



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 1000.5S
Code N00F

JUL 22 2010

NASPNCLA INSTRUCTION 1000.5S

Subj: NAVAL AIR STATION PENSACOLA INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 5350.4D
(b) NAVPERS 15620, Resolving Conflict Booklet
(c) SECNAVINST 5300.26D
(d) OPNAVINST 5350.5

Encl: (1) NASP Command Indoctrination Critique

1. Purpose

- a. To present useful information to newly assigned personnel and spouses to familiarize them with NAS Pensacola and the local community.
- b. To provide drug and alcohol abuse prevention education per reference (a).
- c. To conduct Navy Pride and Professionalism per reference (b).
- d. To provide useful information regarding legal remedies and other corrective action for noncompliance with organizational policies in the area of sexual harassment per references (c) and (d).

2. Cancellation. NASPNCLAINST 1000.5R

3. Information

a. General. The NASP Indoctrination Program will be a 4-day presentation and is mandatory for all newly reporting personnel E-6 and below. These individuals will be excluded from standing duty during the 4-day presentation. The Commanding Officer, Executive Officer and Command Master Chief will address the command mission, organization, policies, and procedures. Other topics include: Fleet and Family Support Center; Morale, Welfare, and Recreation Facilities; Fire Prevention; Career Counseling; Education Opportunities; Base Security; Housing; Ombudsman; and PRT. Navy Pride and Professionalism will be presented on the fourth day.

b. Rescheduling. Should operational commitments or personal circumstances prevent attendance of scheduled indoctrination program, rescheduling shall be arranged by contacting the Command Indoctrination Coordinator, Building 1852, 452-4231 ext 3135.

4. Responsibilities

a. Command Indoctrination Coordinator shall:

- (1) Monitor overall Station Indoctrination Program and make recommendations to the Command Master Chief and Executive Officer for improvement.
- (2) Liaison with various Department Heads/Special Assistants and conduct the base Indoctrination Program.
- (3) Coordinate scheduling of facilitators.

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(4) Provide the Officer-in-Charge, Personnel Support Activity Detachment, with a list of personnel who have completed workshops for appropriate service record entries.

b. Department Heads and Special Assistants shall:

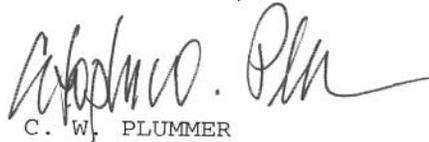
(1) Provide the Command Indoctrination Coordinator with information regarding their organization, mission, and services which would benefit or be of interest to newly reporting personnel unfamiliar with NAS Pensacola and the surrounding area.

(2) Provide the Command Indoctrination Coordinator a point of contact to respond to specific questions or circumstances which may be presented.

(3) Ensure attendance of all required personnel within 60 days after their arrival aboard NAS Pensacola, including those support duty personnel temporarily assigned.

c. Command Managed Equal Opportunity (CMEO) shall provide Command Training Team facilitators to conduct Navy Pride and Professionalism Workshops.

5. Reports. Reports from Command Indoctrination Coordinator will be forwarded to the Commanding Officer via the Command Master Chief and Executive Officer listing names of attendees (a copy of this report will be forwarded to Department Heads and Special Assistants).



C. W. PLUMMER

Distribution:

B

(NASPNCLAINST 5216.1S)

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