

AFR/73/COORD

JOINING INSTRUCTIONS FOR TRAINEES OF NAFRC COURSE 01/2021

INTRODUCTION

1. You are welcome to the Nigerian Armed Forces Resettlement Centre (NAFRC), Oshodi, Lagos. A Centre to rehabilitate war veterans in Nigeria was first established in 1945 after the Second World War to cater for the rehabilitation and reintegration of disabled and demobilized soldiers of the West African Frontier Force (WAFF) into the society. The advent of the Nigerian Civil War also necessitated the hurried recruitment of able-bodied Nigerians into the non-commissioned cadre of the Armed Forces, mainly the Nigerian Army. At the end of the war, there was the need to rehabilitate and prepare these soldiers for integration into productive civilian life. To meet these needs, the Centre was upgraded to rehabilitate the disabled soldiers of the civil war. Hence, the Centre became more of an Army establishment and was then known as the Nigerian Army Rehabilitation Centre (NARC).

2. In 1982, the Centre was re-designated NAFRC with the mandate to conduct vocational training for discharging able-bodied Nigerian Armed Forces personnel and those with little disability. Hitherto, the Centre was involved in training of both Commissioned and Non-commissioned Officers preparatory to retirement. However, the DHQ has approved that WEF July 2020, trainees would include members of other security and para military agencies as well as civilian staff of some Federal Government Ministries, Departments and Agencies (MDAs). The first batch of such trainees attended stream 2 Course 02/20, and you are therefore privileged to benefit from the training programme also. As much as practicable, appropriate social distance will be observed during your

training in all activities to allow trainees adhere to the Presidential Task Force (PTF) safety protocols on COVID -19 pandemic. It is instructive to note that this Course is designed for the non-commissioned cadre of the members of the Nigerian Armed Forces and their equivalent in the para military and MDAs of Government.

AIM

3. The aim of this Joining Instruction is to acquaint the trainees of NAFRC Course 01/2021 with the administrative details necessary for the training program in the Centre.

ORGANIZATION AND STRUCTURE OF THE NIGERIAN ARMED FORCES RESETTLEMENT CENTRE OSHODI

4. The structure of Nigerian Armed Forces Resettlement Centre is composed of the Commandant (Comdt), Deputy Commandant (Dy Comdt), 5 Directors and other components which help in the preparation of trainees for re-integration into civil life upon retirement from active service. The Comdt is the Chief Training Officer and Administrator of NAFRC. He is assisted by the Dy Comdt who is also the Director of Studies. The Dy Comdt co-ordinates and harmonizes the functions of the 5 Directorates, Wings, Departments, Workshops and other components of NAFRC. The organogram of HQ NAFRC is at Annex A to this Joining Instruction. The structure of each Directorate and some of their functions include:

- a. **Directorate of Training.** The Directorate of Training is composed of the Director of Training, Deputy Director of Training, CO of Training Battalion, COs of all the Workshops, and the Trainee Companies. Some of its functions include:

- (1) Preparation of the schedule of courses and training programmes.
- (2) Coordination of the activities of wings and workshops to meet the Centre's training objectives in vocational trades, skills acquisition and self-sufficiency.
- (3) Organization of pre-industrial attachment visits to well-organized industries and establishments.
- (4) Monitoring and evaluating the progress of ex-trainees
- (5) Updating training aids, manuals and precis.
- (6) Registration of trainees on arrival at NAFRC.
- (7) Production of weekly training programmes for trainees.
- (8) Production of pamphlets, precis and handouts.
- (9) Provides assistances to trainees in sourcing placement for Industrial Attachment training.
- (10) Collates syllabus from the various workshops.

b. **Directorate of Administration.** The organization of the Directorate of Administration comprise the Director of Admin, Deputy Director of Admin, Centre Education Officer, CO Med Centre, CO Admin Battalion, OC Provost, Centre Intelligent Officer, Chaplain Services and SO1 Admin and personnel. Some of its functions include:

- (1) Discipline.
- (2) Security and Communication matters.
- (3) Custodian of graduate's records.
- (4) Publication of Centre Routine Orders, Part 2 and Admin Instructions.
- (5) Parades and Ceremonial matters.

