

AFR/73/COORD

JOINING INSTRUCTIONS FOR TRAINEES OF NAFRC 2/2024 COURSE**INTRODUCTION**

1. The Nigerian Armed Forces Resettlement Centre (NAFRC) Oshodi, Lagos, was established in 1945 after the Second World War to cater for the rehabilitation and reintegration of the disabled and demobilized soldiers of the West African Frontier Force (WAFF). However, following the end of the Nigerian Civil War (1967 – 1970), there was the need to rehabilitate and prepare Nigerian soldiers for integration into productive civilian life. To achieve this feat, the Centre was reactivated to rehabilitate the wounded and disabled soldiers from the Civil War. Thus, 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 which is **“To consistently provide quality training, engage in research and development and render consultancy services geared towards adequately preparing our trainees to face the challenge of re-integrating into civil life”**. The Centre’s primary responsibility is to provide quality training and guidance aimed at preparing personnel of the Armed Forces of Nigeria (AFN) to face the challenges of integrating into post-service civil life after retirement. Hitherto, the Centre has been training Senior Non-Commissioned Officers in preparation for retirement. The centre has evolved over time from a rehabilitation centre to demobilized soldiers to a resettlement centre equipped with management and training. The centre was also mandated with the task of training discharged able body armed forces personnel and those with little disability.

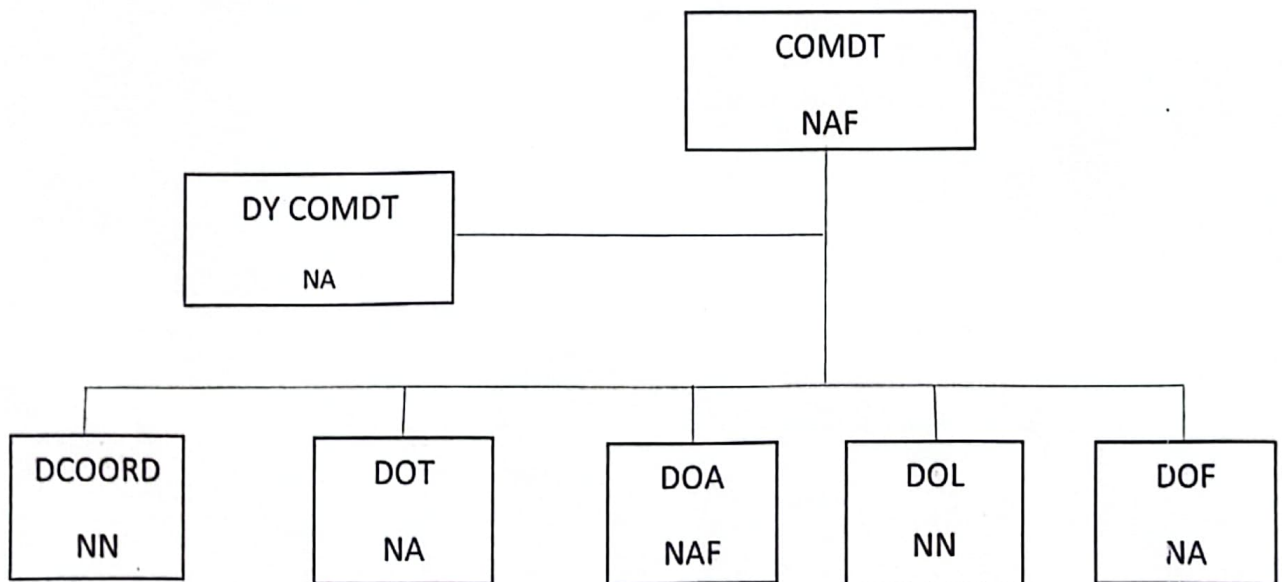
AIM

3. The aim of this Joining Instruction is to spell out the administrative details required for the training of trainees at the Centre.

ORGANIZATION AND STRUCTURE OF THE NIGERIAN ARMED FORCES RESETTLEMENT CENTRE OSHODI

4. The structure of the NAFRC is composed of the Commandant who is at the apex of the day-to-day activities. The Comdt is the Chief Training Officer and Administrator of NAFRC. The Comdt 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 directorates are, Director of Coordination (DCoord), Director of Training (DOT), Director of Administration (DOA), Director of Logistics (DOL) and Director of Finance (DOF). Below is the organogram of HQ NAFRC.

