



DEPARTMENT OF THE NAVY

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

NSGLINST 5720.1  
PAO  
14 Jan 13

NAVAL STATION GREAT LAKES INSTRUCTION 5720.1

Subj: CIVILIAN VISITATION ABOARD NAVAL STATION GREAT LAKES

Ref: (a) SECNAVINST 5720.44C, Department of the Navy Public Affairs Policy and Regulations  
(b) OPNAVINST 5760.5C, Navy Support and Assistance to Youth Groups  
(c) CNSTCINST 1533.1 (NOTAL), Naval Junior Reserve Officer Training Corps (NJROTC) Area Managers' Functions, Duties, and Responsibilities  
(d) OPNAV INSTRUCTION 5720.2M, Embarkation in United States Naval Ships  
(e) SECNAVINST 5510.36A, Department of the Navy Information Security Program  
(f) SECNAVINST 5510.30B, Department of the Navy Personnel Security Program

Encl: (1) Naval Station Great Lakes Tour Registration Form

1. Purpose. To delineate coordination procedures and approval authorities for the embarkation of visitors and guests aboard Naval Station Great Lakes (NSGL). This instruction should be reviewed in its entirety.

2. Cancellation. This instruction is a new instruction covering this topic and should be read and reviewed in its entirety.

3. Background. References (a) and (d) provide policy for visitation of persons aboard Navy installations and ships. References (b) and (c) provide policy for support of youth groups. The occasional visitation of certain guests aboard NSGL facilitates a greater understanding of the roles and mission of the Navy and Navy training.

4. Policy

a. Routine requests for visitation of civilians from any source may be accommodated so long as such visitations do not result in an interference with training operations, or require unacceptable adjustments to training schedules.

14 Jan 13

b. Civilians will be allowed visitation without regard to gender.

c. Tours for groups consisting of fewer than 15 persons or greater than 60 persons will not be routinely given unless approved by the Commanding Officer, Naval Station Great Lakes.

d. Tours will not be given on weekends unless approved by the Commanding Officer, Naval Station Great Lakes.

5. Scope. This instruction applies to all individuals who may occasionally visit NSGL, with the following exceptions:

a. News correspondents who are authorized to visit under the procedures prescribed per reference (a).

b. Members of Congress, congressional staff members, and congressional committee staff members who have been invited to visit for the purpose of orientation, or to witness certain operations or training demonstrations (see reference (a)).

c. Civilian youth groups, described in reference (b), who are authorized to embark under the following directives:

(1) Naval Junior Reserve Officer Training Corps cadets on visits in support of objectives of the Reserve Officer Training Corps Vitalization Act of 1964, Public Law 88-647 (see reference c).

(2) Naval Sea Cadet Corps (NSCC) personnel on training visits in connection with NSCC activities approved by the Chief of Naval Operations (CNO) (see reference (b)).

(3) National Scouting Program participants (see reference (b)).

6. Visitation of Civilian Guests

a. General. Visitation of civilian guests aboard NSGL is appropriate to further public awareness of the Navy and its mission. Also, the occasional visitation of families and personal guests of Naval personnel contributes to the morale of Navy personnel and instills a sense of pride in the Navy and in

14 Jan 13

their installation. Therefore, the NSGL Commanding Officer reaffirms the policy of permitting visitation of appropriate civilian guests. Throughout this section where certain categories of guests are authorized to visit, it is the specific intent of the NSGL Commanding Officer that each visitation must have the concurrence of the Commanding Officer of each tenant command. Visitation should be conducted within the framework of regularly scheduled operations. All guest visits authorized are on an unclassified basis. If the visitation involves a classified visit, the sponsoring tenant command will ascertain the degree of security clearance required and shall comply with the procedures per references (e) and (f) to obtain necessary disclosure authority.

b. Visitation for Orientation or Public Affairs Purposes. The NSGL Commanding Officer supports an active public affairs program that includes access to tenant commands by distinguished civilian groups and individuals. A Distinguished Visitor (DV) is an individual who has not had substantial previous exposure to the Navy. Such individuals include: top-level business executives, local and state government officials and leaders, or school principals, guidance counselors and teachers. All shall have a wide sphere of influence within their respective professions and communities. Visitations should not normally include DV's spouses/family members unless family members are DVs in their own right.