- c. **Directorate of Finance.** The Directorate of Finance is composed of the Director of Finance, Finance Chief Clerk, SO cash amongst others. Some of its functions include:
- (1) Advises the Centre on prudent management of the Centre's resources.
 - (2) Prepares the Centre's Budget.
 - (3) Coordination of the Centre's Financial matters with the Ministry of Defence (MOD).
 - (4) Provides necessary financial records for Federal Auditors and Federal Stock verifiers inspection.
 - (5) Ensures payment of troops and trainees allowances and entitlements.
- d. **Directorate of Logistics.** The Directorate of Logistics is composed of the Director of Logistics, Dy Director of Logistics, SO1 Logistics, SO2 Proc and stores, SO2 Quarters and Budget, Catering Officer and MTO. Some of its function include:
- (1) Initiation, formulation and implementation of Logistics policies.
 - (2) Procurement, storage and distribution of general stores and Petroleum Oil Lubricants (POL) products.
 - (3) Storage and safe custody of infrastructures and equipment in NAFRC.
 - (4) Provision of utilities such as electricity and water.
 - (5) Processing and documenting of all utility bills for Comdt's approval and payment.
 - (6) Arrangement of all catering needs of the Centre.
- e. **Directorate of Coordination.** The Directorate of Coordination is comprised of the Director of Coordination, Dy Director of

Coordination, SO1 Coord, CO Counselling, CO Monitoring, CPRO and SO2 PT. Some of the Directorate's functions include:

- (1) Preparation of Joining Instructions for trainees.
- (2) Liaison with the DOL on maintenance of all training support equipment and facilities (Lecture halls and auditoriums).
- (3) Reception of external guests' lectures.
- (4) Organization of graduation ceremony for trainees.
- (5) Mobilization of all trainees to attend games and sporting activities.
- (6) Maintenance of a register for the hiring of Centre's Auditorium.

5. **Wings/Departments/Workshops.** The Centre has 35 workshops/ departments grouped into 13 Wings. Each Wing is commanded by a Lt Col or its equivalent and each Section is headed by a Sectional Head. Prior to arriving NAFRC, trainees should review the information contained herein on the departments and identify which training might best meet their needs. The Wings are fashioned according to the courses designed for self-employment and entry level in the job market. The categories are as follows:

- a. Agriculture Wing.
- b. Auto Mechanic Wing.
- c. Building and Civil Work Wing.
- d. Electrical and Electronics Wing.
- e. Fabrication and Welding Wing.
- f. Fashion Facilities Wing.
- g. Fine Art and Printing Wing.
- h. Food and Beverages Wing.
- j. Information Technology Wing.

- k. Management Courses Wing.
- l. Music Department.
- m. Soap and Cosmetics Wing.
- n. Wood Works Wing.
- o. Electroplating/Hydroponic Workshop.
- p. Painting Workshop.

DURATION OF TRAINING.

6. NAFRC vocational and entrepreneurial training is for a period of 6 months inclusive of 6 weeks of Industrial Attachment period.

ASSEMBLY DATE.

7. The assembly date for trainees is 4 Jan 21. Nominees will not be accepted after 14 days of assembly date.

METHOD OF TRAINING.

8. Training at the Centre includes lectures, practical classes and industrial attachment in various factories and organizations relevant to trainees' field of specialization. All the training in NAFRC is geared towards making the trainees reintegrate into civil life as smoothly as possible. Appropriate social distancing will be observed to allow all participants adhere to PTF's protocol on Covid-19 pandemic.

RECEPTION.

9. On arrival, trainees will be received by a Reception Team. Reception starts by 0800hrs daily and lasts for 3 days. Members of the Team are positioned at the Charity Gate of NAFRC and the Trainees Battalion. The Team would also allocate hostel accommodation to trainees, under strict compliance with the

Covid-19 safety protocols. Trainees are expected to be accommodated one per room.

SCREENING/DOCUMENTATION EXERCISE.

10. Trainees will be screened on arrival with emphasis on relevant documents, individual health and personal information. Copies of the documents are normally obtained for records and planning purposes in the Directorate of Training, Trainees Battalion and Counseling Department. In addition, Trainees are also expected to submit their bank account details including current email address.

WORKING HOURS

11. Except during exercises or weekends and public holidays which will be indicated in the training program, the normal working hours are:

- | | | | |
|----|-------------------|---|-----------------|
| a. | Monday - Thursday | – | 0730 – 1600hrs. |
| b. | Friday | – | 0730 – 1300hrs. |

INSTRUCTIONAL PATTERN

12. The instructional pattern includes the following:

- a. Classroom lectures will be conducted at Danjuma Hall.
- b. Lectures every Thursday by external resource persons.
- c. Written test/exercises after lectures.
- d. Visits within NAFRC AOR.

