



DEPARTMENT OF THE NAVY
TRAINING SUPPORT CENTER
320A DEWEY AVE
GREAT LAKES, ILLINOIS 60088-2911

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IN REPLY REFER TO:

TRASUPPCENGLAKESINST 1616.1D
N3
15 Apr 2019

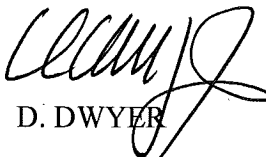
TRASUPPCENGLAKES INSTRUCTION 1616.1D

From: Commanding Officer, Training Support Center, Great Lakes

Subj: STUDENT POLICIES

Encl: (1) Student Handbook

1. Purpose. This command is the next step in the "Sailorization" transition from civilian life to fleet-ready Sailors. This instruction is written to provide students assigned to this command with a basic understanding of the command's regulations and services. This instruction has been substantially changed and should be reviewed in its entirety.
2. Cancellation. TRASUPPCENGLAKESINST 1616.1C.
3. Discussion. This instruction is intended to be a summary of policies and is not all-inclusive. Wherever possible, references are listed to provide the location of more detail regarding specific subjects. Navy Military Training Instructors are my representatives in the barracks, and are available to instruct students and answer questions that may arise. The references in this instruction shall be on file in all barracks offices or available upon request.
4. Scope. Students are charged with familiarizing themselves with the contents of enclosure (1) and abiding by all policies within. Policies directing Sailors as "shall", "must", or "will" are lawful orders. Failure to obey these directives is a violation of the Uniform Code of Military Justice and may result in disciplinary action.
5. 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 January 2012.
6. Review and Effective Date. Per OPNAVINST 5215.17A, the Student Operations Department will review this instruction annually on the anniversary of its effective 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 five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.
7. Forms. All NAVPERS 1070/613 Administrative Remarks listed in this instruction are available for download at S:\GRLK_TSC\TSC\All_Hands\INSTRUCTIONS & FORMS \Common Forms.


D. DWYER

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TRAINING SUPPORT CENTER GREAT LAKES

STUDENT HANDBOOK

MOTTO

**STRENGTH THROUGH
TRAINING AND DISCIPLINE**

MISSION

To provide centralized student management, professional training, and military development of new accession Sailors and functional support to Learning Sites in the Great Lakes area.

VISION

We will be the premier, efficient, and effective training organization, delivering the most combat ready personnel to the Fleet.

GUIDING PRINCIPLES

**LOYALTY
COMMITMENT TO EXCELLENCE
INTEGRITY
HONOR OUR HERITAGE
FAIRNESS**

ACRONYMS

AI	Awaiting Instruction	MNS	Mandatory Night Study
AT	Awaiting Transfer	MWR	Morale, Welfare, and Recreation
ARI	Alcohol-Related Incident	NCIS	Navy Criminal Investigative Service
ATFP	Anti-Terrorism Force Protection	NETC	Commander, Naval Education and Training Command
CAC	Common Access Card	NEX	Navy Exchange
CACO	Casualty Assistance Calls Officer	NJP	Non-Judicial Punishment
CCS	Command Climate Specialist	NKO	Navy Knowledge Online
CFL	Command Fitness Leader	NMT	Naval Military Training
CMC	Command Master Chief	NMTI	Navy Military Training Instructor
CMEO	Command Managed Equal Opportunity	NPC	Navy Personnel Command
CNIC	Commander, Navy Installations Command	NSGL	Naval Station Great Lakes
CO	Commanding Officer	OIC	Officer in Charge
COC	Chain of Command	OPNAV	Commander, Naval Operations
CPO	Chief Petty Officer	ORM	Operational Risk Management
CPPA	Command Pay/Personnel Administrator	PCS	Permanent Change of Station
CSADD	The Coalition of Sailors Against Destructive Decisions	PFA	Physical Fitness Assessment
DAPA	Drug and Alcohol Program Advisor	POA	Petty Officers' Association
DOD	Department of Defense	POW	Plan of the Week
DON	Department of the Navy	PQS	Personnel Qualification Standard
DRB	Disciplinary Review Board	PSD	Personnel Support Detachment
EMH	Enterprise Military Housing	PT	Physical Training
EMI	Extra Military Instruction	RLSO	Region Legal Service Office
EO	Equal Opportunity	RTC	Recruit Training Command
ERP	Emergency Response Plan	SAPR	Sexual Assault Prevention and Response Program
FAP	Family Advocacy Program	SARP	Substance Abuse Rehabilitation Program
FEP	Fitness Enhancement Program	SECNAV	Secretary of the Navy
FFSC	Fleet and Family Service Center	SIQ	Sick in Quarters
FPCON	Force Protection Condition	TSC-GL	Training Support Center, Great Lakes
GLASS	Gay, Lesbian and Supporting Sailors	UCMJ	Uniform Code of Military Justice
II	Interrupted Instruction	UOD	Uniform of the Day
INDOC	Indoctrination	USO	United Services Organization
IRS	Informal Resolution System	XO	Executive Officer
IT	Information Technology		
LCPO	Leading Chief Petty Officer		
LPO	Leading Petty Officer		

REFERENCES

NAVPERS 15665I	U.S. Navy Uniform Regulations
Uniform Code of Military Justice	
Manual for Courts-Martial	
SECNAVINST 5100.13E	Navy and Marine Corps Tobacco Policy
OPNAVINST 3500.39D	Operational Risk Management
OPNAVINST 5350.4D	Navy Alcohol and Drug Abuse Prevention and Control
OPNAVINST 6110.1J	Physical Readiness Program
BUPERSINST 1730.11	Standards and Procedures Governing the Accommodation of Religion Practices
COMNAVREGMIDLANTINST 1020.1F	Uniform Policy and Regulations
NSGL M-5530.1	Naval Station Great Lakes Consolidated Operating Directive Manual - Security, Chapters 4 and 13
TRASUPPCENGLAKESINST 1020.2A	Civilian Clothes Policy
TRASUPPCENGLAKESINST 1626.1A	Assignment of Extra Military Instruction for Students and Staff
TRASUPPCENGLAKESINST 3121.1A	Commanding Officer's Policy Statements
TRASUPPCENGLAKESINST 5100.1C	Issue and Control of Reflective Belts and Armbands
TRASUPPCENGLAKESINST 5300.1B	Off-Duty Employment
TRASUPPCENGLAKESINST 6110.1K	Physical Readiness Program/Fitness Enhancement Program
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TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019

INTRODUCTION

TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019



DEPARTMENT OF THE NAVY
TRAINING SUPPORT CENTER
320A DEWEY AVE
GREAT LAKES, ILLINOIS 60088-2911

Welcome Aboard Shipmates,

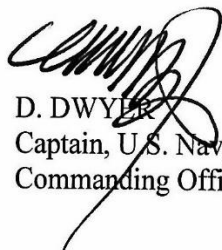
First and foremost, **CONGRATULATIONS** on your recent graduation from Boot Camp!

I would like to welcome you to Training Support Center, Great Lakes (TSC-GL) and the next phase of your training. During this phase you will be challenged in a variety of ways: You will continue learning about what being a Sailor in the world's finest Navy is; You will receive some basic training on what your job will be when you get to the fleet (rating training); You will learn about what is expected of you now and what will be expected of you when you get to the fleet; and probably most importantly, about making good decisions, all the time, even when no one is watching.

During your time at TSC-GL, you will continue to grow both personally and professionally. Unlike Recruit Training Command, you will have more freedom to make critical decisions. **Make "smart choices!"** Take time to think about the effects your decisions will have on your future and those around you. You are co-responsible for your liberty buddies; their actions are your actions, their choices are your choices. For your safety, ensure you are where you signed out on the destination block in the liberty log. Represent our Navy proudly, all of the time, with **Honor, Courage, and Commitment!** You are a United States Navy Sailor 24-hours a day, seven days a week.

Always remember, the entire command is here to help and assist you any way we can. Ask and confide in your Navy Military Training Instructors (NMTIs) about anything, if you need help, we are available 24-hours a day. If you are having trouble adjusting, there are many support services available, to include our Chaplains. **PLEASE, reach out and ask for help if you need anything!**

It is your mission to be the best Sailor that you can be and to "look out" for your **SHIPMATES** - it's my mission to facilitate that effort by ensuring your safety and welfare. Enjoy your time at TSC-GL; stay physically and mentally fit and remember to live by our *Sailors Creed* and *Navy Core Values*!


D. DWYER
Captain, U.S. Navy
Commanding Officer



Department of the Navy



CORE VALUES CHARTER

As in our past, we are dedicated to the Core Values of Honor, Courage and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage and Commitment as our abiding duty and privilege.

~ HONOR ~

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

~ COURAGE ~

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

I will:

- Have the courage to meet the demands of my profession and the mission entrusted to me.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

~ COMMITMENT ~

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

I will:

- Foster respect up and down the chain of command.
- Care for the professional, personal and spiritual well being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality and competence in all that I do.

TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019

CHAPTER 1
STUDENT POLICIES

1-1. **General**. All students assigned to this command, and associated Learning Sites, are subject to policies within this directive. All students are required to sign and submit a Statement of Understanding - Student Policies/Handbook Receipt (NAVPERS 1070/613 Administrative Remarks), which is retained in the student record. Failure to adhere to any of the policies published herein, in this directive, is a violation of the Uniform Code of Military Justice (UCMJ) and may result in disciplinary action.

1-2. **Academics**. Students are subject to academic policies as defined by the Learning Site to which they are assigned, including policies on cheating and Mandatory Night Study (MNS) assignment.

1-3. **Awaiting Instruction (AI) Students**. Students who have reported for school but have not yet "classed up." AI students perform daily barracks working parties, general maintenance, cleaning, and assistance around base as needed until reporting for assigned instruction.

1-4. **Awaiting Transfer (AT) Students**. Students who have completed training and are awaiting Permanent Change of Station (PCS) orders will be assigned to assist Navy Military Training Instructors (NMTIs) with manning positions in the barracks or around the base, (i.e., working parties). These students are expected to take on more challenging tasks and are assigned to leadership roles where appropriate. In addition to extra responsibilities, these students are afforded additional privileges, which recognize their achievement, and assist with the next phase of their careers. All policies continue to apply while assigned to this command.

1-5. **Barracks Conduct**

a. **Appliances**. Only those appliances, which are provided in the room upon arrival, are authorized in the barracks rooms.

b. **Bulletin Boards**. Students are responsible for knowing all information posted on the bulletin boards in their barracks. Students are not allowed to post information on common area bulletin boards without permission from the barracks Leading Chief Petty Officer (LCPO).

c. **Check-in**. All students arriving from Recruit Training Command (RTC) graduation are to be provided an indoctrination of basic rules, room assignments, and a liberty brief, prior to liberty call. Students arriving from RTC Holding Companies, other schools outside of this command, or from the fleet, will receive the same indoctrination individually by the barracks NMTIs.

d. **Common Areas**. Students must maintain good order and discipline within the common areas, which are located throughout the barracks. These areas are subject to routine observation of the NMTIs and the duty section.

e. **Food in Rooms**. Food in barracks rooms is strictly controlled for health reasons. Storage of unopened, nonperishable food is authorized in the barracks, including canned, bottled, bagged, boxed, or otherwise securely packaged food products. Products must be stored in such a

manner as to permit routine inspection, and perishable food items may be stored in sealed containers inside room or community refrigerators. Persons consuming food in the barracks are strictly accountable for cleanup and proper disposal of trash. Individuals may be financially liable for damage to government property associated with food, trash, or pest control.

f. **Gender-Integrated Barracks.** The safety and security of each student is paramount. Watchstanders shall conduct rounds in ladderwells and elevators to ensure personnel do not enter berthing areas of the opposite gender. Student watchstanding in berthing areas occupied by the opposite gender is not authorized. ("Berthing areas" are defined as any area that has been isolated for gender privacy, including rooms, heads, etc.). **ADDITIONALLY, students are not authorized to be in any room, or rack, regardless of gender, other than which they are ASSIGNED.**

g. **Lounges.** Lounges are secured no later than Taps each day and may remain open later only for special events or occasions by direction of the Barracks LCPO. A proper uniform, physical training (PT) gear, or appropriate civilian attire is required for all lounges. Students assigned Sick in Quarters (SIQ) are not allowed to rest in the lounge.

h. **Noise Levels.** Reasonable noise levels, inside and outside the barracks, must be maintained at all times to respect staff and fellow students. Excessive noise levels from loud music, TVs, or outside or inside gatherings in common areas are not tolerated. All efforts shall be made to remain as quiet as possible in the vicinity of designated night school barracks between the hours of 0500-1200. Silence should be maintained on all decks between Taps and Reveille.

i. **Quarterdeck.** The quarterdeck is a specific area designated by the Commanding Officer to serve as the focal point for official and ceremonial functions. Thus, it should be treated with respect. All personnel shall maintain professionalism on or in the vicinity of the quarterdeck. Reasonable noise levels shall be maintained. Lounging or conducting personal business on or around the quarterdeck is prohibited. Do not cross the quarterdeck unless necessary.

j. **Daily Room Standards.** Racks shall be neatly made with pillow fold's facing outward, away from the wall, and military issued blankets folded boot camp style, at the foot of the rack. Linens shall be washed at a minimum once per week. One pair of footwear may be stored neatly under the rack. One cover may be stowed neatly displayed on the desk. A maximum of three personal photos, in good taste, are authorized to be neatly displayed on the desk. One personal book may be stowed on the desk. Towels shall be uniformly folded and hung in the head in the barracks with individual heads, and on the foot of the rack in the 600 series barracks.

k. **Room Inspections.** Room inspections are conducted in accordance with TSC-GL 1620/2 Barracks Inspection Checklist, and held on working days at a minimum of once per week, to ensure the highest standards of military cleanliness are maintained. Room inspections promote good health and comfort, and assist in preparing Sailors for shipboard life. Outstanding and Unsatisfactory room inspection results are entered in the student's record. In addition, all failures will be re-inspected in accordance with the barracks daily routine.