(1) Visitation of news media representatives will be authorized under the procedure prescribed in Section 0505 of reference (a). This includes instances when a member of the news media (such as an editor or owner of a newspaper) is invited as a guest, and does not intend to actively report on their visit. In such cases, the NSGL Public Affairs Office (and the Navy Region Midwest PAO, CNIC PAO, and Chief of Information (CHINFO) if national media are involved) must approve prior to extending the invitation.

(2) Requests for visitation of individuals or groups of individuals for public affairs purposes from all other sources (non-media) will be submitted to the NSGL PAO, keeping the chain-of-command informed. Examples of visitation for public affairs purposes are community service clubs, civic groups, the Navy League, or trade and professional associations.

(3) Guests may visit overnight. Feedback should be provided to the appropriate chain-of-command (copy to NSGL PAO) as soon as possible after completion of the visit. Feedback should include:

- (a) Name and title of guests visiting.
- (b) Location and date of visitation.
- (c) Overview of events occurring during the visitation.
- (d) Guest feedback, if any.
- (e) Lessons learned.

c. Civilian Youth Groups. Requests for visitation of youth groups not under Navy sponsorship, described per reference (b) may be authorized when accompanied by their adult sponsor to visit NSGL for short duration. The following requirements apply:

(1) Space aboard all NSGL barracks is limited and regardless of how safety conscious a command may be, there is always an element of risk, particularly to young children; therefore, visitation of children under age 12 is not recommended.

(2) All guests must be vetted through the NSGL Naval Security Force at least three weeks prior to their visit.

(3) All guests under 18 must be accompanied by an adult at all times.

(4) Arrangements for Civilian Youth Groups will be made through the NSGL Community Outreach Office.

d. Ships Reunion Groups. Requests for visitation of ships reunion groups may be authorized when accompanied by a Sailor or by a Navy civil service worker to visit NSGL for short duration.

- (1) Space in the recruit graduation drill hall may be

14 Jan 13

limited. All arrangements to attend a graduation should be made two months in advance through the Great Lakes Naval Museum and the Recruit Training Command Public Affairs Office.

(2) A list of all guests must be provided to the NSGL Naval Security Force at least three weeks prior to their visit. When a military member accompanies each group and acts as the trusted traveler throughout their tour on base, no vetting is required. If no military member is available to travel with the group, then all guests will be vetted through Naval Security Force unless approved to do so otherwise by the NSGL Commanding Officer or Executive Officer.

(3) The tour season for reunion groups will run from the beginning of April until the end of October annually. Tours outside of the tour season will be authorized on a case-by-case basis by the NSGL Commanding Officer.

(4) All stakeholders listed in paragraph 7 of this instruction should be made aware of Ships Reunion Groups visits well in advance (no later than a week ahead). A long-term schedule will be promulgated by the Great Lakes Naval Museum that identifies the name of the group, when they are visiting, the number of persons attending, and source of transportation (charter bus, school bus, etc.).

(5) Ideally, Ships Reunion Groups visits should be scheduled on recruit graduation days where 11 or less divisions will be graduating. It should be made clear that seats will first be reserved for visiting families (i.e. those on the access list who are there to see their recruit graduate). If enough room is available to accommodate a Ships Reunion Group without going over the fire code then Recruit Training Command (RTC) will set aside bleacher seating for the group.

(6) If there are any special challenges/needs with members of the reunion group, all stakeholders listed in paragraph 7 of this instruction should be made aware. These items include, but are not limited to, any sort of special assistance such as a requirement for wheelchairs, inability to climb stairs, or needing access to power outlets for medical equipment.

