

NDCSWINST 5390.2A  
00CMC  
27 February 1996

NAVDENCEN SOUTHWEST INSTRUCTION 5390.2A

Subj: SENIOR ENLISTED GUIDELINES

Ref: (a) U. S. Navy Regulations, 1990  
(b) OPNAVINST 3120.32

1. Purpose. To issue guidelines for senior enlisted personnel assigned to branch dental clinics, Naval Dental Southwest.

2. Cancellation. NAVDENCENSIEGOINST 5390.2.

3. Background. The Commanding Officer is responsible for reviewing the command organizational structure and providing the necessary leadership to enlisted personnel. He is guided in this responsibility by references (a) and (b). Senior enlisted leadership is a critical element within the command. The Command Master Chief shall be responsible for overseeing and monitoring senior enlisted guidelines.

4. Responsibility. A chief petty officer or senior petty officer shall be assigned as the Leading Chief or Leading Petty Officer for their respective branch. The Command Master Chief shall provide advice, guidance and assistance to these individuals and ensure that the traditional chain of command is maintained at all times. Periodic meetings will be held with the Command Master Chief to discuss problems and relay policy from the Commanding Officer.

5. Action

a. All branch dental clinics and ADL will have a leading chief or leading petty officer assigned.

b. The following Headquarters departments will also have a leading chief or leading petty officer assigned.

(1) Fiscal/Material Management Department

(2) Management Information Department

(3) Operating Management Department

NDCSWINST 5390.2A

(4) Personnel Administration Department.

(5) Education and Training Department.

c. Specific duties and responsibilities, as required by their directors or department heads, will include these additional responsibilities.

(1) Attend monthly meetings with branch/department personnel for the purpose of explaining command policies and actions which affect those personnel as necessary. Determine and take corrective action concerning misunderstandings and confusion.

(2) Encourage qualified personnel to consider the Navy as a career through active counseling and information programs. Close liaison with Branch/Command Career Counselor is encouraged. Chair local Professional Development Boards.

(3) Ensure that individual superior performance and meritorious actions are recognized and rewarded. Initiate the preparation of Letters of Appreciation, Letters of Commendation, medal recommendations and other awards for submission through the proper chain of command.

(4) Interview each individual involved in a disciplinary offense in an attempt to ascertain the reasons behind the problem. Recommend corrective action, if indicated, and accompany the individual to mast. In civil cases, the Leading Chief or Leading Petty Officer would accompany the individual only when directed by the Commanding Officer.

(5) Provide counseling and guidance to assigned personnel on a routine basis. The following areas, although not all-inclusive, are provided as issues of concern to enlisted personnel.

(a) Service record review and significance in career development.

(b) Advancement in rate.

(c) Inservice and out-service education and training.

(d) Recreation and sports programs.

(e) Alcohol/over-eating/drug abuse programs.

(f) Personal finances and ombudsman programs.

(g) Navy programs available to enlisted personnel.

(h) Standards of conduct, appearance, and uniforms.

(i) Performance evaluations.

(j) Proper practice of naval etiquette and courtesy.

(k) Branch/department indoctrination.

(l) Enlisted barracks.

(m) Patient contact training.

(6) Be available for individual discussions of personal problems, assisting the individual where possible to obtain personal desires and goals. Seek assistance from Chaplain, Legal, Personnel Officer, Navy and Marine Corps Relief Society, and Red Cross whenever required.

(7) Confer with Clinic Directors, Department Heads and Branch Dental Officers when indicated.

(8) Solicit the suggestions of assigned personnel regarding the improvement of patient care; cleanliness of spaces; efficient procedures and practices; labor, time and fund conservation; quarters and appearance of grounds; safety suggestions, etc. Notify appropriate officials regarding these suggestions, and afford personal recognition.

(9) Instill a sense of personal pride and professionalism within junior dental technicians by explaining the vital role each play in accomplishment of the command's mission.

6. Successful Program. The positive development of our enlisted personnel assets, both militarily and professionally, is essential if we are to ensure the most effective health care delivery. Positive support of the program throughout the chain of command will ensure success.

R. C. MELENDEZ

Dist:

List I, Case 1, 3