1. **Study Rooms.** Designated areas in the barracks are provided for individual or group study. Silence will be maintained by all personnel during designated study times.

m. **Visitors.** All personnel who are not barracks residents, including staff members not on official business, are considered visitors. Students are considered residents only to the barracks they are assigned and visitors in all other barracks. Visitors are not authorized beyond the quarterdeck without prior coordination/approval of the barracks staff personnel.

n. **Washers/Dryers.** Laundry is not to interfere with school training hours. Students are responsible for monitoring their own laundry during the entire cycle; any unattended laundry will be collected, and/or disposed of, by NMTIs.

o. **Windows and Blinds.** Windows will remain closed at all times, unless otherwise directed by NMTIs. No one shall open, enter, exit, or pass any item through the windows, remove or cut screens, or damage any part of the window or blinds.

1-6. **Bicycles/Skates/Roller Blades/Skate Boards.** Personnel will abide by all safety rules as outlined in NSGL M-5530.1, including wear of the proper safety gear.

a. Always ride with the traffic, in single file, and obey all traffic rules. Do not ride on the sidewalk.

b. Helmets approved by American National Standards Institute (ANSI) or the Snell Memorial Foundation, must be worn at all times, properly fastened, both on and off-base.

c. Only ride a bike in working condition with brakes and reflectors.

d. Between sunset and sunrise, a bicycle must be equipped with a lamp emitting a white light in front, an Illinois-approved red reflector on the rear, and side reflectors on each wheel. Students must also wear their reflective belts. All lights and reflectors must be visible from 300 feet.

e. If skating, using any means, kneepads and wrist guards approved by ANSI or Snell will be worn at all times.

1-7. **Cell Phone Usage.** Cell phones are strictly prohibited in all schoolhouses or while on watch. Barracks LCPO may approve the carrying/use of a cell phone during prohibited times on a case-by-case basis. A NAVPERS 1336/3 Special Request/Authorization may be submitted to the barracks LCPO for determination.

1-8. **Common Access Cards (CAC).** CACs/military IDs contain information specific only to the Service Member to which it has been issued. Loss of a CAC/military ID may result in Extra Military Instruction (EMI). Additionally, loss of an ID card requires the student to route a NAVPERS 1336/3 and file a missing CAC report at NSGL Security (Bldg. 179) for final approval by the barracks LCPO, in order to obtain a new card. All students must have their CAC/military ID in their possession at all times.

1-9. **Daily Routine**. Refer to Exhibit 1-1 Student Daily Routine. Command commitments may require adjustment to this routine as necessary. Students are required to maintain awareness of routine changes via the Plan of the Week (POW) and barracks announcements/bulletin boards.

1-10. **Damage of Government Property**. Any tampering or altering of government property or equipment under any circumstances without proper authorization is strictly prohibited. See Manual for Courts-Martial, Article 108.

1-11. **Driving On-Base and Privately-Owned Vehicle (POV)**. Students are not authorized to drive on-base without an approved NAVPERS 1336/3. Driving or riding on a motorcycle or all-terrain vehicle is not authorized at any time. Students who are authorized on-base driving privileges are only authorized to drive while on liberty. All students must only park in authorized student parking areas as outlined in Exhibit 1-2. When routing a NAVPERS 1336/3, Exhibit 1-2 (Authorized Student Parking Areas) will be attached and will be kept in your POV at all times. Fleet Returnees, Holding Company, Pipeline Reclassifications, students in Live Ashore status, and students driving to/from their next duty station may warrant driving privileges. Students who meet eligibility may route a NAVPERS 1336/3 via the barracks NMTIs for final determination by the Fleet Officer in Charge (OIC). If approved, students are required to complete a Statement of Understanding - Student Driving Policy (NAVPERS 1070/613). All on-base drivers must register their vehicle at the Visitors Center. Rental vehicles may be rented by students Phase II and above. Rental cars will not be driven on base without an approved NAVPERS 1336/3.

1-12. **Drugs and Alcohol**

a. **Alcohol Policies**. All personnel are prohibited from drinking or possessing alcohol in the barracks, with the exception of Fleet Returnees age 21 or older that reside in Bldg. 833. Personnel under the age of 21 are prohibited from purchasing, possessing, or consuming alcohol and alcohol paraphernalia. Personnel of legal drinking age are prohibited from purchasing or providing alcohol to minors. Personnel who drink and drive in violation of the UCMJ Article 113 and NSGL M-5530.1 will be prosecuted to the fullest extent possible.

b. **Non-Alcoholic Consumer Products**. Personnel are prohibited from drinking or having non-alcoholic beverages in the barracks or schoolhouse. These include beverages with less than 0.5% alcohol such as spritzers, wine, and beer.

c. **Controlled Substances**. OPNAVINST 5350.4D provides comprehensive drug policies and establishes regulations to enforce a standard of zero tolerance through routine, random drug testing for illegal drug use. A positive drug test and substantiated drug abuse results in mandatory processing for separation. Drug paraphernalia (magazines, posters, T-shirts, rolling papers, drug pipes, pacifiers, etc.) is not authorized and will be prosecuted in accordance with the UCMJ.

d. **Prescription and Over-the-Counter Medications**. Prescription and over-the-counter medications are only authorized for use by the Sailor to whom they are prescribed and for use in the MANNER AND DURATION to which they are prescribed. Prescription and over-the-counter

medications shall be kept locked up at all times. Medications taken by anyone other than the person to whom they are prescribed, consumed beyond the prescribed time period, or not taken within the prescribed manner are subject to disciplinary measures.

e. **Urinalysis Program.** Students are required to participate in random urinalysis screenings, or as directed.

1-13. **Electronic Devices**

a. **Portable/Hands-Free listening Devices and Headphones.** Use of portable/hands-free listening devices and headphones are prohibited in uniform, with exception of the Navy Physical Training Uniform (PTU) while engaged in individual PT at a designated fitness/recreation site. Transiting base roadways, streets, and sidewalks while using cellphones, listening devices, headphones, and/or an electronic device are prohibited at all times. Such devices impair the Sailor's recognition of emergency signals, alarms, announcements, and approach of emergency vehicles.

b. **Noise Control.** Radios, stereos, CD players, TVs, DVD, and video game equipment, or other electronic devices shall not be played loud enough to be heard outside of the individual's barracks room. If a roommate objects, the equipment must be fitted with headphones. Personal electronics devices will be secured at Taps.

1-14. **Energy Conservation.** Students will ensure all efforts are made to conserve energy and water. Broken equipment or leaky fixtures should be reported to the barracks Building Maintenance Assistant (BMA). It should be considered that all devices, when plugged in, are always using power and should be unplugged when not in use. Lights will be secured when the room is unoccupied.

1-15. **Fleet Returnees.** Any Sailor who has completed a Naval Education and Training Command rating pipeline or earned a Navy rating at an operational command, and executed PCS orders to an operational permanent duty station, i.e., seagoing command. Rating conversions will be on a case-by-case basis. This includes Navy Veterans and other Service Veterans (broken service) who are returning to active duty.

1-16. **Force Protection/Emergency Response.** The safety and security of our staff members and students is paramount. All personnel are responsible for knowing the proper steps to take in an emergency. In order to provide clear guidance and to ensure emergency response is coordinated properly and efficiently, the command has established a series of Pre-Planned Responses. Students are trained for emergency procedures beyond that which can be normally expected of a quarterdeck watchstander. Students are not trained to fight fires, investigate crimes, conduct searches, handle weapons, etc.. There are personnel to assist you - DO NOT BE AFRAID TO ASK FOR HELP! In many cases, a major incident requires response from multiple individuals to control the scene, prevent further casualties, and coordinate response efforts, such as:

- a. Base Police/Fire Department (911 from cell phone or 3333 from base landline)

- b. Safe Talk Hotline (1-800-273-8255)
- c. Chaplain (see an NMTI)
- d. Family Advocacy Program Victim Advocate (847-688-3603, ext. 100)
- e. Legal (847-688-3805)
- f. Sexual Assault Victim Advocate (847-489-8196)

1-17. **Gambling**. Gambling is prohibited by all personnel while on government property or while on-duty.

1-18. **Inclement Weather**. In situations of inclement weather, NMTIs, barracks staff, and instructors will report weather conditions and adjust training and liberty schedules, as directed by the Command Duty Officer (CDO). NMTIs will adhere to command guidance and the Emergency Response Plan, providing direction to all personnel to avoid exposure and ensure student safety.

1-19. **Inspections**. Uniform, personnel, room, and seabag inspections are part of a student's daily life and occur on a regular basis. Students are expected to maintain standards - failures are documented in the student's record.

1-20. **Leave**. Ordinarily, leave is not authorized for Students until completion of "A" or "C" School training, as not to interrupt instruction.

a. **Emergent Situations**. In the event of an emergent situation concerning a Sailor's immediate family, the command must be notified by an American Red Cross message. Once a situation has been communicated, the Sailor will be provided guidance by staff personnel with consideration to minimize impact to training.

b. **Non-training periods/holiday leave**. Specific guidance and procedures concerning leave during non-training periods, specifically the winter holidays, is published annually in TRASUPPCENGLAKESNOTE 1050, available via the command website.

c. **Out-of-Area Policy**. Regardless of liberty status, liberty is restricted to an area within a 150-mile radius of NSGL for new-accession Sailors and 300-mile radius of NSGL for fleet returnees. Students or fleet returnees who travel beyond 150-mile radius or 300-mile radius respectively, from NSGL via any means, must have an approved NAVCOMPT 3065 Leave Request/Authorization.

1-21. **Legal Hold**. Students awaiting disciplinary action, administrative board action, or administrative separation, may be assigned to a Legal Hold status. Students on Legal Hold may request leave for emergent situations and will be restricted from transferring.

1-22. **Live Ashore**. Students may be approved to live off-base through eligibility of PCS orders and dependency status (i.e., dual military couples and single parents), as defined in Chapter 5, Live Ashore Policy, of this directive.

1-23. **Malingering**. As defined by the UCMJ, Article 83: Malingering is "any person subject to this chapter who, with the intent to avoid work, duty or service feigns illness, physical disablement, mental lapse, or mental derangement; or, intentionally inflicts self-injury, shall be punished as a court martial may direct."

1-24. **Medical Hold**. Students may be placed in a "Medical Hold" status only by medical staff. Most students are able to continue with school/training unless directed otherwise; however, some cases may require students to be retained beyond their scheduled transfer date until cleared by medical personnel.

1-25. **Medical Services**. Student safety is of utmost priority. Students must report medical emergencies and provide appointment documentation to barracks NMTIs or instructors, as appropriate. Students are encouraged to use sick call services and report for scheduled appointments to the maximum extent possible.

1-26. **Military Bearing**. Students will exhibit proper military bearing at all times, both in and out of uniform, with regards to customs, courtesies, and traditions, as well as personal conduct and appearance.

1-27. **Mustering**. Students will muster frequently throughout the day. It's the student's responsibility to check read boards and listen for IMC announcements concerning musters.

1-28. **Night Students**. Night students' daily routine will vary due to the nature of training hours. Students must be courteous to Sailors who are on alternate sleep schedules.

1-29. **Operational Risk Management (ORM)**. Per OPNAVINST 3500.39D, ORM reduces or offsets risks by systematically identifying hazards, and assessing and controlling the associated risks, allowing decisions to be made that weigh risks against mission or task benefits while assessing their potential impact on operations.

1-30. **Part-time Jobs**. Per TRASUPPCENGLAKESINST 5300.1B, students are not authorized off-duty employment while attached to this command.

1-31. **Pets**. Ownership of pets, of any kind in the barracks, is prohibited.

1-32. **Physical Readiness**. All students must maintain physical readiness standards per OPNAVINST 6110.1J.

1-33. **Pornographic Material**. Department of Defense Policy prohibits public display of pornographic material on all military installations, barracks, including magazines in lockers/dressers, as well as all computer and social media networks. Accessing pornography on Navy Information Technology resources is prohibited. Additionally, possession of adult sex toys in the barracks is prohibited.

1-34. **Plan of the Week (POW)**. All students are responsible for reading the POW, in its entirety, and charged with knowing the information contained. The command POW will be posted in each barracks on the barracks bulletin board.

1-35. **Public Display of Affection (PDA)**. PDA is prohibited between students while on-base. PDA includes, but is not limited to kissing, holding hands, sitting on someone's lap, touching of private areas, groping, fondling, or sexually suggestive gestures.

1-36. **Reflective Belts**. Reflective belts are issued upon arrival and provide students with the highest possible visibility during morning and evening hours, and in inclement weather. The reflective belts are an authorized uniform item, per TRASUPPCENGLAKESINST 5100.1C, and must be worn between sunset and sunrise or during period of inclement weather with reduced visibility (i.e., rain, snow, fog, etc.).

1-37. **Religious Accommodation**. All Service Members are responsible for fostering mutual respect, adhering to policy governing religious accommodation, and seeking guidance as required. Students should refer to a Chaplain for guidance regarding religious accommodation. Assisted by Religious Program Specialists, Chaplains provide for and facilitate the religious needs of authorized personnel. The Chaplain Corps' capabilities are critical to the Commanding Officer's ability to successfully meet the requirement for the free exercise of religion set forth in the U.S. Constitution. Religious accommodation requests will be processed in accordance with BUPERINST 1730.11.

1-38. **Safety**

a. **Fire Safety**. Students must be alert for fire hazards and exercise preventative measures. Firefighting equipment shall not be used or tampered with, in any way, except in the event of an actual emergency. Evacuation routes are prominently posted in each room of all buildings. When the fire alarm sounds, residents must evacuate the building, using the route identified, as orderly and quickly as possible. Smoking and open flames are prohibited inside every building. Observe smoking regulations, as posted by the Fire Department, and utilize butt kits provided in the designated smoking areas. Ensure all cleaning gear is disposed of and/or stowed correctly in designated lockers when not in use. All appliances, especially those with heating elements, should be plugged directly into an outlet and not into power strips/surge protectors. Personal appliances (i.e., irons, curling irons, blow dryers, etc.) must be unplugged when not in use.

b. **Mishap/Safety Reporting.** All mishaps must be reported to barracks or instructor staff immediately in order to take appropriate and emergent action. Students must immediately report any condition or provide support when appropriate. If a mishap report is necessary, a student may be directed to report to Bldg. 3, Rm. 208 to complete, if physically able.