14 Jan 13

(7) An escort will remain with the group and be onboard as they enter RTC via Gate 8 and should remain with the group through the entire visit to NSGL.

(8) Ships Reunion Groups should be scheduled to arrive no later than 0730 on the day of recruit graduation.

(9) Ships Reunion Groups must consist of no fewer than 15 persons. Generally, tour groups will be limited to 60 persons. Requests for tour groups larger than 60 persons will be handled on a case by case basis and be approved by Naval Station Great Lakes Commanding Officer.

## 7. Responsibilities.

a. Great Lakes Naval Museum (GLNM) shall provide program management and coordination for Ships Reunion Groups and is responsible for organizing, scheduling tours of the installation. GLNM will collect information from Ships Reunion Groups and send to supporting organizations/tenant commands to include Recruit Training Command Public Affairs Office; NSGL Morale, Welfare and Recreation; NSGL Public Affairs Officer; Navy Exchange; and NSGL Naval Security Force. Additionally, NSGL will draft 5050s for each week's visiting Ships Reunion Groups and submit to NSGL Administration Officer.

b. NSGL Public Affairs Officer (NSGL PAO) shall provide tours for distinguished civilian groups and individuals, news media representatives, community service clubs, civic groups, and others not provided by GLNM. NSGL PAO shall provide the script for the Ships Reunion Groups tours. NSGL PAO shall train volunteer tour guides from various tenant commands and will serve as alternate tour guide for reunion groups attending Friday graduations. NSGL PAO will also brief chain of command as needed on visitors to the installation.

c. NSGL Community Outreach Office will make arrangements for all Civilian Youth Groups, to include NJROTC, Sea Cadets, Boy Scouts and other youth groups.

d. NSGL Community Outreach Office shall organize volunteer Sailors from various tenant commands who will serve as tour guides for reunion groups attending Friday recruit graduations.

14 Jan 13

e. NSGL Morale, Welfare and Recreation (NSGL MWR) shall arrange banquets and lunches for reunion groups at the Port O'Call or a similar facility and will arrange for youth groups to visit and use MWR facilities.

f. Great Lakes Navy Exchange (NEX) shall arrange for reunion groups to visit the Ship's Store during specified times in order to buy souvenirs.

g. NSGL Naval Security Force will vet visitors to the installation.

h. NSGL Community Outreach Office will coordinate with the NSGL Galley to arrange for youth groups staying overnight at the installation to eat in the galley.

i. NSGL Community Outreach Office will coordinate with NSGL Bachelor Housing to arrange for youth groups staying overnight at the installation to stay in barracks as long as such visitations do not place an undue burden on the barracks staff, result in an interference with training operations, or require unacceptable adjustments to training schedules.

## 8. Action

a. Great Lakes Naval Museum will provide tour program management and coordination.

(1) Great Lakes Naval Museum shall coordinate all tours entering the installation save for Distinguished Visitors, Media, and Youth Groups.

(2) The Great Lakes Naval Museum shall manage a centralized database and calendar of tours and shall keep all concerned organizations up-to-date on each tour they coordinate.

(3) The Great Lakes Naval Museum shall exercise direct liaison with all concerned tenant commands/organizations.

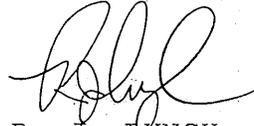
b. NSGL PAO will provide NSGL command oversight over the tour program and will brief chain of command as necessary.

c. NSGL Community Outreach Office shall make arrangements

NSGLINST 5720.1

14 Jan 13

for all Civilian Youth Groups, to include NJROTC, Sea Cadets, Boy Scouts and other youth groups, to visit the installation, and shall manage a centralized database and calendar of youth group visits and shall keep all concerned organizations up-to-date on each tour they coordinate.



