DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 1740.3
N00E

9 AUG 2006

NAVSUPPACT NAPLES INSTRUCTION 1740.3

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: COMMAND INDOCTRINATION (INDOC) PROGRAM

Ref: (a) OPNAVINST 1740.3B
(b) SECNAVINST 1754.6
(c) DOD INSTRUCTION 1338.19

Encl: (1) Command Indoctrination Class Schedules
(2) Indoctrination Class Survey Form

1. Purpose. To delineate policy regarding U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Command Indoctrination (INDOC) Program.

2. Background. References (a) through (c) require every U.S. Navy command to maintain an effective indoctrination program. A sound indoctrination will produce a smooth transition into any new organization, setting the stage for a positive tour. A service member who has been properly informed, warmly welcomed, and assisted before and after arrival will acclimate more quickly and become a more productive member of the command.

3. Policy. NAVSUPPACT Naples INDOC is mandatory for all newly assigned military personnel. All service members will attend INDOC within 30 days of reporting.

4. Responsibilities

a. Commanding Officer (CO). Assign a Chief Petty Officer or above to perform as Command Indoctrination Manager.

b. Executive Officer (XO). Retain overall responsibility for INDOC. The XO will interview all candidates for the Command Indoctrination Coordinator position and make recommendations to the CO.

c. Command Indoctrination Manager

(1) Support the needs of INDOC and conduct quality assurance checks utilizing enclosure (2).

(2) Request adequate funding for effective and efficient operation of INDOC.

(3) Schedule and coordinate INDOC.

(4) Liaise with all INDOC facilitators and provide notification of all scheduled classes and changes to schedule.

(5) Liaise with the following program managers to schedule:

(a) Command Master Chief for liberty risk assessment per reference (a).

(b) Command Career Counselor for first term workshop.

(c) Fleet and Family Service Center (FFSC) for Area Orientation.

(d) Navy Rights & Responsibilities.

(e) Command Fitness Leader.

(f) Others as needed.

d. Command Sponsor Coordinator

(1) Conduct continuous training for facilitators, outlining duties and responsibilities. Training will include current information on command policy, local community events and conditions and other situations that affect newly reporting personnel.

(2) Schedule all newly reporting personnel for INDOC within their first 30 days on board.

(3) Responsible for monthly roster, facilitators, and inspecting of all new arrivals until they have completed INDOC and are released back to their gaining department. Submit

muster reports to the Command Sponsor/INDOC Manager and account for all gains and losses.

(4) Ensure INDOC Survey, enclosure (2), is completed by all newly reporting personnel after completion of INDOC.

(a) Route completed surveys to the CO via Sponsor/Indoc Manager, Command Master Chief and XO immediately upon completion of each indoctrination class.

(b) Provide feedback on division sponsor's performance to their respective department utilizing enclosure (2).

(5) Ensure page 13 entries documenting completion of INDOC are submitted to ADMIN/PSD for service record entry.

(6) Maintain spreadsheet with current contact information of qualified personnel conducting indoctrination briefs, per enclosure (1).

(7) Appoint the senior service member present as Class Leader.

e. Class Leader

(1) Ensure all personnel are present throughout the day.

(2) Contact the Command Sponsor/Indoc Manager if facilitator is late or does not show.

(3) Ensure all personnel maintain proper military bearing and conduct themselves in a professional manner.

(4) Assist Command Indoctrination Coordinator in any other tasking necessary to conduct the class.

G. L. HEHE

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists: I and II

COMMAND INDOCTRINATION CLASS SCHEDULE (MONDAY DAY-1)

0630 - Command Fitness Leader
0815 - Commanding Officer
0830 - Executive Officer
0900 - Command Master Chief
0915 - Break
0930 - Command Managed Equal Opportunity (CMEO)
1000 - Drug and Alcohol Program Advisor (DAPA)
1030 - Navy College
1130 - Lunch
1230 - Navy Marine Corp Relief Society (NMCRS)
1300 - Information Systems Department (ISD)
1330 - Chaplain
1400 - NAVSUPPACT Admin
1500 - Sexual Assault Victim Intervention (SAVI)

COMMAND INDOCTRINATION CLASS SCHEDULE (TUESDAY DAY-2)

0630 - Command Fitness Leader
0815 - Individual Augments (IA)
0900 - Navy Learning Center
1200 - Lunch
1300 - Command Career Counselor (First Term & Success Workshop)
1600 - Secure

COMMAND INDOCTRINATION CLASS SCHEDULE (WEDNESDAY DAY-3)

0630 - Command Fitness Leader
0815-1630 - Navy Rights and Responsibilities (NR&R)

Topics: Naval Citizenship
Navy Core Values
Policy Documents
Fraternization
Navy Equal Opportunity Manual
Valuing Diversity
Grievance/Redress Procedures
Sexual Harassment
The Navy's Homosexual Policy

INDOCTRINATION CLASS SURVEY FORM

SPONSOR PROGRAM	Yes	No	N/A
Did you receive a Welcome Aboard Message?	( )	( )	( )
Did you report to NSA Naples with family?	( )	( )	( )

DIVISION SPONSOR	Yes	No	N/A
Were you assigned a division sponsor?	( )	( )	( )
Did your sponsor contact you before your arrival?	( )	( )	( )
Did your sponsor meet you at the airport?	( )	( )	( )
Did your sponsor escort you to your TLA?	( )	( )	( )
Did your sponsor assist you with base check-in?	( )	( )	( )
Was your sponsor familiar with check-in process?	( )	( )	( )
Accommodations/Bachelor Enlisted Quarters?	( )	( )	( )
Did your sponsor provide help to your family?	( )	( )	( )

INDOCTRINATION CLASS	Yes	No	N/A
Were you scheduled to attend Command INDOC?	( )	( )	( )
Did you receive INDOC in first 30 days on board?	( )	( )	( )
Did the class familiarize you with NSA Naples?	( )	( )	( )

OVERALL PROGRAM EVALUATION

(1) Extremely Helpful (2) Very Helpful (3) Helpful

(4) Little Help (5) No Help

A. I found the Sponsor Program to be ____

B. I found the Division Sponsor to be ____

C. I found Indoctrination class to be ____

D. I found the Area Orientation to be ____

E. I found Intercultural Relationship class to be ____

COMMENTS (please use back of this form if necessary)

_____

_____

_____

_____

_____

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Thank you for taking the time to fill out this survey form! Your input is very important to us and will be used to make any necessary improvements to the program.

Enclosure (2)