1-39. **Sexual Activity.** Sexual activity in the barracks or on NSGL grounds is prohibited. Sexual activity includes, but is not limited to, acts of sexual intercourse and those sexual acts prescribed in UCMJ Articles 120, 125, and 134.

1-40. **Status Changes.** Students are required to notify the NMTIs immediately whenever any change in their status occurs, including medical or legal status, graduation, setback in training, interruption of instruction/training, drop from school, etc.

1-41. **Student Leadership.** Students in good standing may apply for student leadership positions such as Duty Section Leader, Assistant Duty Section Leader, Master-at-Arms, Yeomen, Mail Petty Officer, or PT Leader which provide increased responsibility and opportunities. The Student Leadership program is under the close supervision of the NMTIs. Barracks LCPOs have oversight and authority to remove anyone who fails to uphold the Navy's Core Values. Students should contact the duty section leader and barracks NMTIs to inquire about available positions, eligibility, and application guidance. Student leaders, in any position, will avoid favoritism and exercise discretion when interacting with other students within the scope of duties as a student leader. Student leaders are not authorized to approve or deny requests, impose or supervise disciplinary actions, conduct student indoctrination, perform personal errands, administer EMI, control/possess master keys, or conduct inspections (unless pre-inspection while in a mentorship role). After authorization and prior to assuming a position, all selectees to student leadership positions must complete the Personal Identifiable Information course located at My Navy Portal:

- a. Duty Section Leader
- b. Mail Petty Officer
- c. Master-at-Arms
- d. Yeoman
- e. PT Lead

1-42. **Suicide Prevention Program (SPP).** The SPP supports a healthy force and readiness program through early intervention to prevent and train students to detect early identification of students in distress. As identified in the SPP, "suicide ideation" is defined as stating suicide intentions either verbally, written, or physically to another individual, and is cause for concern. In the event a student may have suicidal intentions, notify a staff member or another Sailor, immediately, and never leave them alone until help arrives. The following phone numbers are provided:

- a. Chaplain's Office: (847) 688-5610
- b. Fleet and Family Service Center: (847) 688-3603
- c. Suicide Crisis Hotline: (800) 995-5247

1-43. **Sunbathing.** Sunbathing is permitted on the beach during liberty hours, when the beach is open. Swimsuits will be tasteful and maintain the dignity of the student.

1-44. **Taps.** Taps is designated to provide students with an environment conducive to allow uninterrupted sleep. Taps will commence at 2200 for day students and at 0100 for night students, and expire at reveille. All-hands shall maintain silence throughout the decks after Taps.

1-45. **Tobacco Policy/Smoking Areas.** This command strictly adheres to the Navy's Tobacco Policy as set forth by SECNAVINST 5100.13E. This command is an environment that supports smoking abstinence and discourages use of any tobacco products. Use of tobacco products, including smokeless tobacco products and electronic cigarettes, is prohibited in all command barracks/buildings. Any and all tobacco products may only be used in designated areas.

1-46. **Trouble Call Log.** Each BMA office maintains a Trouble Call Log for students to report room discrepancies (i.e., light, heating, cooling) which are reported to the NMTIs. Failure to report may result in potential safety issues and no action to correct the discrepancy.

1-47. **Unclaimed Gear.** Students are responsible for the security of their own items. Each barracks maintains a Lucky Bag locker for unclaimed gear. Electronic devices, uniform items, or other personal gear left behind, will be donated, repurposed and/or discarded at the discretion of the barracks LCPO.

1-48. **Under Investigation.** A student may be placed in an "Under Investigation" status while awaiting disciplinary action or awaiting other legal action (Administrative Board or Administrative Separation).

1-49. **Uniform/Grooming Standards**

a. **Civilian Clothing Regulations.** Per TRASUPPCENGLAKESINST 1020.2A, students will ensure their attire and personal appearance are appropriate for the occasion and not degrade themselves or bring discredit upon the Navy.

b. **Grooming Standards.** U.S. Navy Uniform Regulations, Article 2201, outlines the personal appearance a Sailor must maintain. Standards are enforced by leadership, through effective personnel inspections, which maintain the foundation of good grooming standards.

c. **Uniforms.** Students must adhere to the Uniform of the Day posted on the Barracks Bulletin Boards. Uniforms must present a proud and professional appearance that will reflect positively on the individual, the Navy, and the United States. All students must maintain

inspection-ready uniforms and seabags, in accordance with Navy regulations. The PTU shall not be worn in any base facility that serves alcohol such as Samuel Adams and the Epicenter. Additionally, the PTU is not authorized to be worn in the galley, Navy Exchange, any base eating establishment, Personnel Support Detachment, Post Office, or United Service Organization with exception of new students attending the first day of student indoctrination. (first day at Bldg. 215). Body piercings not in compliance with the U.S. Navy Uniform Regulations will be considered a violation of this instruction. All personnel must be thoroughly familiar with the Navy's Uniform Regulations and enforce those regulations.

d. **Military Smartness.** Smoking, eating, and/or drinking beverages by personnel in uniform while transiting as a pedestrian is prohibited. Pockets on uniforms are for versatility and should be used properly without items protruding from the pocket. At no time should hands be in the pockets extended beyond the time required to place items in or retrieve items from the pockets.

1-50. **Weapons and Ammunition.** NSGL M-5530.1 directs "No person, military, civilian, contractor, or visitor, shall possess, carry, use, conceal, store or exercise control over any dangerous weapon while onboard NSGL without written permission from the NSGL Commanding Officer." Dangerous weapons include, but are not limited to:

- a. Firearms, air guns, airsoft guns, stun guns, or CO2-powered (paint/BB/pellet) guns.
- b. Fixed blades, butterfly knives, switchblades, spring-loaded or assisted opening knives, and any knife/blade over three inches long.
- c. Dirks, Billy clubs, blackjack, slingshot, sand club, sandbag, and metal knuckles.
- d. All martial arts equipment including, but not limited to, throwing stars, and nunchucks, swords, etc.

Exhibit 1-1

STUDENT DAILY ROUTINE

DAY BARRACKS

Monday-Thursday

0500 Reveille
0500-0700 Breakfast (Galley)
0515-0645 "A" School March Out
(daily times may vary)
0600-0645 Personnel Inspection/Deck muster
0900 Room Inspections
1030-1245 Lunch (Galley)
TBD Duty Section Muster
1530 PT
1530-1730 Mandatory Night Study
1645-1830 Dinner (Galley)
(1645-1845 on Heritage days)
TBD Liberty call (LCPO discretion)
1830 Room Re-inspections
1900 NMT
2200 Liberty Expiration/Taps
*Liberty Briefs are conducted at 1630 on
Thursdays
*Extra Military Instruction TBD by LCPO

Friday

0500 Reveille
0500-0700 Personnel Inspection/Breakfast
0515-0645 "A" School March Out
(daily start times may vary)
0600-0645 Personnel Inspection/Deck muster
0900 Room Inspections
1030-1245 Lunch (Galley)
TBD RTC Drops/Liberty Brief/Barracks
Assignment
TBD Duty Section Muster
1645-1830 Dinner (Galley)
*Liberty Call upon completion of Technical
Training
1830 Room Re-inspections
2200 Liberty Expiration (Phase I)
2359 Liberty Expiration (Phase II)

Saturday

0200 Liberty Expiration (Phase III)
0500 Liberty Call
0630-0800 Breakfast (Galley)
0700 Duty Section Turnover
0900-1200 Brunch (Galley)
1600-1730 Dinner (Galley)
1900 Duty Section Turnover
2200 Liberty Expiration (Phase I)
2359 Liberty Expiration (Phase II)

Sunday

0200 Liberty Expiration (Phase III)
0500 Liberty Call
0630-0800 Breakfast (Galley)
0700 Duty Section Turnover
0900-1200 Brunch (Galley)
1600-1630 Dinner (Galley)
1900 Duty Section Muster
2200 Liberty Expiration (All Hands)

NIGHT BARRACKS

Monday-Thursday

0500-0700 Breakfast (Galley)
0700 Liberty Call for non-duty personnel
0800 Reveille for off-going and on-coming duty section personnel
0900 Room Re-inspections
1030-1245 Lunch (Galley)
1200 Liberty Expiration
1230 Duty Section Muster
1230 Muster PT Participants
1300 NMT
1530 "A" School March Out
1600 Room Inspections
1645-1830 Dinner (Galley)
TBD On-base liberty upon completion of Technical Training
2330-0030 Midrats (Galley)
0045 Deck Muster
0100 Taps

Friday

0500-0700 Breakfast (Galley)
0700 Liberty Call for non-duty personnel
0800 Reveille for off-going and on-coming duty section personnel
0900 Room Re-inspections
1030-1245 Lunch (Galley)
1200 Liberty Expiration
1230 Duty Section Muster
1300 Liberty Brief
1530 "A" School March Out
1600 Room Inspections
1645-1830 Dinner (Galley)
TBD Liberty upon completion of Technical Training
2200 Liberty Expiration (Phase I)
2330-0030 Midrats (Galley)
2359 Liberty Expiration (Phase II)
0100 Taps
0200 Liberty Expiration (Phase III) *

Saturday

0500 Liberty Call for non-duty personnel
0630-0830 Breakfast (Galley)
0900-1200 Lunch (Galley)
1200 Duty Section Turnover
1600-1730 Dinner (Galley)
1930 Duty Section Muster
2200 Liberty Expiration (Phase I)
2359 Liberty Expiration (Phase II)*
0200 Liberty Expiration (Phase III)

Sunday

0500 Liberty Call for non-duty personnel
0630-0830 Breakfast (Galley)
0900-1200 Lunch (Galley)
1200 Duty Section Turnover
1600-1730 Dinner (Galley)
1930 Duty Section Muster
2200 Liberty Expiration*

Sunday

* Liberty Expiration for Phase III not signed out on Overnight Liberty Log.

EXHIBIT 1-2

AUTHORIZED STUDENT PARKING AREAS



TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019

CHAPTER 2
STUDENT LIBERTY POLICY

2-1. **General**. All students are subject to liberty policies within this directive. Students are required to sign and submit a Statement of Understanding - Student Liberty Policy (NAVPERS 1070/613), which is retained in the student record. Failure to adhere to any of the policies published herein this directive is a violation of the Uniform Code of Military Justice (UCMJ) and subject to disciplinary action.

2-2. **Liberty Briefs**. Liberty briefs are conducted upon students' arrival from Recruit Training Command, prior to being released for liberty, as well as on a weekly basis, in accordance with the barracks daily routine. The following topics are included, but not limited to:

- a. Liberty expiration.
- b. Alcohol policy.
- c. Liberty buddy policy.
- d. Restricted/Off-limit areas.
- e. Uniform requirements.
- f. Cellphone use.
- g. Headphone use.
- h. Base facilities and times (gym, galley, Morale, Welfare, and Recreation (MWR) activities and other non-drinking activities).
- i. Public displays of affection.
- j. Sexual Assault Prevention and Response (SAPR) Program.
- k. General ship regulations.
- l. Chain of Command explained and identified.
- m. Driving privileges to include reminder about requirements for insurance and registration.

2-3. **Liberty Call**. Liberty Call commences under the supervision of Navy Military Training Instructor (NMTI) staff and at the barracks Leading Chief Petty Officer's (LCPO) discretion, when all other military commitments have been completed.

2-4. **Liberty Phases**. Liberty phase graduate from the strictest to least strict, as per the following order.

a. Recruit Training Command (RTC) Graduation Liberty. RTC graduates are granted Phase I Liberty immediately upon reporting to the command and completion of liberty briefs. The following modifications to Phase I Liberty policies apply only to a graduate's "liberty weekend," which is typically defined as the weekend or non-working days immediately following his/her graduation from RTC. Overnight liberty is authorized. All students staying overnight are required to call into their respective barracks each morning between 0800-1200 and physically speak to a student yeomen or NMTI.

b. Phase IA Liberty. Phase IA Liberty is the strictest form of liberty. Students will be placed in Phase IA Liberty status to support academic requirements, and/or disciplinary deficiencies. This Phase must be approved by the Executive Officer and carried out by the barracks Chain of Command and/or the Command Duty Officer. Students in Phase IA Liberty are authorized on-base liberty only. Phase IA personnel will have at least two liberty buddies who are Phase I or higher any time they leave the barracks during liberty hours, with the exception of chow. Students who are Phase IA may sign out in the chow log during liberty hours for one hour to eat at the galley (building 525) only with NMTI approval. A student may not visit or stop at any other location while signed out in the chow log and must check back in with NMTI upon returning to the barracks. All students in Phase IA will have their liberty phase reviewed weekly by Student Operations Department (N3) Chain of Command for consideration of phase advancement. Duration of Phase IA will not exceed 14 days in length, unless further infractions occur. Phase IA advancement does not require a NAVPERS 1336/3 Special Request/Authorization from the student.

c. Phase I Liberty. Students will be placed in Phase I Liberty status to support academic requirements, and/or disciplinary deficiencies. Students in Phase I Liberty status are required to have two liberty buddies for off-base liberty. RTC graduates have specific modifications to Phase I Liberty listed under paragraph 2-4a.

d. Phase II Liberty. All students assigned to the barracks are placed in Phase II Liberty upon completion of barracks liberty briefs and LifeSkills curriculum. Students arriving outside of RTC graduation such as RTC Temporary Holding Unit, pipeline drops, student reclassifications, etc. should have their barracks liberty brief conducted immediately upon check in, either by the on-shift NMTI or the duty NMTI if on the weekend. If the student has already completed LifeSkills curriculum, they will be granted Phase II after receiving the barracks liberty brief. Phase II students are required to have a minimum of one liberty buddy for off-base liberty.

e. Phase III Liberty. After 21 days in Phase II Liberty, students may be advanced to Phase III Liberty by submitting a request chit to their barracks LCPO. Phase III students are required to have a minimum of one liberty buddy for off-base liberty.

f. Holding Company. Holding Company liberty is the least strict form of liberty. Holding Company liberty is designed for students who are Awaiting Transfer or separation for non-disciplinary issues. Students may be advanced to Holding Company Liberty status, 14 days after

completion of "A" School or after 30 days from receiving official letter of notification for separation by submitting a request chit to their barracks LCPO. If you are a Fleet Returnee, you are authorized Holding Company upon completion of barracks Liberty Brief.

