



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

NSTCINST 5450.3C
N1
21 Nov 2022

NSTC INSTRUCTION 5450.3C

From: Commander, Naval Service Training Command

Subj: MISSION, FUNCTIONS AND TASKS OF RECRUIT TRAINING COMMAND

Ref: (a) OPNAVNOTE 5400

Encl: (1) Functions and Tasks of Recruit Training Command

1. Purpose. To publish the functions and tasks of Recruit Training Command (RTC) under the mission established by reference (a).
2. Cancellation. NSTCINST 5450.3B
3. Mission. To transform volunteers into highly professional Sailors through screening, equipping, educating, training and providing attitudinal development. Instill in them and continually reinforce the highest standards of honor, courage, and commitment with a basic warfighting foundation in support of Fleet requirements.
4. Status and Command Relationships. RTC is a shore activity in an active (fully operational) status under a Commanding Officer.
 - a. Echelon - Chain of Command.
 - (1) Chief of Naval Operations.
 - (2) Commander, Naval Education and Training Command (NETC).
 - (3) Commander, Naval Service Training Command (NSTC).
 - (4) Commanding Officer, Recruit Training Command (RTC).
 - b. Area Coordination.
 - (1) Area Coordination – Commander, Naval Installations Command.
 - (2) Regional Area Coordinator – Commander, Navy Region Mid-Atlantic.

5. Action. In accomplishing the assigned mission, the Commanding Officer, RTC will ensure performance of the functions and tasks in enclosure (1) and advise NSTC of any recommended modifications to the mission or functions.
6. 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 September 2019.
7. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually around the anniversary of its issuance 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 after the effective date unless reissued or cancelled prior to the 10-year anniversary date, or an extension has been granted.


JENNIFER S. COUTURE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>

FUNCTIONS AND TASKS OF RECRUIT TRAINING COMMAND (RTC)

1. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of RTC programs and issue such internal instructions, regulations, orders, and notices as are required for the efficient organization and administration of the command in support of the mission assigned.
2. Develop, maintain, and exercise comprehensive plans for antiterrorism, force protection, facility physical security, emergency management, and continuity of operations. Maintain close liaison with NSTC Leadership as required for other such emergent matters.
3. Coordinate with other organizations, as appropriate, to prioritize and execute the mission. Document support agreements in local instructions and/or Memoranda of Agreement/Memoranda of Understanding (MOA/MOU).
4. Exercise management control and oversight for management support programs and functional areas inherent to a Naval shore activity. This function includes, but is not limited to, retention, Safety and Occupational Health (SOH), traffic and recreational safety, internal review, Navy Alcohol and Drug Abuse Prevention (NADAP), family advocacy, Sexual Assault Prevention and Response (SAPR), Victim Witness Assistance Program, Harassment Prevention and Military Equal Opportunity Program, Voting Assistance Program and other similar management programs.
5. Provide area SOH personnel as necessary to ensure fulfillment of assigned safety duties. Investigate safety mishaps. Manages SOH programs which encompass prevention and control of mishaps, ergonomics, hazardous materials, and promotion of safety education. Complies with NETCINST 5100.1 (series) as it relates to all safety programs to include all safety databases and systems.
6. Direct an energetic public affairs program designed to bring out greater appreciation and understanding of training's role in developing and sustaining fleet readiness.
7. Execute military justice, administrative separations, Manual of the Judge Advocate General Investigations, and all other legal functions and requirements per higher directives for assigned staff and students.
8. Investigate all violations of the Uniform Code of Military Justice committed by assigned staff and students. Provide law enforcement duties (e.g., inspections, search and seizure, restriction, bailiff, duty Master at Arms) and maintain good order and discipline.
9. Perform Command Evaluation (CE) Program functions, including the Managers' Internal Control Program, CE Program Reviews, Audit Liaison, and Follow-up Coordination.
10. Perform a coordinated, consistent alcohol and drug misuse prevention program.

11. Ensure all RTC military personnel comply with all requirements of the Navy Physical Readiness Program (PRP).
12. Perform building monitor responsibilities for assigned facilities and report maintenance and repair issues to the local installation Public Works Department (PWD) as appropriate.
13. Provide for the health and welfare of RTC staff and families.
14. Support the Navy Reserve as required or assigned in fulfillment of its mission as part the Navy Total Force concept.
15. Training.
 - a. Operate a course of basic indoctrination that will prepare personnel for assignment within units afloat or ashore.
 - b. Deliver standardized training per prescribed course material on a standardized basis, with appropriate rigor, and ensure high standards of individual instructor and student performance. In furtherance of those objectives, carry out a continuing basis of evaluation of instruction and the complete science of learning process.
 - c. Review and update courses taught to ensure quality of education and training programs are adequate and responsive to customer needs through the use of feedback and analysis systems, evaluations, studies, and other appropriate methods.
 - d. Keep NSTC apprised regarding progress and general results of the education and training conducted under NSTC cognizance. Make recommendations to NSTC regarding changes in training methods, facilities, funding and logistic requirements necessary for effective accomplishment of assigned mission and functions.
 - e. Conduct a training program designed to train recruit division commanders in military duties, instruction and procedures.
 - f. To effect, through a period of training, an orderly and progressive adjustment to military life that results in a high standard of performance.
 - g. To provide, through information and practice, basic military indoctrination which will contribute to successful service in the Navy.
 - h. To provide competence via quality instruction, enabling long-term retention and transfer of basic knowledge in naval subjects.
 - i. To develop basic warfighting skills to provide the Fleet qualified Sailors, prepared for assigned duties ashore or afloat.

