deemed necessary

1. Per reference (a), I request assignment to NAVSTA Great Lakes  
Geographical Bachelor Housing for the following time period:  
\_\_\_\_\_ to \_\_\_\_\_

2. Reason for requesting GB Housing.

3. Description of action taken to date: (Include whether alternative  
civilian off-base housing was investigated, and results).

4. Names & ages of dependents:

5. Location of dependents and household effects.

6. Medical data: (if applicable) provide physician's name, area code  
and phone number, and determination of Exceptional Family  
Member (EFM) Program status (Provide copy of EFM package with category  
level).

7. As required by reference (a), enclosures (1) through (5) forwarded  
as supporting documents.

8. I acknowledge that, if approved for assignment, I will be required  
to pay the required monthly payment to Disbursing on a timely basis. I  
further acknowledge that I will be evicted due to any late or  
nonpayment of fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Enclosure (2)

SAMPLE COMMAND ENDORSEMENT

11103  
Date

FIRST ENDORSEMENT (on letter-head)

From: Commanding Officer/Officer in Charge (Parent Command)

To: Commanding Officer, Naval Station, Great Lakes  
ATTN: Director, Bachelor Housing Division

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING IN NAVAL  
STATION (NAVSTA) GREAT LAKES BACHELOR HOUSING

1. Commanding Officer/Officer in Charge recommendation.
2. CO/OIC synopsis of information provided thus far, and other pertinent information gained from a personal interview.
3. Applicant's personal data.
  - a. Date reported for duty: \_\_\_\_\_
  - b. EAOS: \_\_\_\_\_
  - c. PRD: \_\_\_\_\_
  - d. Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
  - e. Current E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Signature      Date

From: Rate, First MI Last, USN, XXX-XX-XXXX  
To: Commanding Officer, Naval Station, Great Lakes  
Attn: Supply Housing Department Head (Code 14)  
Via: Commanding Officer, Recruit Training Command, Great Lakes  
Subj: REQUEST FOR GEOGRAPHICAL BACHELOR (GB) BERTHING IN NAVAL  
STATION (NAVSTA), GREAT LAKES BACHELOR HOUSING

Ref: (a) NAVSTAGLAKESINST 11103.4C

Encl: (1) Copy of Record of Emergency Data (NAVPERS 1070/602)  
(2) Copy of History of Assignments (NAVPERS 1070/605)  
(3) Copy of most recent Leave and Earnings Statement (LES)  
(4) Monthly Budget Statement  
(5) Other supporting documents as deemed necessary

1. Per reference (a), I request assignment to berthing in the NAVSTA, Great Lakes Bachelor Housing for the following time period: 02 JULY 2009 to 30 JULY 2012.

2. Detailed description of hardship: Due to the recent housing market I am unable to sell my house in Johnsonville, CA at this time. My mortgage of 1,234.00 per month along with rent out in town would leave my family and I insufficient means to be able to take care of my family's needs along with everyday expenses. As a Geo-Bachelor I would have the means necessary to take care of my family's needs and everyday expenses in California and for me here in Great Lakes.

3. Description of action taken to date:  
Most apartment rentals require a 6-month minimum lease and cost at least \$700.00 a month; Extended Stay Crosslands Hotel here at Waukegan would cost \$209.00 + tax/week. I cannot afford to pay \$2124.00/mo. mortgage and \$700.00/mo. in rent here in Great Lakes.

4. Name, address and age of dependents:

(Spouse)	45	32630 San Jose Ct, Johnsonville, CA 92530
(Daughter)	12	Same as above

5. Location of dependents and household effects: Currently my dependents and household goods are here in Gurnee, IL at the address above and will stay in her possession.

6. Medical Data: List any medical conditions your dependents are experiencing that would be relevant to your request.

7. As required by reference (a), enclosures (1) through (4) are forwarded as supporting documents.

8. I acknowledge that, if approved for assignment, I will be required to pay a monthly fee of \$60 or \$90 for services provided (depending on which building I am assigned).

