



DEPARTMENT OF THE NAVY

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

NSTCINST 5050.1B
N003
13 Aug 2025

NSTC INSTRUCTION 5050.1B

From: Commander, Naval Service Training Command

Subj: THE OFFICIAL PARTY AT RECRUIT TRAINING COMMAND GRADUATIONS

Encl: (1) Real ID Notice

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), Special Guest (SG), and Very Important Persons (VIPs). The major changes outline the comprehensive process for Official Party selection, including the roles and responsibilities of each position, appropriate protocol, eligibility criteria, invitation authority, and the parameters governing their participation. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. NSTCINST 5050.1A.
3. Scope and Applicability. This instruction applies to staff members assigned to NSTC, RTC, and those serving as the RO, GOH, SG or VIP.
4. Discussion. The NSTC 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 will 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.
5. Procedures. Once eligibility and participation are confirmed, Official Party members must coordinate with the NSTC Protocol Officer to be aligned to a graduation date. The date will be confirmed based on availability and command approval. RO, GOH, SG, and VIP designations are not considered final until a graduation date is confirmed and logistical coordination has been initiated. Due to official protocol precedence, designated RO, GOH, SG, or VIP participants may be subject to reassignment or replacement up to three weeks prior to the scheduled graduation. Once within the three-week window, assignments are considered locked unless a change is directed by Commander, Naval Service Training Command (CNSTC).

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6. Policy

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 specific requirements listed in subparagraphs 6a(1) through 6a(6).

(1) Active or Retired Flag Officers;

(2) Current or 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; or

(6) Distinguished Civilians (DCs). DCs are individuals who are active and influential within their community, business, or government sectors and whose presence aligns with the mission and values of the Navy. These may include, but are not limited to: Presidents or Deans of colleges and universities, respected educators, civic and community leaders, Congressional representatives, mayors, governors, and senior executives such as Presidents or Chief Executive Officers of corporations. Ideal Distinguished Civilians for RTC graduation ceremonies are those whose professional achievements, leadership, and public service reflect positively on the Navy and who can meaningfully inspire and address new Sailors and their families.

(a) Distinguished Civilians are responsible for arranging their own transportation to and from designated locations, unless they are traveling under government-issued travel orders. A Base Access Pass will be provided by the RTC Events Coordination Team. Authorized accompanying guests of the RO, GOH, and SG may utilize military-sanctioned transportation when space is available. If space is not available, these guests will be issued a Base Access Pass to allow entry onto the base using a personal or rental vehicle.

b. Guest of Honor and Special Guest. The GOH and SG must meet requirements for RO, be an O5 Commanding Officer, be a Force or Flag Level Command Master Chief, or be personally invited by CNSTC.

c. Very Important Person. 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 the VIP.

d. Authorized Accompanying Guests. Members of the Official Party may be accompanied by guests, unless otherwise specified by CNSTC. The Official Party positions are permitted to have the specified number of accompanying guests:

(1) RO: three guests

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(2) GOH: two guests

(3). SG: one guest

(4) VIP: no authorized guests

e. Guest Requirements. All accompanying guests must meet the requirements listed in 6e(1) and 6e(2):

(1) Must be 12 years or older

(2) Must have a Real ID compliant form of identification per Enclosure (1)

7. Action. The NSTC Protocol Officer will work with each Official Party member's designated point of contact to assist with lodging arrangements and overall visit coordination. An arrival package containing maps, base passes, lodging details, and other relevant information will be provided to all Official Party members.

a. Dais Protocol. All vetted members of the Official Party are eligible for seating on the dais. Individuals outside the Official Party who wish to request dais seating may contact Recruit Training Command Events at grlk_rtc_events@us.navy.mil.

(1) Must be 12 years or older

(2) Must have a Real ID compliant form of identification per Enclosure (1)

(3) Professionally maintained business casual attire (i.e. no ripped clothing, no jeans, no athletic shoes).

b. Inquiries. For availability and assignment inquiries, please contact NSTC_protocol@us.navy.mil.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Protocol Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVIST 5215.17A paragraph 9. Otherwise, if the instruction is no longer requires, it will be

processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. T. POTTENBURGH

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.



DEPARTMENT OF THE NAVY
NAVAL STATION GREAT LAKES
2601E PAUL JONES STREET
GREAT LAKES IL 60088-2845

5000-82
Ser N00/155
25 Apr 25

From: Commanding Officer, Naval Station Great Lakes
To: All Tenant Commands and Visitors

Subj: IDENTIFICATION REQUIREMENT TO ACCESS MILITARY INSTALLATIONS

1. Starting **May 7, 2025**, non-affiliated individuals requesting access will need a REAL ID-compliant driver's license or another acceptable form of identification to access Naval Station Great Lakes. This applies to everyone, including the following: but not all inclusive:

- a. Vendors, Contractors, and Service Providers
- b. Dependents aged 18 and older
- c. Veterans with service-connected disabilities
- d. Visitors (*includes visitors in same vehicle with CAC holder*)
- e. Transportation services (taxi, limo, ride share)
- f. Agent, Assist, Aid, Care Giver Letters, Au Pairs, Child Care Providers

2. **Acceptable Forms of Identification:** In addition to REAL ID, other acceptable forms of identification include:

- a. Passports (U.S or Foreign Government Issued) and passport card
- b. Common Access Card or CAC, DoD retired ID card, Defense Biometric Identification Card or DBIDs
- c. Federal ID card (HSPD-12 PIV card)
- d. Permanent resident (green card) and border crossing cards
- e. Transportation Worker Identification Credential (TWIC)
- f. Enhanced Driver's License (EDL)
- g. An acceptable photo ID issued by a federally recognized Tribal Nation/Indian Tribe, including Enhanced Tribal Cards (ETCs).
- h. Canadian provincial driver's license or Indian and Northern Affairs Canada card
- i. U.S. Citizenship and Immigration Services Employment Authorization Card (I-766)
- j. U.S. Merchant Mariner Credential
- k. Veteran Health Identification Card (VHIC)

3. **How can I obtain a REAL ID-compliant license?** Visit your state's driver's license agency with the following documents:

- a. Proof of identity (e.g., birth certificate, passport)
- b. Proof of Social Security number (e.g., Social Security card)
- c. Two proofs of residency (e.g., utility bills, bank statements)

Note: It's best to check the website for the most up-to-date information. You can find a link to your state's DMV here: <https://www.dhs.gov/real-id>

4. Visitors unable to get a REAL ID or other acceptable form of identification prior to their visit can still gain access with a non-REAL ID driver's license, a birth certificate, and social security card.

S. M. YARGOSZ