2-5. **Liberty Buddy Policy**. The liberty buddy policy is mandated for Phases IA through III. This helps to ensure the safety of Sailors in an off-base liberty status and indoctrinates Sailors into existing fleet liberty expectations. Liberty buddies are charged with the general welfare of each other. Violation of the liberty buddy policy may result in punitive measures. Liberty buddies are not authorized to separate.

a. The requirement of a liberty buddy may be met by a variety of people and must be in accordance with the Navy's fraternization policy. The following types of personnel may act as a liberty buddy:

- (1) Training Support Center, Great Lakes student.
- (2) Family member/relative (18 years of age or older).
- (3) Friend/significant other (18 years of age or older) who are not a TSC-GL student.

b. A request to deviate from the liberty buddy policy for any reason or portion of the policy must be submitted to a barracks NMTI, in the form of a NAVPERS 1336/3. An overnight liberty plan, Exhibit 2-1, must accompany the NAVPERS 1336/3.

c. A copy of the NAVPERS 1336/3 authorizing a liberty deviation will be maintained in the NMTI Duty Binder.

d. Students shall sign the liberty log when departing their barracks. Students planning off-base liberty shall sign out with a liberty buddy/buddies, and remain with the same liberty buddy/buddies until they return to the barracks. Students must return with, and sign in with the same liberty buddy/buddies with which they signed out. Students in an on-base liberty status who intend to go off-base, must return to the barracks and sign out in the off-base liberty log with the appropriate number of liberty buddies, in accordance with their liberty phase.

e. Students who sign out on liberty with a buddy from another barracks are required to sign out in both barracks' liberty logs. Students must return from liberty with enough time to sign back into both barracks' liberty logs together. Whomever signs into their barracks first will sign out on the on-base liberty log, then proceed to the liberty buddy's barracks so he/she may sign back into their barracks. Upon completion, the student will return to the barracks and sign back in on the on-base liberty log.

f. Students are encouraged to have a liberty buddy regardless of assigned phase; however, the rules of the student with the lowest liberty phase apply to all students within the group.

g. Students who participate in command-sanctioned/approved activities (i.e., MWR events, or staff-supervised community relations projects, etc.) are exempt from the requirement to sign out with a liberty buddy, provided they remain with the group for the duration of the liberty event and return together.

h. Any violation of liberty rules, or an incident resulting in a disciplinary report (i.e., alcohol related incident, police involvement, etc.), may subject all Service Members to disciplinary action. Misconduct while on liberty qualifies as a component of military performance that may be considered by the Chain of Command in making a determination of reduction in liberty phase. All incidents of misconduct while on liberty must be reported to the Chain of Command immediately.

i. Fleet Returnees in Holding Company status are not required to have a liberty buddy; however, if they violate any policy or regulation, they will be held accountable. Fleet Returnee students shall enforce standards while on liberty and be a role model to apprentice-level students. Fleet Returnees must adhere to the Navy's Fraternization Policy and respect differences in rank/paygrades between themselves and apprentice-level students. **Fleet Returnees and apprentice-level students cannot be liberty buddies, with the exception of Fleet Returnees assigned to the same class as an apprentice-level Sailor.**

2-6. **Phase Advancement/Rules.** Personnel may request to advance liberty phases by submitting a NAVPERS 1336/3 via the barracks' Chain of Command for determination by the Officer in Charge (OIC) and barracks LCPO.

a. Rules for Phase IA Liberty. Students are placed in Phase IA Liberty status as a corrective tool to help with a deficiency that they may have. All Phase I Liberty policies will apply with the following exceptions:

(1) Two students, Phase I or higher will be required to be signed out at any time they leave the barracks during liberty with the exception of chow during liberty hours. Students who are Phase IA may sign out in the chow log during liberty hours for one hour to eat with NMTI approval. A student may not visit or stop at any other location while signed out in the chow log and must check back in with a NMTI upon returning to the barracks.

(2) Phase IA Liberty expires at 2000.

(3) Off-base liberty is not authorized at any time.

(4) Live-ashore is not authorized (if previously approved, student will move back into barracks).

(5) Advancement to Phase I Liberty will be reviewed and may be authorized only by N3 Chain of Command.

b. Rules for personnel in Phase I Liberty:

(1) Students are placed in Phase I Liberty status as an administrative action to support academic requirements and/or disciplinary deficiencies.

(2) Students are required to live in the barracks unless specifically authorized to live ashore. Permission to live ashore must be requested via the chain of command. Once approved the student can move ashore.

(3) Requires two liberty buddies at a minimum for off-base.

(4) Wearing of civilian clothing is not authorized.

(5) Consumption of alcoholic beverage is not authorized (even if 21 or older).

(6) Uniforms are the only authorized clothing worn in accordance with published guidance.

(7) Phase I Liberty expires at 2200.

(8) On a case-by-case basis, students will be authorized to attend on-base MWR special events that end after 2200. Barracks staff will advise students of these events.

(9) Off-base liberty is authorized only on non-working days and days preceeding non-working days.

(10) Liberty for night students in Phase I on normal workdays is 0700-1200. Liberty for night students in Phase I expires at 2200 on weekends and holidays.

(11) Live-ashore student's liberty will expire per their barrack's daily routine on training days.

c. Phase II Liberty. Students will be placed in Phase II upon completion of barracks liberty briefs and LifeSkills curriculum.

d. Rules for personnel in Phase II Liberty:

(1) Maintain academic passing score requirements and not be behind normal course completion timeline, as outlined by the rate training pipeline's master course schedule while under instruction.

(2) Maintain all watch qualifications. Initial qualification must be completed within 14 days of arrival at this command.

(3) Wearing of appropriate civilian attire is authorized per TRASUPPCENGLAKESINST 1020.2A, and will be conservative in nature, meeting all Navy policy and practices in support of good order and discipline.

(4) Responsible consumption of alcoholic beverage is authorized for personnel age 21 and older. Personnel will not consume alcohol within eight hours of their first military obligation or within 10 hours preceding high-risk training, and are expected to be fit for full duty.

(5) Off-base liberty is authorized every day of the week. Liberty will expire at 2200 during the training week and at 0000 on nights preceding a non-working day.

(6) Live-ashore students' liberty will expire per barracks daily routine.

(7) Liberty for night students in Phase II on normal workdays is per barracks daily routine. Liberty for night students in Phase II expires at 0000 on weekends and holidays.

(8) Students must be accompanied by a minimum of one liberty buddy for off-base liberty.

e. Advancement to Phase III Liberty. Students may advance to Phase III by submitting a NAVPERS 1336/3 to the barracks LCPO, once the criteria below have been completed:

(1) Maintain standards as prescribed in Phase II.

(2) Complete 21 days in Phase II Liberty.

(3) Have a proven performance record that justifies the added privileges and no major deficiencies or declining performance.

f. Rules for personnel in Phase III Liberty:

(1) Wearing of appropriate civilian attire is authorized per TRASUPPCENGLAKESINST 1020.2A, and will be conservative in nature, meeting all Navy policy and practices in support of good order and discipline.

(2) Responsible consumption of alcoholic beverage is authorized for personnel age 21 and older. Personnel will not consume alcohol within eight hours of their first military obligation or within 10 hours preceding high-risk training, and are expected to be fit for full duty.

(3) Off-base liberty is authorized every day of the week. Liberty will expire at 2200 during the training week and at 0200 on weekends and holidays.

(4) Live-ashore students' liberty will expire per barracks daily routine.

(5) Liberty for night students in Phase III, on normal workdays, is per barracks daily routine. Liberty for night students in Phase III expires at 0200 on weekends and holidays.

(6) Students must be accompanied by a minimum of one liberty buddy for off-base liberty.

(7) Overnight liberty is authorized on nights preceding a non-training day. All students staying overnight are required to call their respective barracks each morning between 0800-1200 and physically speak to a student yeomen or NMTI.

g. Advancement to Holding Company Liberty. Personnel may be assigned to Holding Company and subject to Holding Company Liberty and its privileges when meeting the following criteria:

(1) Complete and maintain all requirements and standards prescribed for Phase III.

(2) Must be in either an Awaiting Transfer (AT) status or Awaiting Separation with no disciplinary issues.

(3) Must be onboard the command 14 days or more from the day of "A" school graduation to request Holding Company Status. Students receiving a non-disciplinary separation may request Holding Company status 30 days after receiving and signing an official Letter of Notification, provided they have met all requirements for Phase III.

(4) Fleet Returnees - after administrative requirements have been met during initial check-in.

h. Students are issued a Holding Company Liberty Card upon completion of NMTI review of the Sailor's EMH record to determine completion of requirements and LCPO approval. Rules for Holding Company:

(1) Wearing of appropriate civilian attire is authorized per TRASUPPCENGLAKESINST 1020.2A, and will be conservative in nature, meeting all Navy policy and practices in support of good order and discipline.

(2) Responsible consumption of alcoholic beverage is authorized for personnel age 21 and older. Personnel will not consume alcohol eight hours before first military obligation, or 10 hours precluding high-risk training, and are expected to be fit for full duty.

(3) Liberty commences after a student's working hours with NMTI or LCPO approval. Overnight and off-base liberty is authorized every day of the week when not on duty. All students staying overnight are required to call into their respective barracks each morning between 0800-1200 and physically speak to a student yeomen or NMTI.

(4) No minimum number of liberty buddies are required. However, all Sailors are encouraged to have a liberty buddy at all times.

(5) Students are required to sign in/out of Holding Company liberty log when leaving on non-overnight liberty. Students on overnight liberty will use the standard overnight liberty log.

(6) Students are required to muster for quarters and must be accounted for prior to leaving for assigned duties.

(7) Student assistants working unique hours (i.e., Barracks Yeoman, night school, Command Fitness Leader, etc.) may have their liberty hours or mustering requirements modified by the barracks LCPO to better accommodate their schedule.

2-7. Phase Reinstatement/Incentives/Reduction

a. Phase reinstatement. Phase reinstatement will be reviewed after 14 days if the student has completed all requirements for the phase which being considered, and so long as the student has no further negative entries in EMH. Phase reinstatements may be approved by barracks LCPO. Recommended disapprovals will be forwarded to the Fleet LCPO and OIC for final determination. Student generated request chits will be reviewed for approval/disapproval.

b. Phase Incentives. Phase progression can be accelerated to the next liberty phase based on outstanding performance in the barracks. Phase progression will only be considered if the student has completed all requirements for the phase which being considered, and so long as the student is not on Fitness Enhancement Program (FEP) or MNS. Phase accelerations will be used by barracks LCPOs with the concurrence of the Fleet OIC and LCPO. Request chits must be generated by a staff member; student generated request chits will not be accepted.

c. Phase Reduction. Reduction in phase is an administrative action designed to assist in correcting discrepancies, such as failing grades or poor military bearing. Liberty Phase reduction by one phase, will occur if a student incurs a total of three deficiencies recorded in EMH in a 30-day period. Subsequent deficiencies may result in further phase reduction. Any reduction in phase will last a minimum of 14 days. All Phase IA personnel will be reviewed weekly by N3 Chain of Command. No chit will be required for phase reinstatement from Phase IA if N3 Chain of Command determines that a student no longer should remain on Phase IA. Students must submit chits for all other phase reinstatements. Students may submit phase reinstatement chits prior to the completion of their phase-down period, for approval by the barracks LCPO. Recommended disapprovals will be forwarded to the Fleet OIC and LCPO for final determination. Liberty phase reductions do not preclude any other punitive or administrative actions from occurring.

(1) Infractions include, but are not limited to:

- (a) Improperly signing in/out of liberty logs.
- (b) Not signing in or out in the liberty log with the proper number of liberty buddies (if applicable).
- (c) Failure to turn in liberty card properly.

(d) Failed room inspection (not to include Assist, Train, and Inspect (ATI) Division and room re-inspections).

(e) Public display of affection.

(f) Unsatisfactory uniform/grooming.

(g) Improper Uniform of the Day (to include ATI Division inspections).

(h) Failure to qualify for watchstation in the prescribed time frame.

(i) Late for any muster or watch.

(j) Cellular phone usage while in a school house or on watch.

(k) Violations of integrity.

(2) Instances that may result in automatic reduction to Phase I for the first offense include, but are not limited to:

(a) Unauthorized Absence from Mandatory/FEP Physical Training.

(b) Driving on-base without permission.

(c) Improper watchstanding.

(d) Failed Physical Fitness Assessment (PFA).

(3) Instances that may result in automatic reduction to Phase IA include, but are not limited to:

(a) Any alcohol-related incident.

(b) Non-consensual touching offenses.

(c) Any crime or violation of the law.

(d) Violation of any other Uniform Code of Military Justice Articles.

d. Upon completion of awarded restriction from Non-Judicial Punishment (NJP), a student will return to Phase II for a minimum of 14 days.

e. Students who fail to comply with PFA standards shall be reduced to Phase I, until such time as the student successfully passes a mock or official PFA, supervised by a Command

Fitness Leader (CFL). The CFL staff will inform the barracks staff of any failures and the failure will be recorded in the student's record.

f. Awaiting Separation (Disciplinary). Students awaiting separation for disciplinary issues are only authorized Phase IA Liberty privileges. Any exceptions will be reviewed on a case-by-case basis by the Executive Officer.

g. MNS. Any student assigned to MNS will have their liberty phase reduced. For the first assignment to mandatory study, the student will be reduced by one phase. For any following assignments to mandatory study, the student will automatically be reduced to Phase I. Students subject to reclassification due to an Academic Review Board action for academic/disciplinary deficiencies will be reduced to Phase I Liberty. Once removed from mandatory study or reclassification is complete, the student will be reinstated to their previously assigned liberty phase, prior to academic remediation.