Very respectfully,

Rate (SW/AW) First, MI, Last

# Rank and Rate Identification

## Enlisted and Warrant

TITLE		COLLAR DEVICE		SLEEVE INSIGNIA		SHOULDER BOARDS	
SEAMAN RECRUIT (SR/AR/FR)	E-1	NONE	N/A	NONE	N/A	NONE	N/A
SEAMAN APPRENTICE (SA/AA/FA)	E-2	NONE	N/A		2 DIAGONAL STRIPES SA-WHITE ON BLUE, SA-BLUE ON WHITE, AA-GREEN, FA-RED, CA-LIGHT BLUE	NONE	N/A
SEAMAN (SN/AN/FN)	E-3	NONE	N/A		3 DIAGONAL STRIPES SN-WHITE ON BLUE, SN-BLUE ON WHITE, AN-GREEN, FN-RED, CN-LIGHT BLUE	NONE	N/A
PETTY OFFICER THIRD CLASS	E-4		N/A		PERCHED EAGLE, SPECIALTY MARK, 1 CHEVRON	NONE	N/A
PETTY OFFICER SECOND CLASS	E-5		N/A		PERCHED EAGLE, SPECIALTY MARK, 2 CHEVRONS	NONE	N/A
PETTY OFFICER FIRST CLASS	E-6		N/A		PERCHED EAGLE, SPECIALTY MARK, 3 CHEVRONS	NONE	N/A
CHIEF PETTY OFFICER (CPO)	E-7		GOLD FOULED ANCHOR WITH A SILVER SUPERIMPOSED USN		PERCHED EAGLE, SPECIALTY MARK, 1 ROCKER & 3 CHEVRONS		BLACK CLOTH W/ GOLD FOULED ANCHOR, SUPERIMPOSED USN, STOCK OF ANCHOR TOWARD THE HEAD
SENIOR CHIEF PETTY OFFICER (SCPO)	E-8		GOLD FOULED ANCHOR WITH A SILVER SUPERIMPOSED USN & 1 SILVER STAR		PERCHED EAGLE, SPECIALTY MARK, 1 ROCKER & 3 CHEVRONS WITH 1 SILVER STAR		BLACK CLOTH W/ GOLD FOULED ANCHOR, SUPERIMPOSED USN & 1 SILVER STAR, STOCK OF ANCHOR TOWARD THE HEAD
MASTER CHIEF PETTY OFFICER (MCPO)	E-9		GOLD FOULED ANCHOR WITH A SILVER SUPERIMPOSED USN & 2 SILVER STARS	MCPO	CMDCM/CNOCM: PERCHED EAGLE, SILVER STAR IN PLACE OF SPECIALTY MARK, 1 ROCKER & 3 CHEVRONS WITH 2 SILVER STARS		BLACK CLOTH W/ GOLD FOULED ANCHOR, SUPERIMPOSED USN & 2 SILVER STARS, STOCK OF ANCHOR TOWARD THE HEAD
				CMD CM/CNO CM	FOR CM		
				FORCM: PERCHED EAGLE, GOLD STAR IN PLACE OF SPECIALTY MARK, 1 ROCKER & 3 CHEVRONS WITH 2 GOLD STARS			
MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON)	E-9		GOLD FOULED ANCHOR WITH A SILVER SUPERIMPOSED USN & 3 SILVER STARS		PERCHED EAGLE, A GOLD STAR IN PLACE OF SPECIALTY MARK, 1 ROCKER & 3 CHEVRONS WITH 3 GOLD STARS		BLACK CLOTH W/ GOLD FOULED ANCHOR, SUPERIMPOSED USN & 3 GOLD STARS, STOCK OF ANCHOR TOWARD THE HEAD
CHIEF WARRANT OFFICER 2 (CWO2)	W-2		1 GOLD BAR WITH 3 BLUE BREAKS		1 GOLD STRIPE WITH 3 BLUE BREAKS		1 GOLD STRIPE WITH 3 BLUE BREAKS
CHIEF WARRANT OFFICER 3 (CWO3)	W-3		1 SILVER BAR WITH 2 BLUE BREAKS		1 GOLD STRIPE WITH 2 BLUE BREAKS		1 GOLD STRIPE WITH 2 BLUE BREAKS
CHIEF WARRANT OFFICER 4 (CWO4)	W-4		1 SILVER BAR WITH 3 BLUE BREAKS		1 GOLD STRIPE WITH 1 BLUE BREAK		1 GOLD STRIPE WITH 1 BLUE BREAK
CHIEF WARRANT OFFICER 5 (CWO 5)	W-5		1 SILVER BAR DIVIDED BY 1 VERTICLE BLUE BREAK		1 GOLD STRIPE DIVIDED BY A 1/8" BLUE STRIPE WITH 1 BLUE BREAK		1 GOLD STRIPE DIVIDED BY A 1/8" BLUE STRIPE WITH 1 BLUE BREAK