R. J. LYNCH

Distribution:  
Lists I and II

14 Jan 13

### **Naval Station Great Lakes Tours**

Thank you for your interest in touring Naval Station Great Lakes, “the Quarterdeck of the Navy.” The visitation of civilian guests to Naval Station Great Lakes helps further public awareness of the Navy and its mission. In addition, the occasional visitation of families and personal guests of Naval personnel contributes to the morale of Navy personnel and instills a sense of pride in the Navy and in their installation.

The Naval Station Great Lakes Commanding Officer reaffirms the policy of permitting visitation of appropriate civilian guests. Visitations must be conducted within the framework of the guidance listed in this document. If you have any questions about this guidance, please contact the Great Lakes Naval Museum at [glnm@navy.mil](mailto:glnm@navy.mil)

#### **Who can visit Naval Station Great Lakes?**

- **Civilian Groups:**

- Routine requests for visitation of civilians from any source may be accommodated so long as such visitations do not result in an interference with training operations, or require unacceptable adjustments to training schedules. Civilians will be allowed visitation without regard to gender.
- All visitors must be a minimum of eighteen years of age. For youth group visits, please see the below guidance.
- Naval Station Great Lakes will accommodate group tours with a minimum of 15 persons and a maximum group size of 60 persons. Tours for groups consisting of fewer than 15 persons or greater than 60 persons will not be routinely given unless approved by the Commanding Officer, Naval Station Great Lakes. Examples of qualified groups include community service clubs, civic groups, the Navy League, or trade and professional associations.

- **Congressional Tours:**

- For members of Congress, congressional staff members, and congressional committee staff members who would like to visit for the purpose of orientation, or to witness certain operations or training demonstrations, please contact the Naval Station Great Lakes Public Affairs Officer at 847-688-2430.

- **Tours for Distinguished Visitors (DV):**

- The NSGL Commanding Officer supports an active public affairs program that includes access to tenant commands by distinguished civilian groups and individuals. A Distinguished Visitor (DV) is an individual who has not had substantial previous exposure to the Navy. Such individuals include: top-level

Enclosure (1)

14 Jan 13

business executives, local and state government officials and leaders, or school principals, guidance counselors and teachers. All shall have a wide sphere of influence within their respective professions and communities. Visitations should not normally include DV's spouses/family members unless family members are DVs in their own right. If you believe that your group qualifies as a Distinguished Visitor Group, please contact the Naval Station Great Lakes Public Affairs Officer at 847-688-2430.

- **Media Visits:**

- The visitation of news media representatives is authorized. This visitation includes instances when a member of the news media (such as an editor or owner of a newspaper) is invited as a guest, and does not intend to actively report on their visit. In all cases of media visits, the NSGL Public Affairs Office (and the Navy Region Midwest PAO, CNIC PAO, and Chief of Information (CHINFO) if national media are involved) must approve prior to the visit. To schedule media visits, please contact the Naval Station Great Lakes Public Affairs Officer at 847-688-2430.

- **Civilian Youth Groups:**

- For youth group visits by Naval Junior Reserve Officer Training Corps cadets on visits in support of objectives of the Reserve Officer Training Corps Vitalization Act of 1964, Public Law 88-647, Naval Sea Cadet Corps (NSCC) personnel on training visits in connection with NSCC activities approved by the Chief of Naval Operations (CNO) (see reference, and National Scouting Program participants, please contact the Naval Station Great Lakes Outreach Office at 847-688-4925 ext-3.
- Requests for visitation of youth groups not under Navy sponsorship may be authorized to visit NSGL for short duration when accompanied by their adult sponsor. For questions or to make arrangements please contact the Naval Station Great Lakes Outreach Office at 847-688-4925 ext-3.