2-8. **Deviation Policy.** All liberty policy deviation requests must be routed using NAVPERS 1336/3 via the barracks Chain of Command. Final determination for liberty policy deviations are as follows:

a. Phase IA Deviation. Liberty policy deviation requests will be routed to the Executive Officer for final determination.

b. Phase I through III Deviation. Liberty policy deviation requests may be approved by barracks LCPO. LCPOs who recommend disapproval will route the request via Fleet LCPO for final determination by Fleet OIC.

2-9. **Restricted/Off Limits Areas.** Students are responsible for familiarizing themselves with restricted or "off -limits" areas. Additionally, students are prohibited from entering Navy Gateway Inns and Suites (NGIS) (Bldg. 62 and any designated NGIS permanent party buildings), the 400 complex, and military housing areas to include any Live Ashore student's residence. Exhibit 2-3 illustrates NSGL Restricted/Off Limits Areas. RTC Change grads are exempted from this policy for their liberty weekend if their families/friends are staying at the NGIS or Navy Lodge.

2-10. **Liberty Log and Check-Out Procedures.** All students must have their Common Access Card (CAC) and properly issued liberty cards in their possession while outside the barracks on liberty. Each barracks has a liberty log located on the quarterdeck; all students must follow standard liberty log procedures for accountability and/or recall, as necessary.

a. The liberty log is under the direct supervision of NMTI staff, who is responsible for maintaining the log and ensuring all entries are complete, neat, and legible.

b. Students authorized overnight liberty must check-out in the liberty log. All liberty buddies will complete Exhibit 2-2 (Overnight Liberty Plan) and comply with it.

c. Liberty logs are retained for investigative purposes for a period of one year.

d. Any instance of irregularity, misuse or fraudulent entries in the liberty log are a violation of the UCMJ, and may be referred to NJP.

e. All personnel leaving the barracks after liberty call shall sign out in the applicable log. If going on liberty, the student must have his/her own liberty card.

f. Liberty Logs:

(1) Standard Liberty Log. Used by all students departing the ship in a liberty status. This log is used to account for all students going on liberty, either on or off base, and for non-overnight liberty. Holding company students will use a separate holding company liberty log. Students will fill in all applicable blocks with accurate information in case of recall.

(2) Holding Company Log. Used by Holding Company/Fleet Returnee personnel possessing a White Liberty Card to depart the ship for any reason not requiring over-night liberty.

(3) Overnight Liberty Log. Used by Phase III, Holding Company, Fleet Returnee, and/or Live Ashore personnel staying overnight on liberty. Phase I/II personnel granted an overnight liberty exception will also sign out in the Overnight Liberty Log.

(4) Chow and Smoke Deck Log. Used by duty section personnel on duty or non-duty section personnel after expiration of liberty hours. Only authorizes transit to the barracks smoke deck, taking trash directly to the dumpster, or going to chow. All personnel are required to be in the uniform of the day when utilizing passes. Additionally, if students are in Phase IA and want to utilize a pass they will have two personnel, Phase I or higher, signed out with them in the log, there are no exceptions.

(5) Barracks Element/Detail Muster. Used at the discretion of the barracks NMTI staff in lieu of individual transit log entries when three or more personnel are departing the barracks as an element or detail for transit to the same location. The detail/element point of contact will conduct muster and submit a muster sheet to the barracks NMTI staff prior to departing. A barracks NMTI will muster all members of the detail/element in person upon return.

(6) Student Assistant Log. Used by the AT barracks, all AT student assistants will sign out upon departing to their work site, and sign back in upon return to the AT barracks prior to commencing liberty.

g. Quarterdeck Entry/Exit Procedures:

(1) Civilian headgear of any kind will not be worn while on the quarterdeck. Military headgear will be worn if on watch. If transiting around/through the quarterdeck, military headgear is not required while in uniform.

(2) All bags are required to be checked when entering the quarterdeck during liberty hours. **All** items are to be removed from the bag and all bag pockets checked. Additional bag checks during working hours may be required at the discretion of Fleet OIC and LCPO.

(3) If in uniform, face the National Ensign and render a proper salute; if in civilian clothes, stand at the attention facing the National Ensign. No salute of any kind is required while in civilian clothes. The Officer of the Deck (OOD) will return the salute for the National Ensign to the person coming aboard.

(4) If in uniform, face the OOD and render a salute; if in civilian clothes, face the OOD at attention. Ensure you are close enough to the OOD to properly display your CAC and liberty card (if on liberty) so the OOD can read all appropriate information including name, expiration date, and picture.

(5) If coming aboard your own barracks say, "I request permission to come aboard." If coming aboard a barracks that is not yours say, "I request permission to come aboard" followed by the purpose for your visit: "to sign out a liberty buddy" or "to see your NMTIs." OOD will then grant or deny permission.

(6) For exiting the quarterdeck, the procedure is reversed. You will request permission from the OOD in the same manner as above by stating, "I request permission to go ashore" regardless if it is your own barracks or not. You will then render proper honors to the National Ensign as stated above, then depart the quarterdeck.

2-11. **Liberty Cards**. Each student is issued a liberty card during the check-in process. Liberty card materials are controlled and issued by the barracks LCPO or NMTI. A student is only authorized to use the liberty card they have been assigned and issued. Tampering with, editing, or modifying a liberty card is prohibited. Cards are color coded to correspond with the Sailor's current liberty phase, as follows:

- a. Phase IA - Red.
- b. Phase I - Blaze Orange.
- c. Phase II - Yellow.
- d. Phase III - Green.
- e. Holding Company - White.

EXHIBIT 2-1

LIBERTY PHASE CHART

Policies		PHASE IA	PHASE I	PHASE II	PHASE III
	Min. Period			21 days	N/A
	Min. Liberty Buddy	2	2	1	1
	On-base	X ⁷	X	X	X
	Off-base		X ¹	X	X
	Overnight			NOTE 5	X ²
	Civ. Clothes			X	X
	POV/Rental Vehicles			X ³	X ³
	Alcohol Use			X ⁴	X ⁴
	Expiration (Day Students)	- Days preceding work days: 2000 - Days preceding Non-work days: 2000	- Days preceding work days: 2200 - Days preceding Non-work days: 2200 - Live Ashore: Per Daily Routine	- Days preceding work days: 2200 - Days preceding Non-work days: 0000 - Live Ashore: Per Daily Routine	- Days preceding work days: 2200 - Days preceding Non-work days: 0200 - Live Ashore: Per Daily Routine
	Expiration (Night Students)	- Working Days: Per Daily Routine - Days preceding work day following a weekend/holiday: 2000 - Days preceding non-working days: 2000	- Working Days: 1200 - Days preceding work day following a weekend/holiday: 2200 - Days preceding non-working days: 2200 - Live Ashore: Per Daily Routine	- Working Days: Per Daily Routine - Days preceding work day following a weekend/holiday: Per Daily Routine ⁶ - Days preceding non-working days: 0000 - Live Ashore: Per Daily Routine	- Working Days: Per Daily Routine - Days preceding work day following a weekend or holiday: Per Daily Routine ⁶ - Days preceding non-working days: 0200 - Working day following weekends/holidays ⁶ : 1200 - Live Ashore: Per Daily Routine

Notes:

- (1) Only prior to non-working days with the exception of Sundays and Monday holidays.
- (2) Only on evening preceding non-training days and must be properly signed out in the liberty log as overnight.
- (3) On-base driving requires an approved NAVPERS 1336/3.
- (4) Alcohol use only if older than 21 and never within eight hours of any military obligation.
- (5) Authorized with approved deviation chit.
- (6) Night students in phase III may take overnight liberty the night preceding the first working day following a weekend or holiday. The liberty log must be properly annotated otherwise liberty expiration will expire per Barracks Daily Routine the day preceding the work day.
- (7) Two Liberty Buddies Phase I or higher will be required.

EXHIBIT 2-2

OVERNIGHT LIBERTY PLAN

NAME: _____ RATE/RANK: _____

BARRACKS: _____

LOCATION NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CELL PHONE NUMBER: _____

MODE OF TRANSPORTATION: _____

(IF POV) DESIGNATED DRIVER: _____

DATES FROM: _____ TO: _____
(TIME/DATE) (TIME/DATE)

LIBERTY BUDDIES:

NAME: _____ PHONE: _____

AGE: _____ BARRACKS: _____

NAME: _____ PHONE: _____

AGE: _____ BARRACKS: _____

NAME: _____ PHONE: _____

AGE: _____ BARRACKS: _____

PLAN (LIST EVENTS AND PLACES GOING): _____

- THIS PLAN IS TO BE SUBMITTED WITH ALL NAVPERS 1336/3 FOR OVERNIGHT LIBERTY TO INCLUDE HOTEL STAYS, CAMPING ETC., APPROVED BY BARRACKS LCPO.

- UNDER THE AGE OF 21 IS PROHIBITED FROM CONSUMING ALCOHOL.

- ALL MEMBERS WILL ADHERE TO HOTEL/ESTABLISHMENT REGULATIONS.

- EACH MORNING, ALL MEMBERS ON OVERNIGHT LIBERTY, WILL CALL THEIR BARRACKS NO LATER THAN 1200, FOR MUSTERING PURPOSES.

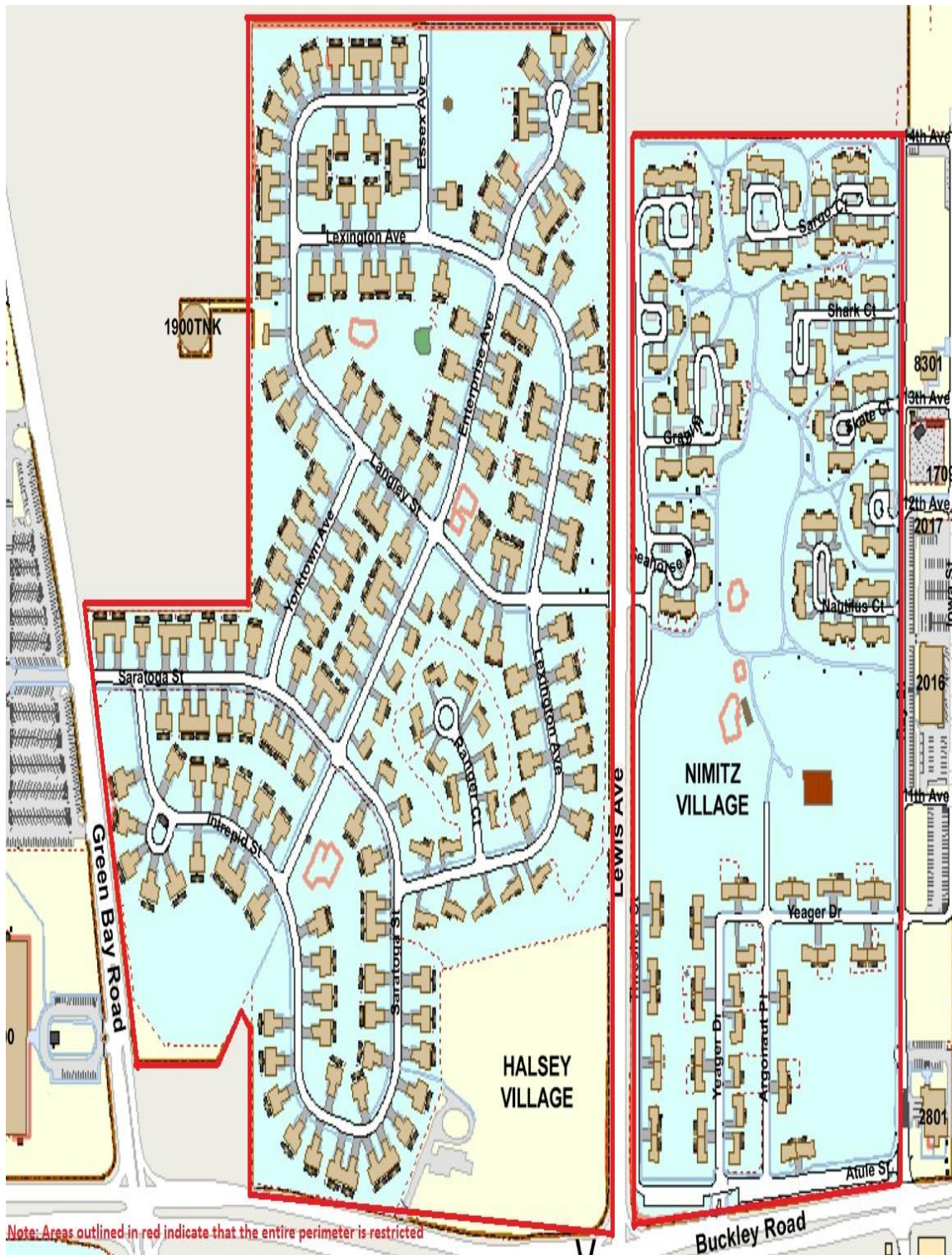
- **EMERGENCY CONTACT NUMBER - COMMAND QUARTERDECK (847) 688-3536.**

EXHIBIT 2-3

"OFF LIMITS" AREAS NAVAL STATION GREAT LAKES







TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019

CHAPTER 3
STUDENT WATCHSTANDING

3-1. **Policy.** The Navy places vast trust and responsibility in the time-honored tradition of "Standing the Watch." Watchstanding prepares students to join the U.S. Navy warfighting team by learning the skills of vigilance, judgment, leadership, and technical knowledge to keep our ships, aircraft, and shore facilities safe from harm. In aggregate, watchstanding enables our lethality, while enhancing our national defense and national security strategies. Each student, including Live Ashore students, shall qualify within 14 days of checking in to stand watch during duty days. Students placed in leadership positions within the duty section, shall ensure a standard routine is established for turnover and watchstanding conduct.