ORGANIZATION OF HQ NAFRC



The structures and functions of the Directorates are:

5. **Directorate of Coordination.** The Directorate of Coordination is comprised of the Director of Coordination, Dy Director of Coordination, SO1 Coord, CO Counselling, CO Monitoring, SO2 Physical Training and Centre Public Relations Officer. Some of the Directorate's functions include:

- a. Preparation of Joining Instructions for trainees.
- b. Liaison with the DOL on maintenance of all training support equipment and facilities including lecture halls and auditoriums.
- c. Reception of external guests lecturers.
- d. Organization of graduation ceremony for trainees.
- e. Mobilization of all trainees to attend games and sporting activities.
- f. Provision of counselling services and psychological support to trainees.
- g. Organization of pre-industrial attachment visits to well-organized industries and establishments.
- h. Monitoring/follow-up and evaluating the progress of ex-trainees.
- i. Organizing sporting and Physical training activities.

6. **Directorate of Training.** The Training Directorate is headed by the Director of Training (DOT) who is directly responsible to the Comdt on training matters. The DOT is assisted by Deputy Director of Training, CO of Training Battalion, COs of all the Workshops, and the OCs of Trainee Companies. Some of its functions include:

- a. Registration of trainees on arrival at NAFRC.
- b. Preparation of the schedule of courses and training programmes.

- c. Coordination of the activities of wings and workshops to meet the Centre's training objectives in vocational trades, skills and acquisition to be self-sufficient.
- d. Updating training aids, manuals and precis.
- e. Production of weekly training programmes for trainees.
- f. Production of pamphlets, precis and handouts.
- g. Provision of assistances to trainees in sourcing placement for Industrial Attachment training.
- h. Collation of syllabi from the various workshops.

7. **Directorate of Administration.** The Directorate of Administration comprises the Director of Admin, Deputy Director of Admin, Centre Education Officer, CO Medical Reception Station, CO Admin Battalion, OC Provost, Centre Intelligent Officer, Chaplain Services and SO1 Admin and personnel. Some of its functions include:

- a. Maintenance of Discipline.
- b. Security and Communication matters.
- c. Custodian of graduates records.
- d. Publication of Centre Routine Orders, Part 2 Orders and Admin Instructions.
- e. Parades and Ceremonial matters.
- f. Provision of medical services.

Directorate of Logistics.

8. The Directorate of Logistics is composed of the Director of Logistics, Dy Director of Logistics, SO1 Logistics, SO2 Procurement and stores, SO2

Quarters and Budget, Catering Officer and Motor Transport Officer. Some of its functions include:

- a. Initiation, formulation and implementation of logistics policies.
- b. Procurement, storage and distribution of general stores and Petroleum Oil and Lubricants (POL) products.
- c. Storage, maintenance and safe custody of infrastructures and equipment in NAFRC.
- d. Provision of utilities such as electricity and water.
- e. Processing and documenting of all utility bills.
- f. Arrangement of all catering needs of the Centre.

Directorate of Finance.

9. The Directorate of Finance is composed of the Director of Finance, Deputy Director of Finance, Cashier, Finance Chief Clerk, SO cash. Some of its functions include:

- a. Advises the Centre on prudent management of the Centre's resources.
- b. Prepares the Centre's Budget.
- c. Coordination of the Centre's financial matters with the Ministry of Defence (MOD).
- d. Provides necessary financial records for Federal Auditors and Federal Stock Verifiers inspection.
- e. Ensures payment of troops and trainees allowances and entitlements.

Wings/Departments/Workshops.

10. The Centre has 45 workshops/ departments grouped into 16 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. Agricultural Wing.
- b. Auto Mechanic Wing.
- c. Building and Civil Work Wing.
- d. Electrical and Electronics Wing.
- e. Entertainment Wing.
- f. Fabrication and Welding Wing.
- g. Fashion Facilities Wing.
- h. Fine Art and Printing Wing.
- i. Food and Beverages Wing.
- j. Household, Toiletries and Cosmetics Wing.
- k. Information Technology Wing.
- l. Laundry and Leather Works Wing.
- m. Management Courses Wing.
- n. Wood Works Wing.
- o. Painting Workshop.
- p. Water Production Workshop.

PRE-REQUIREMENTS

11. Trainees are to report at the Centre with the following requirements:
 - a. 3 passport photographs in uniform.
 - b. File jackets.
 - c. Writing materials.
 - d. Dictionary.

- e. Enlistment Part 2 Orders.
- f. Unit Documents.
- g. Nomination Letter or Signal.
- h. Valid Pass or Release Letter.
- i. Service Identity Cards.
- j. 30 x Passport Photographs with service number across the chest.
- k. 30 x NOK passport photographs.
- l. Medical Report.
- m. Medical fitness certificate.
- n. 3 months statement of accounts.
- o. Confirmation letter from bank.
- p. Bank Verification Number print out.
- q. Age declaration.
- r. Ceremonial dress.
- s. Mufti/Casual dress

CHANNEL OF COMMUNICATION

12. Trainees are to strictly adhere to proper channel of communication. All observations and complains are to be channeled through the CO Trainees Battalion accordingly. Defaulters to non-compliance will be sanctioned appropriately.