REQUIREMENTS

13. The trainees are to report at the Centre with the following requirements:

- a. Three passport photographs in uniform.
- b. File jackets.
- c. Writing materials.

- d. Dictionary.

DRESSING

14. Trainees are expected to bring along with them, the following uniform accoutrements:

- a. Two pairs of No. 5 Dress - Army and Air Force
- b. Ceremonial Dress (for Inauguration/Graduation)
- c. Two pairs of Camouflage - Army/ Navy/ Air Force
- d. Two pairs of Blue Rig - Navy
- e. Two pairs of Liberty - Navy
- f. Two pairs of No. 4 - Air Force
- g. Two pairs of black shoes for Army, Air Force and White for Navy.
- h. Stocking (as many pairs as possible).
- j. Sportswear and associated kits.

However, the trainees from the para military and MDAs are to come along with their corresponding working dresses and ceremonial attires as appropriate, while the civilians should come along with the lounge suit/traditional attires as appropriate.

SECURITY OF PROPERTY

15. The security of property and safety of personal effects and training equipment issued will be the sole responsibility of the individual trainee. However, guards are detailed at the trainees' hostels.

PERSONAL SERVANTS

16. Personal servants will not be officially provided. The services of civilian personnel may be considered for special cases, subject to approval by the Headquarters of NAFRC.

MESSING

17. The messing facilities available to the trainees are the NAFRC SNCO's Mess as well as Cpls and Below Mess. Strict compliance to the Covid-19 safety protocols in the Mess is to be observed by the various Mess provosts. Mess bills are settled by individual trainees.

TRAINEE COMMON ROOM

18. All trainee common rooms would be locked during the period of COVID 19 pandemic. However, arrangements will be made to provide television sets and other recreational facilities in the Danjuma Hall for the trainees. These facilities must however be used in strict observance of the COVID 19 protocols.

WELFARE OF FAMILIES

19. Trainees are permitted to receive personal visits by families on request subject to approval. However, family members may be restricted for the Passing out Ceremony in compliance with COVID 19 protocols.

LEAVE PASSES AND TRAVEL PERMITS

20. Passes on compassionate grounds will be granted on the authority of the Director of Training.

DISCIPLINE

21. A high standard of personal conduct and discipline is expected of all trainees at all times. The Centre will not tolerate or entertain any act of indiscipline. Any case of gross misconduct and indiscipline may lead to withdrawal from the course. All disciplinary cases are handled in accordance with existing Service(s) laws and AFA of 1999 as amended or as may be applicable to the relevant paramilitary organization and MDAs of Government.

TRANSPORTATION

22. Private cars could be brought to NAFRC for trainees use. Transportation for external activities would be provided by the Centre.

POSTAL AND INTERNET SERVICES

23. Postal services are provided by the NAFRC Communication Centre and DHL provides regular courier services in Lagos. There is also internet service in NAFRC. The Centre's postal address is:

Headquarters
Nigerian Armed Forces
Resettlement Centre,
PMB 21119 Ikeja Post Office,
Lagos.

PLACES OF WORSHIP

24. The Barracks Mosque, Protestant and Roman Catholic Churches are all situated near the Main Gate within the Centre. Visit to these places of worship will be in compliance with Covid-19 safety protocols.

MEDICAL

25. The NAFRC Medical Centre is directly opposite the Danjuma Hall. This facility is available 24 hours to all sick trainees throughout the duration of the course. Any trainee wishing to attend the Medical Centre must first report to the course senior.

GAMES/SPORTS

26. Evening games and sports has been cancelled due to COVID-19 pandemic. However, non-contact sports will be introduced for the trainees of Course 01/2021. The Inter-company competition will be conducted on the

following; Table Tennis, Badminton and Lawn Tennis only. Physical fitness is a necessary requirement for the course. Therefore, the normal Wednesday evening games will be restored when the pandemic ends.

LIBRARY

27. NAFRC has its own Library located within the Resource Complex. It is opened between 0900 – 1400hrs from Mon – Fri.

CHECKING IN AND OUT

28. Trainees are expected to arrive at the Centre on the assembly date. The Trainees Battalion will check in the trainees into the hostel's same day. The trainees are to note that the Course is fully residential, leaving the premises requires a pass/permission from the appropriate authorities. Checking-out commences after the Passing out Ceremony (POC) with departmental clearance form endorsed by appropriate authorities.

