



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1500.2D  
N00M

JUL 29 2010

NAVBASE SAN DIEGO INSTRUCTION 1500.2D

Subj: PETTY OFFICER INDOCTRINATION

Ref: (a) Student Guide for Petty Officer Indoctrination  
(NAVEDTRA 38200-A)  
(b) Petty Officer Indoctrination Course and Instruction  
Guide (NAVEDTRA 38201-A)

Encl: (1) Petty Officer Indoctrination Course Class Schedule

1. Purpose. This instruction revises the training program and procedures for educating newly selected Third Class Petty Officers in effective leadership principles and practices.

2. Cancellation. NAVSTASDIEGOINST 1500.2C. This is a complete revision and should be read in its entirety.

3. Background. There are many challenges encountered by Petty Officers in the day-to-day operations onboard Naval Base San Diego (NBSD). Strong leadership skills will strengthen their ability to perform their job and improve mission accomplishment. The Petty Officer Indoctrination Course developed by the Naval Education and Training Center, outlined in reference (a) will be utilized to present a consistent standard and appropriately indoctrinate our junior Petty Officers in their responsibilities. This comprehensive three day course of instruction is aimed at providing these men and women with an understanding of their roles within the command. Each graduate will be introduced to leadership and supervisory techniques that will assist them in effectively leading their subordinates. The goal is to provide a solid foundation to build upon as they seek and assume greater levels of responsibility.

4. Procedures. All personnel eligible for advancement will attend as outlined below:

a. The course manager (Command Master Chief) will oversee the indoctrination program and will direct the scheduling and administration of the course.

b. The residing President of the First Class Petty Officer's Association (FCPOA) will serve as the course coordinator and will schedule classes, as necessary.

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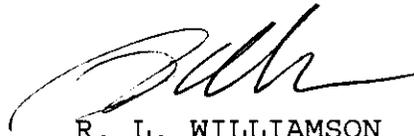
c. While participating in the course, students will not be on the watchbill to allow them to devote their full attention to course reading and study assignments.

d. The FCPOA will conduct class room training as outlined in reference (b).

e. The Petty Officer Indoctrination Class schedule is provided in enclosure (1).

f. Upon successful completion of this course, the Administration Office will ensure a service record entry (Page 4) is made in each graduate's record.

5. Action. Department Heads/LCPO's will ensure maximum support of this program by students and instructors.



R. L. WILLIAMSON

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PETTY OFFICER INDOCTRINATION COURSE CLASS SCHEDULE

Day 1	0700-0730 Muster/Inspection	0.5 HOURS
	0730-0900 Course Introduction and CO/XO Comments	1.5 HOURS
	0900-1130 Roles & Responsibilities	2.5 HOURS
	1130-1230 Lunch Break	1.0 HOURS
	1230-1530 Communicating With Others	3.0 HOURS
	1530-1630 Admin Time	1.0 HOURS
Day 2	0700-0730 Muster/Inspection	0.5 HOURS
	0730-0900 The Elements Of Leadership	1.5 HOURS
	0900-1100 Ethics & Core Values	2.0 HOURS
	1100-1200 Lunch Break	1.0 HOURS
	1200-1330 Understanding & Managing Stress	1.5 HOURS
	1330-1500 Quality Of Life	1.5 HOURS
	1500-1630 Personal & Professional Development	1.5 HOURS
Day 3	0700-0730 Muster/Inspection	0.5 HOURS
	0730-0800 Performance Evaluation	0.5 HOURS
	0800-0830 Basic Needs & Human Behavior	0.5 HOURS
	0830-0930 Standards In The Navy	1.0 HOURS
	0930-1030 Military Justice	1.0 HOURS
	1030-1100 You're Place In Naval History	0.5 HOURS
	1100-1200 Financial Management	1.0 HOURS
	Critique/Graduation	TOTAL TIME: 24.0 HOURS