3-2. **Requirements**

a. Students shall be distributed evenly between four duty sections, excluding Military Presence (MILPRES). No person in the duty section shall leave the assigned area unless authorized by the Staff Duty Section Leader or higher authority. All duty section turnovers will be monitored by a Navy Military Training Instructor (NMTI) to ensure proper pass down between watches/sections, and to ensure watchstanders are in the prescribed uniform with a smart military appearance.

b. Personnel in a duty status are required to wear the uniform of the day while on-duty. Personnel in a duty status include all personnel in the duty section, not just those personnel on watch.

c. In general, personnel in a duty status may not leave the confines of the base, and NMTIs will only authorize duty section personnel to leave the barracks to conduct official business, including, but not limited to: mandatory night study, medical appointments or rehabilitation meetings, and religious services. In addition, students may attend voluntary extra study on-duty days if it does not interfere with duty section requirements.

d. Duty personnel shall not be in Morale, Welfare, and Recreation (MWR) establishments for any reason other than to eat in the dining area or for command-organized physical training (PT), as appropriate.

e. All student personnel are eligible watchstanders unless specifically excused by the barracks LCPO.

f. Prior to being assigned a watch, watchstanders shall be properly indoctrinated as to the basic function, duties, responsibilities, and authority of the watch. All students shall qualify as watchstanders using the command's Job Qualification Requirements (JQR). NMTIs have final approval authority for qualifications. Duty drivers must meet specific driving requirements and complete the "Driving for Life" online course.

g. Watchstanders shall stand three watches under instruction, and qualify in the function, duties, responsibilities, and authority of a watch, prior to being assigned the watch.

h. Watches shall not be assigned as a disciplinary action. Watches assigned as remediation for watch deficiencies are permitted so long as they adhere to TRASUPPCENGLAKESINST 1626.1, Assignment of Extra Military Instruction for Students and Staff.

i. Students under curriculum instruction shall NOT be assigned a watch longer than two hours in duration between taps and reveille, to include under instruction watchstanding (or the equivalent for evening/night shift students) on days preceding academic training.

j. Entry/exit monitoring of all personnel is required after scheduled school hours. All assigned watchstanders shall be thoroughly familiar with the current Force Protection conditions and entry/exit policy, and shall vigorously ensure they are enforced.

k. Bag checks are required for entry to the barracks during liberty hours. All items are to be removed and all bag pockets checked to ensure no unauthorized items enter the barracks. Additional bag checks during working hours may be required at the discretion of Fleet OIC and LCPO.

l. Watchstanders are only authorized to have water in the standard-issue clear water bottle while on watch. No other containers or liquids are allowed while on watch. All water bottles should be kept out of sight while on watch.

m. All watch logbook requirements and contents shall be consistent with the JQR and retained for a minimum of one year. Each watchstander has a duty to ensure accurate logs are maintained at all times, to include the accuracy of each person entering or leaving the barracks is properly signed out or in, has the correct pass, and is adhering to the proper rules and regulations for liberty or duty, clothing, and standards of conduct. Failing to uphold these standards may result in disciplinary actions under the Uniform Code of Military Justice. Additionally, falsifying or attempting to falsify in a log or official record in any way may also result in disciplinary actions under the Uniform Code of Military Justice.

n. Required log entries shall include, but are not limited to:

(1) Assuming, securing, and relieving the watch.

(2) Every injury, accident, or casualty that requires medical attention.

(3) Tours conducted by watchstanders, Officer of the Deck, NMTI Rover, and Command Duty Officer.

(4) Reveille and Taps.

(5) Notification of Uniform of the Day (UOD).

(6) All inspections.

(7) Departure/return of restricted personnel, if applicable.

(8) Arrival/departure of barracks NMTIs.

(9) Arrival/departure of all other command Staff, Officers in Charge and above, dignitaries, and guests.

o. Watchbills shall be reviewed by NMTIs, prior to posting, to ensure continuity and equality. It's the responsibility of all hands to review watchbills frequently.

(1) An NMTI Watchbill Coordinator will be assigned to each student duty section by the barracks Leading Chief Petty Officer (LCPO).

(2) Watchbills will be reviewed, approved, and posted in areas accessible to all hands, by the NMTI staff Watchbill Coordinator and barracks LCPO at least three days prior to execution.

(3) The posted watchbill is the official copy, clean and unmarked, except by section leader and/or NMTI. Watchstanders shall initial a separate copy maintained by the section leader.

(4) Changes to the watchbill are made on a case-by-case basis. Watchbill changes are approved by the NMTI Watchbill Coordinator. Watchstanders who become non-duty status as members of special units must inform the section leader no later than 24-hours prior to the start of the duty day in order to be exempt from watches. The barracks LCPO must give approval for non-duty status via the chain of command.

(5) All watchbills will be maintained for a minimum of one year.

p. Reaction and Assistance Team. The Reaction and Assistance Team (RAT) will consist of the Assistant Student Duty Section Leader and four duty section personnel. Personnel shall be assigned RAT duty on the watchbill. The primary function of the RAT is to assist with emergencies and other duties assigned by the LCPO, such as flooding/overflow/back up sinks etc.

(1) When notified, the NMTIs shall muster the RAT and immediately proceed as directed.

(2) Personnel on the RAT must be ready to perform their duties upon notification. It is imperative for the barracks staff to maintain accountability of RAT members at all times.

(3) The RAT will be supervised by the Master-at-Arms and will report to the duty section leader and NMTI staff as required.

EXHIBIT 3-1

**STANDARD WORDING TO BE USED WHEN PASSING INFORMATION ON THE
BARRACKS ANNOUNCEMENT SYSTEM (1MC)**

1. General guidelines:

- a. Always be professional and respectful when using the 1MC.
- b. Avoid using the term "Service Member." The Navy has a proud tradition of ranks and rates that should be used when whenever possible.
- c. Avoid using the phrase "at this time."
- d. Example for paging a student: "Seaman Recruit Smith, lay to the quarterdeck."
- e. For urgent, non-routine announcements, repeat by saying: "I say again, ..." in between repetitions.
- f. Emergencies will be announced three times, for example: "Fire, fire, fire! Fire in the third deck lounge! All hands evacuate the ship!"

2. Academic days (times vary by school/shift)

0500 - "Reveille, reveille! Reveille for all hands!"

0515 - "Sweepers, sweepers. Man your brooms, give the ship a clean sweep down. Sweep down all ladderwells, passageways, and common areas. Dump all trash in the receptacles provided."

0530 - "Muster Duty Section ___ in the main lounge."

0600 - "Muster for personnel inspection and march out."

0600 - "Muster all A/Is in the main lounge."

1030 - "Early chow for watch reliefs."

1130 - "Knock off ship's work; lunch for all hands."

1300 - "Resume ship's work; muster A/Is in the main lounge."

1630 - "Muster on-coming and off-going duty sections in the main lounge."

1700 - "Mail Call!"

1900 - "Muster all Duty Section __ personnel in the main lounge for NMT."

2100 - "Sweepers, sweepers. Man your brooms, give the ship a clean sweep down. Sweep down all ladderwells, passageways, and common areas. Dump all trash in the receptacles provided."

2130 - "All visitors are required to leave the ship."

2200 - "Liberty expires onboard for Phase I, II, and III personnel."

2200 - "Taps, taps -- lights out. Maintain silence about the decks. Quiet hours are in effect. Now taps."

3. Non-academic Days

0600 - "Reveille, reveille! Reveille for all hands!"

0630 - "Sweepers, sweepers. Man your brooms, give the ship a clean sweep down. Sweep down all ladderwells, passageways, and common areas. Dump all trash in the receptacles provided."

0730 - "Muster on-coming and off-going duty sections in the main lounge."

1300 - "Muster all Duty Section __ personnel in the main lounge for Sweepers."

1900 - "Muster all Duty Section __ personnel in the main lounge for Sweepers/Training."

2100 - "Sweepers, sweepers. Man your brooms, give the ship a clean sweep down. Sweep down all ladderwells, passageways, and common areas. Dump all trash in the receptacles provided."

2130 - "All visitors are required to leave the ship."

2200 - (Friday/Saturday): "Liberty expires onboard for Phase I personnel."
(Sunday): "Liberty expires onboard for Phase I, II, and III personnel."

2200 - "Taps, taps -- lights out. Maintain silence about the decks. Quiet hours are in effect. Now taps."

EXHIBIT 3-2

**MESSENGER OF THE WATCH (MOOW)
STUDENT JOB QUALIFICATION REQUIREMENT (JQR)**



Student Name: _____ Rate: _____

School Attending: _____

Barracks Assignment: _____

MESSENGER OF THE WATCH

NAME: _____ RATE/RANK: _____

This page is used for a record of satisfactory completion of designated sections of the JQR. Only specified supervisors may signify completion of applicable sections by either written or oral examination, or by observation of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified **Messenger of the Watch**.

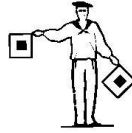
RECOMMENDED: _____ DATE: _____
(Duty Section Mentor)

RECOMMENDED: _____ DATE: _____
(Barracks LPO)

QUALIFIED: _____ DATE: _____
(Barracks LCPO)

STUDENT RECORD ENTRY: _____ DATE: _____

MESSENGER OF THE WATCH (MOOW) JQR



1.1. Prerequisite. Complete Barracks Indoctrination Course.

1.2. Tasks: Estimated completion time is two weeks.

- | | Signature/Date |
|--|----------------|
| (1) Read all applicable instructions prior to assuming the watch | _____ |
| (2) Assume/Relieve the watch | _____ |
| (3) Make entries in all liberty logs | _____ |
| (4) Close out liberty logs | _____ |
| (5) Control and issue liberty cards | _____ |
| (6) Maintain transit, smoke deck, and chow log | _____ |
| (7) Carry out the daily routine and orders, as the Petty Officer of the Watch (POOW) directs | _____ |
| (8) Assist with the control of liberty parties leaving/returning to the barracks | _____ |
| (9) Maintain Quarterdeck cleanliness | _____ |
| (10) Inspect packages and bags using barracks procedures | _____ |

1.3. Perform or simulate the immediate action for these emergency conditions:

- | | Signature/Date |
|---|----------------|
| (1) Fire | _____ |
| (2) Vandalism | _____ |
| (3) Bomb Threat | _____ |
| (4) Unauthorized access to quarterdeck | _____ |
| (5) Loss of electrical power | _____ |
| (6) Internal disturbance | _____ |
| (7) Medical emergency/accident/incident | _____ |
| (8) Facility damage | _____ |

1.4. Watches. Stand three watches under qualified supervision:

Messenger of the Watch/Normal

Signature/Date

- (1) _____
(2) _____
(3) _____

1.5. Examination.

Barracks LCPO/Leading Petty Officer (LPO) Interview
--

Date: _____

Pass/Fail: _____

Signature/Date: _____

EXHIBIT 3-3

**FIRE AND SECURITY ROVER
STUDENT JOB QUALIFICATION REQUIREMENTS (JQR)**



Student Name: _____ Rate: _____

School Attending: _____

Barracks Assignment: _____

FIRE AND SECURITY ROVER JQR

NAME: _____ RATE/RANK: _____

This page is used for a record of satisfactory completion of designated sections of the JQR. Only specified supervisors may signify completion of applicable sections by either written or oral examination, or by observation of performance. The examination or checkout need not cover every item however a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future, routine operations.

This qualification is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified **Fire and Security Rover**.

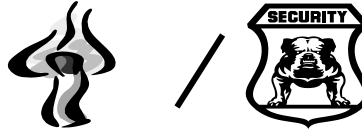
RECOMMENDED: _____ DATE: _____
(Duty Section Mentor)

RECOMMENDED: _____ DATE: _____
(Barracks LPO)

QUALIFIED: _____ DATE: _____
(Barracks LCPO)

STUDENT RECORD ENTRY: _____ DATE: _____

FIRE AND SECURITY ROVER JQR



1.1. Prerequisites. Complete Barracks Indoctrination Course

1.2. Tasks: Estimated completion time is two weeks.

Signature/Date

- (1) Read all applicable instructions prior to assuming the watch
- (2) Assume/Relieve the watch
- (3) Prevent unauthorized personnel from entering the barracks
- (4) Check all locked rooms in the barracks
- (5) Maintain continuous patrol on all decks
- (6) Report all space discrepancies to OOD
- (7) Carry out duties as OOD directs
- (8) Report to OOD at intervals not to exceed 30 minutes

1.3. Perform or simulate the immediate action for these emergency conditions:

Signature/Date

- (1) Fire
- (2) Vandalism
- (3) Bomb Threat
- (4) Unauthorized access to quarterdeck
- (5) Loss of electrical power
- (6) Internal disturbance
- (7) Medical emergency/accident/incident
- (8) Facility damage
- (9) External disturbance

1.4. Watches. Stand three watches under qualified supervision:

Fire and Security Rover/Normal	
	Signature/Date
(1)	_____
(2)	_____
(3)	_____

1.5. Examination.

Barracks LCPO/LPO Interview	
Date:	_____
Pass/Fail:	_____
Signature/Date:	_____

EXHIBIT 3-4

**PETTY OFFICER OF THE WATCH (POOW)
STUDENT JOB QUALIFICATION REQUIREMENTS (JQR)**



Student Name: _____ Rate: _____

School Attending: _____

Barracks Assignment: _____

PETTY OFFICER OF THE WATCH (POOW) JQR

NAME: _____ RATE/RANK: _____

This page is used for a record of satisfactory completion of designated sections of the JQR. Only specified supervisors may signify completion of applicable sections by either written or oral examination, or by observation of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified **Petty Officer of The Watch (POOW)**.