# Officer

ENSIGN (ENS)	O-1		1 GOLD BAR		ONE ½" GOLD STRIPE		ONE ½" GOLD STRIPE
LIEUTENANT JUNIOR GRADE (LTJG)	O-2		1 SILVER BAR		ONE ½" & ONE ¼" GOLD STRIPE		ONE ½" & ONE ¼" GOLD STRIPE
LIEUTENANT (LT)	O-3		2 SILVER BARS		TWO ½" GOLD STRIPES		TWO ½" GOLD STRIPES
LIEUTENANT COMMANDER (LCDR)	O-4		GOLD OAKLEAF		TWO ½" & ONE ¼" GOLD STRIPE		TWO ½" & ONE ¼" GOLD STRIPE
COMMANDER (CDR)	O-5		SILVER OAKLEAF		THREE ½" GOLD STRIPES		THREE ½" GOLD STRIPES
CAPTAIN (CAPT)	O-6		SILVER SPREAD EAGLE		FOUR ½" GOLD STRIPES		FOUR ½" GOLD STRIPES
REAR ADMIRAL LOWER HALF (RADM)	O-7		1 SILVER STAR		ONE 2" GOLD STRIPE		GOLD WITH 1 SILVER STAR
REAR ADMIRAL UPPER HALF (RADM)	O-8		2 SILVER STARS		ONE 2" & ONE ½" GOLD STRIPE		GOLD WITH 2 SILVER STARS
VICE ADMIRAL (VADM)	O-9		3 SILVER STARS		ONE 2" & TWO ½" GOLD STRIPES		GOLD WITH 3 SILVER STARS
ADMIRAL (ADM)	O-10		4 SILVER STARS		ONE 2" & THREE ½" GOLD STRIPES		GOLD WITH 4 SILVER STARS
FLEET ADMIRAL (FADM)	O-10		5 SILVER STARS		ONE 2" & FOUR ½" GOLD STRIPES		GOLD WITH 5 SILVER STARS

### SAILORS CREED

"I AM A UNITED STATES SAILOR. I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA AND I WILL OBEY THE ORDERS OF THOSE APPOINTED OVER ME. I REPRESENT THE FIGHTING SPIRIT OF THE NAVY AND THOSE WHO HAVE GONE BEFORE ME TO DEFEND FREEDOM AND DEMOCRACY AROUND THE WORLD. I PROUDLY SERVE MY COUNTRY'S NAVY COMBAT TEAM WITH HONOR, COURAGE AND COMMITMENT. I AM COMMITTED TO EXCELLENCE AND THE FAIR TREATMENT OF ALL."

### RECRUIT DIVISION COMMANDER'S CREED

"THESE RECRUITS ARE ENTRUSTED TO MY CARE. I WILL TRAIN THEM TO THE BEST OF MY ABILITY. I WILL DEVELOP THEM INTO SMARTLY DISCIPLINED, PHYSICALLY FIT, BASICALLY TRAINED SAILORS. I WILL INSTILL IN THEM AND DEMONSTRATE BY MY OWN EXAMPLE, THE HIGHEST STANDARD OF HONOR, COURAGE AND COMMITMENT."

### RTC MAXIM

I WILL NOT LIE, CHEAT, OR STEAL NOR TOLERATE THOSE AMONG US WHO DO.

### THE GENERAL ORDERS

1. TO TAKE CHARGE OF THIS POST AND ALL GOVERNMENT PROPERTY IN VIEW.
2. TO WALK MY POST IN A MILITARY MANNER, KEEPING ALWAYS ON THE ALERT, AND OBSERVING EVERYTHING THAT TAKES PLACE WITHIN SIGHT OR HEARING.
3. TO REPORT ALL VIOLATIONS OF ORDERS I AM INSTRUCTED TO ENFORCE.
4. TO REPEAT ALL CALLS FROM POSTS MORE DISTANT FROM THE GUARD HOUSE THAN MY OWN.
5. TO QUIT MY POST ONLY WHEN PROPERLY RELIEVED.
6. TO RECEIVE, OBEY, AND PASS ON TO THE SENTRY WHO RELIEVES ME ALL ORDERS FROM THE COMMANDING OFFICER, COMMAND DUTY OFFICER, OFFICER OF THE DECK, AND OFFICERS AND PETTY OFFICERS OF THE WATCH ONLY.
7. TO TALK TO NO ONE EXCEPT IN THE LINE OF DUTY.
8. TO GIVE THE ALARM IN CASE OF FIRE OR DISORDER.
9. TO CALL THE OFFICER OF THE DECK IN ANY CASE NOT COVERED BY INSTRUCTIONS.
10. TO SALUTE ALL OFFICERS AND ALL COLORS AND STANDARDS NOT CASED.
11. TO BE ESPECIALLY WATCHFUL AT NIGHT AND DURING THE TIME FOR CHALLENGING, TO CHALLENGE ALL PERSONS ON OR NEAR MY POST AND TO ALLOW NO ONE TO PASS WITHOUT PROPER AUTHORITY.

