DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5050.1
N003
18 Dec 12

NSTC INSTRUCTION 5050.1

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND STANDARD OPERATING PROCEDURES FOR SELECTING THE OFFICIAL PARTY FOR RECRUIT TRAINING COMMAND GRADUATION

1. Purpose. To establish Naval Service Training Command (NSTC) guidelines and procedures for the selection of the Official Party for Recruit Training Command (RTC) graduation to include the Reviewing Officer (RO), Guest of Honor (GOH) and Special Guest (SG).

2. Discussion. The NSTC Flag Protocol Officer will use this instruction to determine the eligibility and assignment of personnel as members of the Official Party for RTC graduations. All members of the Official Party will be invited to attend a pre-graduation tour of RTC facilities, will be seated on the VIP dais for the ceremony, and take part in the post-graduation reception with the recruit honor graduates and their families. All members of the Official Party will be listed in the recruit graduation program.

3. Eligibility

a. Reviewing Officer. The RO will serve as the guest speaker, troop the line, and present recruit awards. Due to the importance and visibility associated with this role, the RTC graduation RO must be one of the following:

(1) Active/Retired Flag Officers

(2) Current/Retired Master Chief Petty Officers of the Navy (or Service Equivalent)

(3) Senior Executive Service Members

(4) O-6 Officers from all Services

(5) Current Fleet Master Chief Petty Officers

(6) Civilian Dignitaries

b. Guest of Honor. The GOH must either meet the requirements for RO, be an O5 Commanding Officer, or be a Force/Flag Level Command Master Chief personally invited by Commander, Naval Service Training Command (CNSTC).

c. Special Guest. The SG will normally meet the same requirements as the GOH but may be made by CNSTC special invitation.

d. VIPs. Individuals who meet the requirements of SG and who request to be members of the Official Party but who are not senior to the SG are designated as VIPs.

4. Action. The NSTC Protocol Officer will arrange lodging reservations at the Naval Station Great Lakes Navy Gateway Inns and Suites for all members of the Official Party. Official Party members will be sent an arrival package that includes maps, base passes, lodging information, and other important information as needed.

5. Assignments. Assignments are made by invitation of CNSTC and are assigned based on rank and availability. CNSTC reserves the right to adjust the RO, GOH, SG schedule to accommodate higher ranked officials, as determined by CNSTC. Previously scheduled ROs asked to step aside for a senior guest will be offered the option to serve as the GOH or SG for that graduation or the opportunity to be an RO at a later date.

6. Point of contact for availability and assignment is Mr. Sean Ozolins, NSTC Protocol Officer, he may be reached at COMM: 847-688-78534; DSN: 792-7853; email: sean.ozolins@navy.mil.

DEE L. MEWBOURNE

Distribution: (NSTCINST 5216.1B)
List 1