RECOMMENDED: _____ DATE: _____
(Duty Section Mentor)

RECOMMENDED: _____ DATE: _____
(Barracks LPO)

QUALIFIED: _____ DATE: _____
(Barracks LCPO)

STUDENT RECORD ENTRY: _____ DATE: _____

PETTY OFFICER OF THE WATCH (POOW) JQR



1.1. Prerequisites. Complete Barracks Indoctrination Course.

1.2. Tasks: Estimated completion time is two weeks.

	Signature/Date
(1) Read all applicable instructions prior to assuming the watch	<hr/>
(2) Assume/Relieve the watch	<hr/>
(3) Carry out daily routine as directed by the barracks staff/Officer of the Deck	<hr/>
(4) Make event entries in the Deck Log	<hr/>
(5) Pass the word over the 1MC	<hr/>
(6) Answer the phone	<hr/>
(7) Inspect/Control all personnel leaving on liberty	<hr/>
(8) Render Honors to officials/officers arriving on the quarterdeck	<hr/>
(9) Supervise/Control the barracks announcement system 1MC	<hr/>
(10) Maintain quarterdeck cleanliness	<hr/>
(11) Log in all visitors	<hr/>
(12) Supervise MOOW and Fire & Security Rover duties	<hr/>
(13) Update Uniform of the Day (UOD), as directed	<hr/>

1.3. Perform or simulate the immediate action for these emergency conditions:

	Signature/Date
(1) Fire	<hr/>
(2) Vandalism	<hr/>
(3) Bomb Threat	<hr/>
(4) Unauthorized access to quarterdeck	<hr/>
(5) Loss of electrical power	<hr/>
(6) Internal disturbance	<hr/>
(7) Medical emergency/accident/incident	<hr/>
(8) Facility damage	<hr/>
(9) External disturbance	<hr/>

1.4. Watches. Stand three watches under qualified supervision:

Petty Officer of the Watch/Normal
--

Signature/Date

(1) _____
(2) _____
(3) _____

1.5. Examination.

Barracks LCPO/LPO Interview

Date: _____

Pass/Fail: _____

Signature/Date: _____

EXHIBIT 3-5

**OFFICER OF THE DECK (OOD)
STUDENT JOB QUALIFICATION REQUIREMENTS (JQR)**



Student Name: _____ Rate: _____

School Attending: _____

Barracks Assignment: _____

OFFICER OF THE DECK (OOD) JQR

NAME: _____ RATE/RANK: _____

This page is used for a record of satisfactory completion of designated sections of the JQR. Only specified supervisors may signify completion of applicable sections by either written or oral examination, or by observation of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified **Officer of the Deck (OOD)**.

RECOMMENDED: _____ DATE: _____
(Duty Section Mentor)

RECOMMENDED: _____ DATE: _____
(Barracks LPO)

QUALIFIED: _____ DATE: _____
(Barracks LCPO)

STUDENT RECORD ENTRY: _____ DATE: _____

OFFICER OF THE DECK (OOD) JQR



1.1. Prerequisites. Complete Barracks Indoctrination Course.

1.2. Tasks: Estimated completion time is two weeks.

Signature/Date

- (1) Read all applicable instructions prior to assuming the watch
- (2) Assume/Relieve the watch
- (3) Carry out daily routine as directed by the barracks staff
- (4) Return all salutes
- (5) Supervise POOW, MOOW, and Fire and Security Rovers
- (6) Inspect/Control all personnel leaving on liberty
- (7) Render Honors to officials/officers arriving on the quarterdeck
- (8) Maintain quarterdeck cleanliness
- (9) Verify access authorization of all personnel
- (10) Verify liberty cards & civilian clothes authorization
- (11) Maintain good order and discipline on the Quarterdeck

1.3. Perform or simulate the immediate action for these emergency conditions:

Signature/Date

- (1) Fire
- (2) Vandalism
- (3) Bomb Threat
- (4) Unauthorized access to quarterdeck
- (5) Loss of electrical power
- (6) Internal disturbance
- (7) Medical emergency/accident/incident
- (8) Facility damage
- (9) External disturbance

1.4. Watches. Stand three watches under qualified supervision:

Petty Officer of the Watch/Normal	
	Signature/Date
(1)	_____
(2)	_____
(3)	_____

1.5. Examination.

Barracks LCPO/LPO Interview	
Date:	_____
Pass/Fail:	_____
Signature/Date:	_____

EXHIBIT 3-6

**MASTER-AT-ARMS (MAA)
STUDENT JOB QUALIFICATION REQUIREMENTS (JQR)**



Student Name: _____ Rate: _____

School Attending: _____

Barracks Assignment: _____

MASTER-AT-ARMS

NAME: _____ RATE/RANK: _____

This page is used for a record of satisfactory completion of designated sections of the JQR. Only specified supervisors may signify completion of applicable sections by either written or oral examination, or by observation of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified **Master-at- Arms**.

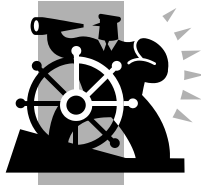
RECOMMENDED: _____ DATE: _____
(Duty Section Mentor)

RECOMMENDED: _____ DATE: _____
(Barracks LPO)

QUALIFIED: _____ DATE: _____
(Barracks LCPO)

STUDENT RECORD ENTRY: _____ DATE: _____

MASTER-AT-ARMS



1.1 Prerequisites. Complete the OOD, POOW, MOOW, and Fire and Security Rover JQR.

1.2 Tasks: Estimated completion time is two weeks.

Signature/Date

- (1) Read all applicable instructions prior to assuming the watch
- (2) Write watchbills
- (3) Muster the duty section
- (4) Muster times for the duty section
- (5) Different locations for mustering
- (6) Military bearing while mustering
- (7) Urinalysis musters
- (8) Fire alarm musters
- (9) Maintain order during duty section muster
- (10) Ensure sweepers is carried out properly

1.3. Explain the duties of the following watches:

Signature/Date

- (1) Petty Officer of the Watch (POOW)
- (2) Messenger of the Watch (MOOW)
- (3) Fire & Security Rover

1.4. Watches. Stand three watches under qualified supervision:

Duty Section Leader/Normal	
	Signature/Date
(1)	_____
(2)	_____
(3)	_____

1.5. Examination.

Barracks LCPO/LPO Interview	
Date:	_____
Pass/Fail:	_____
Signature/Date:	_____

EXHIBIT 3-7

**DUTY SECTION LEADER
STUDENT JOB QUALIFICATION REQUIREMENTS (JQR)**



Student Name: _____ Rate: _____

School Attending: _____

Barracks Assignment: _____

DUTY SECTION LEADER JQR

NAME: _____ RATE/RANK: _____

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has completed all JQR requirements for this watch station. Recommend designation as a qualified **Duty Section Leader**.

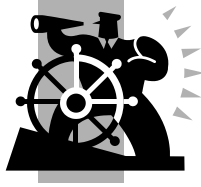
RECOMMENDED: _____ DATE: _____
(Duty Section Mentor)

RECOMMENDED: _____ DATE: _____
(Barracks LPO)

QUALIFIED: _____ DATE: _____
(Barracks LCPO)

STUDENT RECORD ENTRY: _____ DATE: _____

DUTY SECTION LEADER JQR



1.1 Prerequisites. Complete the POOW JQR.

1.2 Tasks: Estimated completion time is two weeks.

Signature/Date

- (1) Read all applicable instructions prior to assuming the watch
- (2) Write watchbills
- (3) Muster the duty section
- (4) Muster times for the duty section
- (5) Different locations for mustering
- (6) Military bearing while mustering
- (7) Urinalysis musters
- (8) Fire alarm musters
- (9) Morning musters for march out
- (10) Cleaning assignments for duty section Sweepers

1.3. Explain the duties of the following watches:

Signature/Date

- (1) Officer of the Deck (OOD)
- (2) Petty Officer of the Watch (POOW)
- (3) Messenger of the Watch (MOOW)
- (4) Fire & Security Rover

1.4. Watches. Stand three watches under qualified supervision:

Duty Section Leader/Normal	
	Signature/Date
(1)	_____
(2)	_____
(3)	_____

1.5. Examination.

Barracks LCPO/LPO Interview	
Date:	_____
Pass/Fail:	_____
Signature/Date:	_____

EXHIBIT 3-8

**BARRACKS YEOMAN (YN)
STUDENT JOB QUALIFICATION REQUIREMENT (JQR)**



Student Name: _____ Rate: _____

School Attending: _____

Barracks Assignment: _____

BARRACKS YEOMAN (YN)

NAME: _____ RATE/RANK: _____

This page is used for a record of satisfactory completion of designated sections of the JQR. Only specified supervisors may signify completion of applicable sections by either written or oral examination, or by observation of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified **Restricted Barracks Yeoman**.

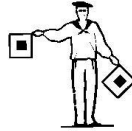
RECOMMENDED: _____ DATE: _____
(Duty Section Mentor)

RECOMMENDED: _____ DATE: _____
(Barracks LPO)

QUALIFIED: _____ DATE: _____
(Barracks LCPO)

STUDENT RECORD ENTRY: _____ DATE: _____

BARRACKS YEOMAN (YN) JQR



1.1. Prerequisite. Phase 3 Liberty Qualified. Complete Personally Identifiable Information course on My Navy Portal, E-Learning.

1.2. Tasks: Estimated completion time is three weeks.

	Signature/Date
(1) Read all applicable instructions prior to assuming the watch	<hr/>
(2) Explain all student watch stations duties and responsibilities	<hr/>
(3) Answer telephones	<hr/>
(4) Pass the word over the 1MC	<hr/>
(5) Carry out the daily routine and orders, as the Navy Military Training Instructor (NMTI) directs	<hr/>
(6) Assist with the control of liberty parties leaving/returning to the barracks	<hr/>
(7) Handle and maintain Student files	<hr/>
(8) Make Student Liberty cards & Student files	<hr/>
(9) Student check-in/check-out procedures	<hr/>
(10) Student leave chit procedures	<hr/>
(11) Special request chit routing procedures	<hr/>
(12) Maintain Student Transit log	<hr/>
(13) Review Deck logs and Liberty logs using barracks procedures.	<hr/>
(14) Report Deck log and Liberty log discrepancies on the Purge log	<hr/>
(15) Discuss pass down/turnover procedures and items	<hr/>
(16) Review Phase Liberty card muster procedures	<hr/>
(17) Assume/Relieve the watch	<hr/>
(18) Report SIQ Students to NMTI	<hr/>
(19) Updating BEQ Student population numbers	<hr/>
(20) Medical/Dental Student notification	<hr/>
(21) Convene/Graduation Student notification	<hr/>
(22) Weekend phone muster procedures	<hr/>
(23) Discuss BEQ key handling procedures	<hr/>
(24) Assist NMTI with Student marching details and elements	<hr/>

(25) Assist NMTI with restricted personnel check-in

Signature/Date

(26) Explain restricted personnel log requirements

(27) Explain escort requirements for restricted personnel

(28) Discuss restricted personnel daily routine

(29) Assist NMTI in restricted personnel muster

1.3. Perform or simulate the immediate action for these emergency conditions:

Signature/Date

(1) Fire

(2) Vandalism

(3) Bomb Threat

(4) Unauthorized access to quarterdeck

(5) Loss of electrical power

(6) Internal disturbance

(7) Medical emergency/accident/incident

(8) Facility damage

(9) External disturbance

(10) Unauthorized absence for personnel (including restricted)

1.4. Watches. Stand three watches under qualified supervision:

Barracks Yeoman/1 Day Shift/1 Night Shift/1 Weekend Shift

Signature/Date

(1) _____
(2) _____
(3) _____

1.5. Examination.

Barracks LCPO/Leading Petty Officer (LPO) Interview

Date: _____

Pass/Fail: _____

Signature/Date: _____

TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019

CHAPTER 4
STUDENT MOVEMENT

4-1. **Policy**. Marching or walking in formation is required of all students, E-4 and below, from reveille until liberty call Monday through Friday, when there are four or more students proceeding to/from assignments in the same general direction or the same destination. Exceptions will be made during inclement weather and during heightened force protection measures.

4-2. **Guidelines**

a. Formation leaders shall be the senior Sailor and responsible for good order and discipline, rendering proper military courtesies and considering the safety of the formation at all times.

b. Students will halt at all intersections or other vehicular traffic areas, and wait at attention until safe to proceed, as determined by the formation leader.

c. Formation leaders will post road guards at intersections where vehicular traffic crosses the path of the formation. Road guards shall wear reflective vests while in marching formation and not carry anything during the performance of their duties. They shall not be called out while moving to and from the intersection regardless of the time of day, unless conditions present an unsafe situation to the formation leader. Road guards will take their position in the center of the traffic lane, just outside the crosswalk, and halt momentarily, then come to parade rest and extend the right arm with the palm open. When called back, they will return to their original positions in the formation and carry on.

d. Individuals who are walking may pass a formation on the starboard side, as long as they remain on the sidewalk and do not present an unsafe condition for the formation or themselves. Headphones or similar devices are prohibited while walking in uniform and/or civilian clothes.

e. All students must sign out in the appropriate log during working hours or if on duty, during liberty hours in order to leave the barracks. Appropriate log includes the transit log, smoke deck log, or chow log. Watchstanders will review logs periodically to ensure personnel are signed out correctly and for an appropriate period of time.

f. Pedestrians will use sidewalks and crosswalks at all times, staying off the grass unless participating in athletic activities.

TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019

CHAPTER 5
LIVE ASHORE POLICY

5-1. **Eligibility**

a. Students must meet the following criteria:

(1) Permanent Change of Station orders must reflect a school period of greater than 20 weeks, an Accounting Category Code of 342, and authorize dependents to accompany the student while assigned to Training Support Center, Great Lakes.

(2) Dependents must be documented on the NAVPERS 1070/602 Dependency Application/Record of Emergency Data.

(3) Dependents must reside in the Naval Station Great Lakes (NSGL) area and in the same residence as the Service Member. Dependents must move to the NSGL area within a reasonable time frame and maintain residence in this area, and must remain in the same household as the Service Member throughout the Service Member's duration at this command.

(4) Students are responsible for providing their own transportation to base, as well as arriving to work each day on time.

(5) Service Members residing in a barracks whom marry another Service Member whom also resides within a barracks, will be considered for Live Ashore status on a case-by-case basis.

(6) Students must maintain a record free of disciplinary and academic problems.

(7) Dual military (military married to military) students with a spouse whom resides in the NSGL area.

(8) Single parents with physical custody of dependents who reside in the NSGL area and documented on the NAVPERS 1070/602, must provide a copy of their most current NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate.

(9) Students with Accounting Code 341 will be considered on a case-by-case basis.

b. Students approved for Live Ashore, shall not allow any "non-Live Ashore" students to enter their residence at any time.