## **PESONNEL INSPECTION CHECKPOINTS**

### **Sound off loud and clear. "Sandwich" your answers. For example:**

- "Petty Officer (If being inspected by a Petty Officer), my 5<sup>th</sup> General order is to quit my post only when properly relieved, Petty Officer."
- Military bearing
- Clean-shaven
- Male haircut IAW Navy Uniform Regulations
- Female hair must be IAW Navy Uniform Regulations
- No ponytails
- If hair is in a bun, it must be attached to head with no more than two barrettes
- 
- Glasses must be clean, in good taste.
- 

### **Shoes:**

- Must be shined and clean
- Shoe wells must be clean
- Laces must be tied in accordance w/Red Book, left over right while toes are pointed towards you, no bridges.
- No double knots in your shoe laces.

### **Black, dress socks:**

- No cigarettes, cell phones, etc... in socks
- Shirt stays should not be visible.
- 

### **I.D. card in left breast pocket w/picture facing away from the wearer, picture up and out.**

- Females left front trouser pocket while in NSU.

### **Uniform must fit properly**

- Shirts must have shoulder seam centered at shoulder
- Uniform can not be baggy or too tight
- Short sleeves must not extend beyond elbows
- Trousers cannot be all bunched up due to tightening of belt
- Pockets cannot be open

### **Belt buckles must be plain, chrome (no rank insignia, warfare devices, etc...)**

- Belts must be cut to six inches or less
- Clip all loose threads

### **Proper wear of blue rope**

- 1/4" above shoulder seam
- Clasp aft, hinge forward
- Don't miss any belt loops
- Gig line

### **Uniform items stenciled IAW Red Book**

#### **UIM's:**

- 3/8" below left shoulder seam
- blacken white threads w/Sharpie marker

### **Covers (male, E-6 & below):**

- Must be stenciled IAW Red Book prior to washing

- Must be washed and they must still be WHITE; not yellow
- Worn 1 1/2" above eyebrows (White Hats)
- Worn 1" above eyebrows (Garrison Cap)
- Outside seam facing aft
- NOTE: do not use the cover as a pocket (i.e., holding sunglasses, etc...)
- NO fleet rolls

**Covers (female, E-6 and below):**

- Must be worn squarely on the head
- Must have name written in black ink on manufacturer's tag IAW Red Book
- "Table top" up

**Covers (E-7 & above):**

- Must be worn squarely on the head
- Must have name written in black ink on manufacturer's tag
- Eagles facing up
- "Table top" up

**Saluting:**

- Ball caps, white covers, female covers, combination covers, etc...

**Ribbons:**

- Must be clean and devices must be squared away
- Must wear ALL ribbons, not top three.
- Centered 1/4" above left pocket (Jumper Tops 1/4" above the top catch hem)
- Correct number of National Defense Ribbons, Iraqi or Afghanistan stars
- Females NSU – 6 and ¼ at the bottom of ribbons and name tags.

**Warfare devices:**

- Primary warfare device is centered 1/4" above ribbons
- Secondary warfare device is centered 1/4" below top of pocket
- Must be clean

**CPO SDB's:**

- Necktie must have a double-Windsor knot
- No clip on ties
- Excess material can be stowed between top and second button if longer than front material
- If excess material is NOT longer than front material, than it must be placed through sewn in tab
- Bottom of tie must not cover belt buckle and can be no higher than one inch from top of belt buckle
- Tie bars are optional, however, if worn it must be plain and centered on tie
- Inside button buttoned
- Gig line

**NOTE: When bottom of tie is pulled up, it must be even up to and touching bottom of double Windsor knot (1" from top of knot) (no rank insignia, warfare devices, etc...)**

- Trousers must have back button buttoned
- No gear adrift in pockets
- Snake eyes

**SDW's / SDB's:**

Neckerchief

- Catch hem on inside

- Ends must be even
- Top of square knot must be even with the bottom of the "V" as worn;
  - (i.e., inspector should not have to pull knot down in order for it to be on spot)
  - Black string, no colored-in dental floss
  - Proper fit
  - Trousers must be no more than two inches off deck
  - Belts on Dress White pants must be CNT material
  - (WEB BELTS ARE NOT AUTHORIZED)**
  - Only bottom button on each side of trousers can show
  - Button on inside of jumper must be buttoned
  - No gear adrift in pockets
  - Snake eyes
  - Service stripes, no gear adrift
  - Lacing on trousers IAW Red book
  - Clean, washed, not wrinkled, white T-shirt
  - White piping (not yellow)

**Knowledge Questions:**

Sailor's Creed  
 RTC Maxim  
 RDC's Creed

General Orders  
 Rate & Rank Recognition  
 Chain of Command