**Tour Information**

- Visits will be conducted within the framework of regularly scheduled operations.
- All guest visits authorized are on an unclassified basis.
- All tours are free.
- All Naval Station Great Lakes tours must be conducted during Monday through Friday between 1 April and 31 October. All tour requests outside of this tour season will be reviewed on a case-by-case basis by the Naval Station Great Lakes

14 Jan 13

Commanding Officer.

- Basic Naval Station Great Lakes tours will last approximately 15 minutes. Additional tour options include a tour of the Great Lakes Naval Museum, attendance at Recruit Graduation (Ship Reunion Groups only), lunch at MWR's "Port of Call" restaurant, and a visit to the Great Lakes Navy Exchange.

2

- All base tours will be assigned an escort by Naval Station Great Lakes. Tours without an escort are not permitted. The escort will provide you with current and historical information about Naval Station Great Lakes. For security purposes, tours do not include access to Recruit Training Command.
- All groups partaking in a tour of the base must provide their own transportation.
- The Naval Station Great Lakes tour is a windshield tour. Visitors will not be allowed to exit their vehicles at any time during the tour.

### **Tour Safety and Security**

- All guests must be vetted through the NSGL Naval Security Force a minimum of three weeks prior to their visit. Once your tour has been confirmed, instructions on the vetting process will be provided. Groups that do not complete this information for the vetting process prior to their visit may not be permitted to tour Naval Station Great Lakes.
- For security purposes, no photography of Naval Station Great Lakes will be permitted.
- For security purposes, visitors will not be allowed to disembark their tour vehicle at any point during their tour of Naval Station Great Lakes.

### **Tour Confirmation**

- All tour groups will be contacted by the Great Lakes Naval Museum no fewer than forty-eight hours before their tour to confirm their reservation and tour specifics. Groups that are not able to be confirmed may not be permitted to tour Naval Station Great Lakes.
- Tours that arrive more than thirty minutes after their scheduled tour start time may not be permitted to tour Naval Station Great Lakes.

### **Scheduling a Tour**

Please complete the following tour request form and email, mail or fax it to the following address:

14 Jan 13

GREAT LAKES NAVAL MUSEUM  
ATTN: TOUR COORDINATOR  
GREAT LAKES NAVAL MUSEUM  
BUILDING 42  
610 FARRAGUT AVENUE  
GREAT LAKES, IL 60088  
FAX: 847-688-3169  
EMAIL: GLNM@NAVY.MIL

3

If you have any questions about Naval Station Great Lakes Tours, please contact 847-688-3154 or [glnm@navy.mil](mailto:glnm@navy.mil)

**Naval Station Great Lakes Tour Registration Form**

Thank you for your interest in touring Naval Station Great Lakes, “the Quarterdeck of the Navy.” Reservations are necessary for all tours, including ship reunion tours. Registrations must be made a minimum of eight weeks in advance.

If you have any questions about tours of Naval Station Great Lakes, please contact the Great Lakes Naval Museum at 847-688-3154 or [glnm@navy.mil](mailto:glnm@navy.mil)

**SCHEDULING:**

Tours can be scheduled on weekdays between 1 April and 31 October.

Requested Day of Week:    First Choice: \_\_\_\_\_    Second Choice: \_\_\_\_\_

Requested Tour Date:        First Choice: \_\_\_\_\_    Second Choice: \_\_\_\_\_

Requested Tour Time:        First Choice: \_\_\_\_\_    Second Choice: \_\_\_\_\_

**CONTACT INFORMATION:**

ORGANIZATION NAME: \_\_\_\_\_

GROUP LEADER NAME

Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ Dr. \_\_\_\_\_ Other \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

POSITION TITLE (IF APPLICABLE): \_\_\_\_\_

CONTACT INFORMATION

HOME ADDRESS: \_\_\_\_\_ WORK: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

ABOUT YOUR TOUR

# Of participants: \_\_\_\_\_

Approximate Age Of Participants: \_\_\_\_\_

# Of Group Leaders: \_\_\_\_\_

Purpose Of Visit: \_\_\_\_\_

\_\_\_\_\_

Any special needs or circumstances:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOUR TYPE REQUEST:**

\_\_\_\_\_ Naval Station Great Lakes Base Tour

Naval Station Great Lakes Tour Add-Ons:

\_\_\_\_\_ RTC Recruit Graduation Attendance:

- Only ship reunion groups are permitted to attend RTC recruit graduation.
- Recruit Training Command (RTC) graduation ceremonies typically occur on Fridays on a weekly basis. Exceptions are unforeseen circumstances, such as extremely bad weather, or the impact of holidays.

