



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN  
P.O. DRAWER 160  
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1510.1B

011

11 SEP 1998

NAVAL WEAPONS STATION, YORKTOWN INSTRUCTION 1510.1B

From: Commanding Officer, Naval Weapons Station, Yorktown

Subj: MILITARY INDOCTRINATION PROGRAM

Encl: (1) Indoctrination Class Schedule

Ref: (a) OPNAVINST 5351.1 (Series)

1. Purpose. To establish a Command Military Indoctrination Program (INDOC) at Naval Weapons Station, Yorktown (WPNSTA Yorktown) per reference (a), whose goal is to effect a smooth, efficient transition of enlisted personnel reporting for duty aboard the Station.
2. Cancellation. WPNSTA YORKTOWNINST 1510.1A
3. Background. INDOC was established to ensure personnel reporting are aware of the Station's mission, services provided by the Station, and the responsibilities and general duties unique to the Station.
4. Policy.
  - a. All personnel E1 - E6 are required to attend INDOC. Chiefs and officers are invited to attend INDOC but are only required to attend the Navy Rights and Responsibilities and Career Information Training Course (CITC) portions of INDOC.
  - b. Enclosure (1) is the training schedule for INDOC.
5. Action.
  - a. The Command Master Chief is responsible for the overall coordination of the Military Indoctrination Program.
  - b. Division Officers will:
    - (1) Ensure their personnel, who have not had INDOC training, attend the next scheduled class.
    - (2) Ensure personnel are available to attend the next INDOC.
    - (3) Ensure the Command Training Officer is notified when an emergency arises preventing scheduled personnel from attending.

11 SEP 1998

c. Command Training Officer will:

- (1) Schedule new arrivals for INDOC.
- (2) Maintain a viable schedule of briefers for INDOC.
- (3) Prepare memorandum and Plan of the Week note announcing when and where the next INDOC will be held and schedule of presentations.
- (4) Arrange a training classroom.
- (5) Keep records of all personnel who have attended INDOC.

d. INDOC briefers will:

- (1) Ensure they are present on the correct day and time of their presentation.
- (2) Tailor their presentation to fully use the allotted time.
- (3) Not use time allotted for another presentation.
- (4) Be responsible for obtaining a qualified relief to give their presentation if they cannot be present.
- (5) Notify Command Training Officer of their conflicting situation and name of relief.

e. Tenant commands are encouraged to send their newly reporting personnel to WPNSTA Yorktown INDOC.

6. Directive Review. The Command Training Officer is responsible for the annual review and update of this instruction.



S. A. DENHAM

Distribution: (WPNSTA YORKTOWNINST 5216.2W)  
List I

WPNSTA YORKTOWNINST 1510.1B  
11 SEP 1998

Indoctrination Class Schedule

DAY 1

<u>Time</u>	<u>Topic</u>
0745	Muster
0800	Daily Routine/Request Mast Procedures
0815	Command Mission/History
0845	Break
0900	Command Policies
0915	Legal/Admin Brief
0930	Career Counselor
1000	Break
1015	Drug and Alcohol Abuse
1045	OPSEC/Physical Security/Vehicle Registration
1130	Lunch
1230	Muster
1230	Safety
1300	Physical Fitness
1315	Voter Registration
1330	Local Housing
1400	Break
1415	Family Service Center
1430	Environmental Training
1530	Secure

DAY 2

<u>Time</u>	<u>Topic</u>
0745	Muster
0800	PSD/Disbursing
0845	Medical
0900	Break
0915	Health Benefits
0945	Health Promotions
1030	Break
1045	Navy Relief
1100	Dental
1115	Training & Education/Navy Campus
1130	Lunch
1230	Muster
1230	Suicide Awareness
1300	MWR
1315	Break
1330	Financial Management
1430	Break
1445	Standards of Conduct
1530	Secure

Enclosure (1)

WPNSTA YORKTOWNINST 1510.1B

11 SEP 1998

Indoctrination Class Schedule (Cont.)

DAY 3

<u>Time</u>	<u>Topic</u>
0745	Muster
0800	NR&R Workshop
0930	Break
0945	NR&R Continued
1130	Lunch
1230	Muster
1230	NR&R Workshop
1345	Break
1400	NR&R Continued
1500	Secure

DAY 4

<u>Time</u>	<u>Topic</u>
0745	Muster
0800	CITC
0930	Break
0945	CITC Continued
1130	Lunch
1230	Muster
1230	CITC
1345	Break
1400	CITC Continued
1500	Secure

DAY 5

<u>Time</u>	<u>Topic</u>
0745	Muster
0800	CITC
0930	Break
0945	CITC Continued
1130	Lunch
1230	Muster
1230	CITC
1345	Break
1400	CITC Continued
1500	Secure