DURATION OF TRAINING

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

VENUE

14. The venue for the course is NAFRC, Oshodi, Lagos.

METHOD OF TRAINING.

15. Training at the Centre includes lectures, workshops, practical classes, training visits 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.

RESUMPTION AND RECEPTION

16. The resumption date is 1 Jul 24. On arrival, trainees will be received by a Reception Team at the Trainees Battalion. Reception starts by 0800hrs daily and lasts for 3 days. The Team would also allocate accommodation to trainees.

SCREENING/DOCUMENTATION/ORIENTATION EXERCISE

17. 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. Thereafter, trainees are conducted round the Centre's facilities on familiarization.

WORKING HOURS

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

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

INSTRUCTIONAL PATTERN

19. The instructional pattern includes the following:

- a. Classroom lectures to be conducted at Danjuma Hall and various workshops.
- b. Lectures on Thursdays reserved for external resource persons.
- c. Written test/exercises after lectures.
- d. Tours and training visits.

DRESSING

20. 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 and Graduation)
- c. Two pairs of Camouflage - Army/ Navy/ Air Force
- d. Two pairs of Blue Rig (No 6 & 7 Dress for POs, WOs, MWOs & Junior Rates) - Navy
- e. Two pairs of Liberty Rig (No 6 Dress) - 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).
- i. Sportswear and associated kits.

The trainees from the para military and MDAs are to come along with their corresponding working dresses and ceremonial attires as appropriate. All the trainees should come along with the lounge suit/traditional attires for Graduation Dinner.

SECURITY OF PROPERTY

21. The security of property and safety of personal effects and training equipment issued will be the sole responsibility of the individual trainee. Guards are however detailed at the trainees' hostels for general security.

PERSONAL SERVANTS

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

MESSING

23. The messing facilities available to the trainees are the NAFRC SNCO's Mess as well as Cpls and Below Mess. Mess bills are to be settled by individual trainees. General mess etiquette applicable in military establishments are to be observed by all trainees.

TRAINEES COMMON ROOM

24. All trainee common rooms will be available throughout the duration of the training.

VISITS TO TRAINEES COMPANY LINES

25. Trainees are permitted to receive personal visits of families in Company Lines on request subject to approval. Other categories of visitors in Company Lines are prohibited.

LEAVE PASSES AND TRAVEL PERMITS

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

DISCIPLINE

27. A high standard of personal conduct and discipline is expected of all trainees at all times. The Centre will not 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. Additionally, Trainees are not allowed to arrange any form of party prior to Passing out ceremony.

USE OF SOCIAL MEDIA

28. Trainees are to comply with DHQ rules and regulations on the use of social media. Appropriate sanctions will be met to misusers.

TRANSPORTATION

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

POSTAL AND INTERNET SERVICES

30. 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.

NAFRC email address: hqnafrc.comdtooffice@gmail.com

PLACES OF WORSHIP

31. The Barracks Mosque, Protestant and Roman Catholic Churches are all situated near the Main Gate within the Centre.

MEDICAL

32. 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.

GAMES/SPORTS

33. Trainees are expected to participate in evening games and sporting activities during the duration of the training. The Inter-company competition will be conducted on Table Tennis, Badminton and Lawn Tennis etc. Physical

fitness is a necessary requirement for the course. Therefore, normal Tuesday evening games will be observed throughout the duration of the programme.

LIBRARY

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

CHECKING IN AND OUT

35. Trainees are expected to arrive at the Centre on the assembly date. The Trainees Battalion will check in the trainees into the Company lines same day. The trainees are to note that the Course is fully residential and 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

36. At the end of the Course, trainees are expected to hand in stores and items issued to NAFRC and conduct appropriate leaving routine before Passes/GENFORM will be issued.

MISCELLANEOUS

37. **Banking Facilities.** There are 2 ATMs in the Centre.

38. **Smoking.**

- a. There shall be no smoking in public places except at designated area.
- b. Smoking is prohibited in Company Lines.

CONCLUSION

39. 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 demanding days in NAFRC. It is envisaged that trainees would derive maximum benefits from the training they are about to undertake to adequately prepare them for a successful vocational/entrepreneurship life in retirement. Wishing you eventful and rewarding stay in Lagos.


SA BAWA
Cdre
for Comdt

6 Jun 24