14 Jan 13

- Groups of no more than sixty people per visit will be allowed to attend Recruit Graduation.
- Attendance at recruit graduation will only be allowed when eleven or fewer divisions will be graduating that day. Seats at graduation will first be reserved for visiting families (i.e. those on the access list who are there to see their recruit graduate). Once space has been permitted for the visiting family of graduating recruits, space will be made available to accommodate Ship Reunion Groups without going over the fire code.
- Graduation attendance will be confirmed no earlier than six weeks before the graduate date.
- During graduation, a Navy escort will remain with the group and be onboard as they enter RTC via Gate 8. This escort will remain with the group through the entire visit to NSGL.
- Reunion groups should be scheduled to arrive no later than 0730 on the day of recruit graduation. Groups arriving after more than fifteen minutes after this time will not be permitted to attend graduation. If there are any special challenges/needs with members of the reunion group, please notify the Great Lakes Naval Museum. These items include, but are not limited to, any sort of special assistance such as a requirement for wheelchairs, inability to climb stairs, or needing access to power outlets for medical equipment. Tours can be canceled at any time without notice by the Commanding Officer of Naval Station Great Lakes.

---

Great Lakes Naval Museum Visit:

As an official Department of the Navy Museum under the Naval History and Heritage Command, the Great Lakes Naval Museum's mission is to select, collect, preserve, and interpret the history of the United States Navy with particular emphasis on the Navy's only "boot camp" at Naval Station Great Lakes, Great Lakes, Illinois. All visits to the museum include a guided tour and a visit to the Great Lakes Naval Museum gift shop.

---

Lunch at MWR Port O' Call:

Buffet and plated lunches are available via MWR's Port O' Call Banquet and Conference Center at Naval Station Great Lakes. For those tour groups interested in dining at Port O'Call, you will be contacted directly by Port O' Call dining staff regarding menu choices and pricing. For more information regarding Port O' Call, please visit [http://www.mwrgl.com/clubs\\_dining/banquet\\_cntr/poc.htm](http://www.mwrgl.com/clubs_dining/banquet_cntr/poc.htm)

NSGLINST 5720.1

14 Jan 13

\_\_\_\_\_ Naval Exchange Visit:

Your Navy escort will accompany your group to the Naval Station Great Lakes Navy Exchange (NEX). The guide will remain in the store enabling your guests to make souvenir purchases without military identification.

EMAIL, MAIL, OR FAX YOUR TOUR REGISTRATION FORM TO:

GREAT LAKES NAVAL MUSEUM

ATTN: TOUR COORDINATOR

GREAT LAKES NAVAL MUSEUM

BUILDING 42

610 FARRAGUT AVENUE

GREAT LAKES, IL 60088

FAX: 847-688-3169

EMAIL: [GLNM@NAVY.MIL](mailto:GLNM@NAVY.MIL)

**CONFIRMATION AND CANCELLATION POLICY:** Once your tour has been booked, a confirmation letter and Naval Station Great Lakes Security vetting instructions will be e-mailed and/or mailed to you. Your booking is not final until you receive this confirmation letter. If we are unable to accommodate your group, you will be notified via phone or e-mail. If you need further information, please contact the Great Lakes Naval Museum Tour Coordinator at 847-688-3154 or [glnm@navy.mil](mailto:glnm@navy.mil)