- j. To develop character, performance psychology skills, and a warrior mindset that will equip individuals to perform well under pressure.
- k. To develop character via attitudes, understanding and habits that will enable individuals to fulfill their responsibilities and pursue opportunities in the Navy.
- l. To develop basic knowledge and understanding of Sailor for Life personal, professional, and financial development topics to enable individuals to better balance service with their personal lives.
- m. With NSTC support, develop Sailors who possess the six major competency areas:
 - (1) Militarization.
 - (2) Seamanship.
 - (3) Programs and Policies.
 - (4) Firefighting and Damage Control.
 - (5) Watchstanding.
 - (6) Personal Financial and Professional Development.
- n. Establish and maintain a robust remediation program for eligible students to meet required academic and physical standards of training.
- o. Maintain RTC Temporary Holding Unit to manage students pending separation and to support supply chain backlogs between RTC and follow on A schools as required.

16. Training Support.

- a. Ensure course data and student data integrity is maintained in corporate enterprise Training Activity Resource System (CeTARS).
- b. Manage inventory and configuration control, as well as operate, maintain and repair schoolhouse simulators, Maintenance Trainers (MT), Electronic Classrooms (ECR), Technical Training Equipment (TTE), standard and special tools, test equipment, support equipment and other training materials as may be required to accomplish effective lab, practical application, and demonstrative training.
- c. Coordinate with other organizations, as applicable, for trainer acquisition, integration management, inventory and configuration control for schoolhouse simulators, MT, ECRs, TTE, standard and special tools, test equipment, support equipment, and other training materials as may be required.

- d. Maintain a technical library to include, but not limited to, those publications, technical manuals, and tactics, techniques and procedures documented in applicable course of instruction Resource Requirement Lists.
- e. Maintain optimum utilization of all assigned facilities. Identify training space, barracks, galley, and base operation support requirements/shortfalls/excesses/deficiencies to NSTC N4 and responsible PWD as applicable.
- f. Support installation PWD, if applicable, in the development of facility projects to address facility shortfalls and deficiencies.
- g. Manage quota allocations for RDC "C" school to meet evolving training requirements. Assist detailers in obtaining course information and training schedules.
- h. Coordinate and liaise with NSTC N7 to support the American Council on Education reviews of Navy Courses and Occupations.
- i. Coordinate and liaise with NSTC N7 to support the Institutional Accreditation Program in coordination with the Council on Occupational Education.
- j. Coordinate and liaise with NSTC N7 to support the United Services Military Apprenticeship Program.
- k. Coordinate and liaise with NSTC N7 to support the Credentialing Opportunities On-Line Program.
- l. Ensure Ammunition, Arms, and Explosives and Non-Combat Explosive Allocation programs and materials are managed appropriately as required.

17. Student Support.

- a. Provide student support, as assigned by NSTC, to meet the training requirements of the Navy.
- b. Provide student management as outlined in NAVEDTRA 140 (series), to include the control, administration, and supervision of students.
- c. Establish and maintain a Recruit Convalescent Unit (RCU) to provide for the medical remediation and rehabilitation of students injured while enrolled in training
- d. Ensure all required student data is accurately recorded/updated in CeTARS.
- e. Ensure all students receive military in processing requirements and are properly assigned to divisions in accordance with NSTC and CNRC guidance.

f. Coordination with external travel entities in order to provide transportation for graduated students to follow on training commands.

18. Personnel, and Administration.

a. Adhere to all employee relations requirements.

b. Adhere to military Harassment Prevention and Military Equal Opportunity and civilian Equal Employment Opportunity program requirements.

c. Manage personnel security programs.

d. Provide Command Pay and Personnel Administration support for staff and assigned students.

19. Information Technology (IT)/Information Management (IM).

a. Coordinate with NSTC N6 as required to organize and validate cyclic tech refresh of assigned ECR assets that are centrally purchased and distributed by NETC.

b. Coordinate the delivery/installation/upgrade of ECRs with NETC and install NETC-approved courseware and training applications.

c. Coordinate activities and responses necessary to execute Navy computer tasking orders, network telecommunications directives, and other mandatory CS compliance directives (e.g., Information Assurance Vulnerability Management, Security Technical Implementation Guidance).

20. Resource Management.

a. Exercise budgetary and funding control over funds allocated by NSTC. Develop and coordinate long and short-range financial plans and programs.

b. Assist requirement owners/program managers with the planning/execution of contract requirements for mission execution. Liaison with the applicable servicing contract activity and provide technical assistance as requested by the Procuring Contracting Officer. Provide effective contract administration, Contracting Officer Representative assignments and technical oversight to ensure the government receives quality products and services at competitive prices. Collect and maintain contract data for effective management oversight, reporting, and analysis.

c. Manage a supply support operation ensuring mission essential material requirements are fulfilled in an accountable, efficient, and effective manner. Manage an effective Property Accountability Program.

d. Manage an effective Government Commercial Purchase Card Program. Perform functions of Agency Program Coordinator, Approving Official, and Card Holder.

e. Manage an effective government travel program to include travel policy dissemination and administration, management, and administration of the Defense Travel System and Government Travel Charge Card Program.

f. Maintain close liaison with Naval Station Great Lakes, Illinois to ensure adequate infrastructure and logistical support and services for recruit-training programs.