COURSE DISPERSAL

29. At the end of the Course trainees are expected to hand in stores and items issued to NAFRC which is part of their leaving routine before Passes/GENFORM will be issued.

MISCELLANEOUS

30. The Corona Virus Infection (COVID-19) has been declared a global Pandemic by the World Health Organisation (WHO). In addition, there is no official treatment for the infection apart from conservative measures. As at 30 Dec 20, in Nigeria, about 85,560 cases of COVID-19 have been confirmed already in FCT and 36 states of the Federation including Lagos within the last three months with 1,267 deaths, 71,937 cases recovered and 12,356 cases still active. Out of these figures, Lagos State has 29,184 confirmed cases, 241 deaths, 25,629 recovered cases and about 3,314 active cases. In order to

support the efforts of the Federal Government and the States, it is pertinent to remind all trainees of NAFRC to observe strict preventive measures against contracting the virus. Therefore, all trainees are to observe the following preventive measures against corona virus infection:

- a. Maintain a social distance of at least one meter in all areas within NAFRC and avoid overcrowding.
 - b. Avoid close contact with anyone with cold or flu-like symptoms.
 - c. Observe and maintain regular use of hand sanitizers (which will be issued to you) and hand washing with soap.
 - d. Clean and disinfect frequently touched objects and surfaces.
 - e. Avoid handshakes and hugs.
 - f. Cover your mouth with tissue paper when coughing or sneezing, discard the tissue immediately afterwards and observe hand washing.
 - g. Avoid hand-to-mouth, hand-to-nose and hand-to-eye contact with unwashed hands.
 - h. Maintain good hydration by taking water at regular intervals.
 - i. Restrict all unnecessary movements.
 - j. Report to the Medical Centre immediately if running temperature or coughing. The NAFRC CO Medical Centre can be contacted on phone no 07038801153 for further enquiries.
 - k. All trainees seeking entrance into NAFRC are to subject themselves to hand sanitizer application by the operatives at all the NAFRC gates.
31. There are 2 ATMs in the Centre. While in use, appropriate social distancing is to be observed to ensure adherence to PTF's protocol on COVID -19 pandemic.
32. There shall be no smoking in public places.

CONCLUSION

33. The Joining Instructions is a guide to participants on all aspects of their stay in NAFRC and training activities. Participants will have interesting but academic challenging days in NAFRC. It is envisaged that trainees would derive maximum benefits from the training they are about to undertake while wishing you eventful and rewarding stay in Lagos.



EB DUKE

Cdre
for Comdt

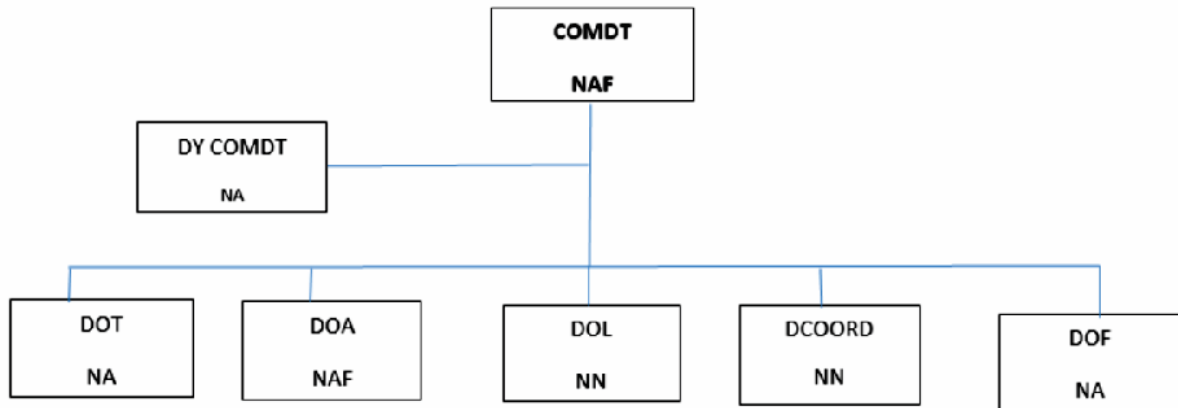
Dec 20

Annex:

A. Organization of NAFRC.

ORGANIZATION OF HQ NAFRC

ANNEX A TO
JOINING INSTRUCTIONS
DATED DEC 20



A - 1
RESTRICTED