5-2. **Application Procedures**

a. Application. Students must submit the NAVPERS 1336/3 (Special Request Authorization) which reflects: "Respectfully Request for Live Ashore status per TRASUPPCENGLAKESINST 1616.1C," via the barracks chain of command (Navy Military Training Instructors, Leading Chief Petty Officers), to the Fleet Officer in Charge for final approval.

b. Application approval. Once the Special Request Chit is approved, the student is required to bring the chit to his/her respective Command Pay and Personnel Administrator after signing a Statement of Understanding - Live Ashore Policies (NAVPERS 1070/613).

5-3. **Removal Policy.** The Commanding Officer, Training Support Center, Great Lakes reserves the right to remove the privilege of Live Ashore for any student who does not maintain *all* eligibility requirements for Live Ashore status. The privilege will be revoked and the student will be required to reside in assigned barracks. Any student who receives non-judicial punishment must reapply for Live Ashore status.

TRASUPPCENGLAKESINST 1616.1D
15 Apr 2019

**APPENDIX A
SAMPLE OF FORMS**

**APPENDIX A-1
SAMPLE
NAVCOMPT 3065 LEAVE REQUEST/AUTHORIZATION**

LEAVE REQUEST/AUTHORIZATION
NAVCOMPT FORM 3065 (3PT) (REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM
ARE ON THE REVERSE OF PART 3.

**SEE REVERSE FOR
PRIVACY ACT
STATEMENT**

1. DATE OF REQUEST		2. FOR ADMIN. USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO.		LEAVE CONTROL NO.	
3. SSN		4. NAME (Last, First, MI)			5. PY GRADE
6. SHIP/STATION		7. DEPT/DIV	8. DUTY SECTION	9. DUTY PHONE	
10. TYPE LEAVE <input type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER _____			FOR USE OUTUS ONLY 11a. Leaving Area of PERMDUSTA <input type="checkbox"/> YES <input type="checkbox"/> NO 11b. Taking Leave INCONUS <input type="checkbox"/> YES <input type="checkbox"/> NO		12. MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN
13. DAYS REQUESTED	14. FROM (Hour, Date) (YYMMDD)		15. TO (Hour, Date) (YYMMDD)		16. NORMAL WORKING HOURS DAY OF DEPARTURE: FROM: TO: DAY OF RETURN: FROM: TO:
17. LEAVE BALANCE DAYS AS OF	18. LEAVE USED THIS FY		19. LEAVE PHONE () -		21. RATION STATUS (Enlisted) <input type="checkbox"/> COMMUTED RATIONS (COMRATS) <input type="checkbox"/> Meal Pass No. _____ Entitled to EDF meals except during periods of leave
20. LEAVE ADDRESS					
I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UN-EXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.					22. SIGNATURE OF APPLICANT
RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO					DATE
23. APPROVED DISAPPROVED <input type="checkbox"/> <input type="checkbox"/>					
24. COMMENTS/REMARKS					
25. SHIP OR STATION (Including telegraphic address)			26. REPORT ON EXPIRATION OF LEAVE TO (if other than block 25)		
DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (*YYMMDD)	28a. HOUR	28b. DATE (*YYMMDD)	29a. HOUR	29b. DATE (*YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. OOD'S SIGNATURE	
IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15660) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.		30. INCLUSIVE LEAVE PERIOD TO BE CHARGED		FIRST: (YY) (MM) (DD)	LAST: (YY) (MM) (DD)
31. NO. OF DAYS					
I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.		32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE		33. CERTIFYING OFFICER'S SIGNATURE	

FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE.

APPENDIX A-2
SAMPLE
NAVPERS 1336/3 - SPECIAL REQUEST/AUTHORIZATION

SPECIAL REQUEST/AUTHORIZATION			
PRIVACY ACT STATEMENT THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301. THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY, FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.			
1. NAME:		2. RATE:	
3. SHIP OR STATION:		4. DATE OF REQUEST (YYYYMMDD): DD	
5. DEPARTMENT/DIVISION:		6. DUTY SECTION/GROUP:	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER			
8. NO. OF DAYS REQUESTED:	FROM (DATE AND TIME):		TO (DATE AND TIME):
9. DISTANCE (MILES):	MODE OF TRAVEL: <input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS		
10. LEAVE ADDRESS:			11. TELEPHONE NUMBER:
12. REASON FOR REQUEST:			
13. SIGNATURE OF APPLICANT:			
14. I am eligible and obligate myself to perform all duties of person making application.		SIGNATURE OF STANDBY:	DUTY STATION:
15. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

APPENDIX A-3
SAMPLE
NAVPERS 1070/613 ADMINISTRATIVE REMARKS
Statement of Understanding - Student Policies and Handbook Receipt

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION: Training Support Center, Great Lakes, IL			
SUBJECT: Statement of Understanding - Student Policies and Handbook Receipt		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY AUTHORITY (IF PERMANENT)	
<p>_____ : As of this date, I confirm that I have received a copy of TRASUPPCENGLAKESINST 1616.1D - Student Policies. I affirm that I have read the instruction in its entirety and understand all the policies it contains. I further understand that non-compliance with any policies within may result in disciplinary action.</p> <p style="text-align: center;">_____ Signature/Date</p> <p style="text-align: center;">Witnessed: _____ Signature/Date</p>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		DATE:	
NAME(LAST, FIRST, MIDDLE):		SIGNATURE OF VERIFYING OFFICIAL:	
		SOCIAL SECURITY NUMBER: XXX-XX-	BRANCH AND CLASS

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

APPENDIX A-4
SAMPLE
NAVPERS 1070/613 ADMINISTRATIVE REMARKS
Statement of Understanding - Commanding Officer's Policy Statements

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION: Training Support Center, Great Lakes			
SUBJECT: Statement of Understanding - Commanding Officer's Policy Statements		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY AUTHORITY (IF PERMANENT)	
<p>_____ : As of this date, I confirm that I have been briefed on TRASUPPCENGLAKESINST 3121.1A.</p> <p>_____ : Equal Opportunity and Equal Employment Opportunity</p> <p>_____ : Anti-Harassment and Prevention of Sexual Harassment</p> <p>_____ : Use of Alcohol</p> <p>_____ : Fraternalization</p> <p>_____ : Hazing</p> <p>_____ : Sexual Assault Prevention and response</p> <p>_____ : Command Environmental Impact</p> <p>_____ : Occupational Safety and Health</p> <p>_____ Signature/Date</p> <p>Witnessed: _____ Signature/Date</p>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		DATE:	
NAME(LAST, FIRST, MIDDLE):		SIGNATURE OF VERIFYING OFFICIAL:	
		SOCIAL SECURITY NUMBER: XXX-XX-XXXX	
		BRANCH AND CLASS	

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APPENDIX A-5
SAMPLE
NAVPERS 1070/613 ADMINISTRATIVE REMARKS
Statement of Understanding - Student Liberty Policy

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION: Training Support Center, Great Lakes			
SUBJECT: Statement of Understanding - Student Liberty Policy		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
		AUTHORITY (IF PERMANENT)	
<div style="display: flex; justify-content: space-between;"><div style="width: 10%; border-bottom: 1px solid black; margin-bottom: 5px;"></div><div><p>As of this date, I confirm that I have received and understand command Liberty Policy as determined by TRASUPPCENGLAKESINST 1616.1D. I further understand that non-compliance with the policy contained may result in disciplinary action.</p><p>I have been counseled on the following:</p><ul style="list-style-type: none">- Liberty Phase Policies- Liberty Expiration- Liberty Check Out/Log Procedures- Alcohol Policy- Restricted/Off-Limit Areas- Liberty Buddy Policy- Uniform Requirements- Civilian Clothes Policy- Cell Phone and Headphone Use- Base Facilities- Military Bearing and Conduct- Public Displays of Affection- Sexual Assault Prevention and Response Program- Barracks Regulations- Sexual Harassment- Driving Privileges- Liberty Call- Liberty Buddy Policy</div></div> <div style="margin-top: 20px; text-align: right;"><div style="display: flex; justify-content: flex-end;"><div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="text-align: left; margin-left: 10px;">Signature/Date</div></div><div style="margin-top: 10px; text-align: right;"><div style="display: flex; justify-content: flex-end;"><div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="text-align: left; margin-left: 10px;">Witnessed: Signature/Date</div></div></div></div>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		SIGNATURE OF VERIFYING OFFICIAL:	
NAME(LAST, FIRST, MIDDLE):		SOCIAL SECURITY NUMBER: XXX-XX-XXXX	BRANCH AND CLASS

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APPENDIX A-6
SAMPLE
NAVPERS 1070/613 ADMINISTRATIVE REMARKS
Statement of Understanding - Student Driving Policy/Authorized Parking

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION: Training Support Center, Great Lakes			
SUBJECT: Statement of Understanding Student Driving Policy/Authorized Parking		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
		AUTHORITY (IF PERMANENT)	
<p>_____ : As of this date, I have been authorized driving privileges while assigned to Training Support Center, Great Lakes. I understand that these privileges may be revoked if I fail to maintain eligibility or compliance with the policies/restrictions as defined in TRASUPPCENGLAKESINST 1616.1D, and as follows:</p> <ul style="list-style-type: none">- I understand that I am never to drive during normal school/duty hours.- I understand that I am not authorized to drive/ride a motorcycle or off-road/recreational vehicle.- I understand that I must maintain a current driver's license, state registration, and insurance.- I understand that I must register my vehicle with the Naval Station Great Lakes Badge and Pass Office.- I understand that I am only allowed to park in authorized student parking areas.- I understand that if I am under the age of 25, I must complete the Drive for Life course.- I understand that if I encounter any disciplinary problems, my privileges may be revoked. <p>I further understand the following are the only authorized student parking areas:</p> <ul style="list-style-type: none">- Parking lot located east of the base Post Office, between Sampson St. and Post Office.- Parking area south of MR "A" School, between MR "A" School and the softball fields.- Parking lot located north of the Navy Exchange, west of Sampson St.- Last five rows (west) of Bldg. 6301 parking lot (USS Cole residents only).- Parking lot located east of Bldg. 621.- Parking lot between McDonald's and Epicenter.- All center rows of Camp Berry parking lot.- All but the first row in the Bldg. 833/834 parking lots (USS Franklin residents only). <div style="text-align: right; margin-top: 20px;"><p>_____ Signature/Date</p><p>Witnessed: _____ Signature/Date</p></div>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		SIGNATURE OF VERIFYING OFFICIAL:	
DATE:			
NAME(LAST, FIRST, MIDDLE):		SOCIAL SECURITY NUMBER: XXX-XX-XXXX	
		BRANCH AND CLASS	

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APPENDIX A-7
SAMPLE
NAVPERS 1070/613 ADMINISTRATIVE REMARKS
Statement of Understanding - Student Live Ashore Policy

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION: Training Support Center, Great Lakes			
SUBJECT: Statement of Understanding - Student Live Ashore Policy		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
		AUTHORITY (IF PERMANENT)	
<p>_____ : As of this date, I have been authorized Live Ashore status while assigned Training Support Center, Great Lakes. I further understand that the Commanding Officer reserves the right to remove my Live Ashore status if I do not maintain all eligibility requirements. I understand that if my Live Ashore is revoked for Non-Judicial Punishment or any disciplinary issues, I will be required to reside in my assigned barracks and to reapply for Live Ashore status when eligible. I understand that no other student is permitted in my off-base residence at any time.</p> <p style="text-align: center;">_____ Signature/Date</p> <p style="text-align: center;">Witnessed: _____ Signature/Date</p>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		DATE:	
NAME(LAST, FIRST, MIDDLE):		SIGNATURE OF VERIFYING OFFICIAL:	
		SOCIAL SECURITY NUMBER: XXX-XX-XXXX	BRANCH AND CLASS

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APPENDIX A-8
SAMPLE
NAVPERS 1070/613 ADMINISTRATIVE REMARKS
Statement of Understanding - Vaping Policy and Authorized Smoking Areas

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION: Training Support Center, Great Lakes			
SUBJECT: Tobacco/Vaping Policy and Authorized Smoking Areas		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
		AUTHORITY (IF PERMANENT)	
<p>This command strictly adheres to the Navy's Tobacco Policy as set forth by SECNAVINST 5100.13E. This command is an environment that supports smoking abstinence and discourages the use of any tobacco products. Use of tobacco products, including smokeless tobacco products and electronic cigarettes, is prohibited in all command barracks/buildings. Any and all tobacco products may only be used in designated smoking areas.</p> <p>**Violations will be considered on a case-by-case basis for disciplinary action.**</p> <p>I understand and will comply with the Navy/command's rules and regulations as described above regarding tobacco products, including smokeless tobacco and electronic cigarettes.</p> <p style="text-align: center;">_____ Signature/Date</p> <p style="text-align: center;">Witnessed: _____ Signature/Date</p>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		DATE:	
NAME(LAST, FIRST, MIDDLE):		SIGNATURE OF VERIFYING OFFICIAL:	
		SOCIAL SECURITY NUMBER: XXX-XX-XXXX	BRANCH AND CLASS

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APPENDIX A-9
SAMPLE
NAVPERS 1070/613 ADMINISTRATIVE REMARKS - Naval Special Warfare
Preparatory School (NSWPS) Additional Requirements

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION: Training Support Center, Great Lakes			
SUBJECT: Statement of Understanding - Naval Special Warfare Preparatory School (NSWPS) Additional Requirements		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
		AUTHORITY (IF PERMANENT)	
<p>Due to the nature of the program I am enrolled in, I understand that:</p> <p>_____ : Fleet returnees will be in a DUTY section and required to stand watches. Initial</p> <p>_____ : Fleet returnees will be able to drive while in Phase I for official business only, as long as all Initial proper documentation is routed through the chain of command.</p> <p>_____ : In addition to meeting all TRASUPPCENGLAKESINST 1616.1D requirements for Initial advancement to Phase III Liberty, I must also successfully complete the NSWPS Mock Exit Test.</p> <p>_____ : Students that fail the NSWPS Mock Exit Test will be reduced to Permanent Phase I Liberty. Initial</p> <p>_____ : Students are subject to phase down if there is a discipline issue, lack of military bearing, Initial and/or a determination of poor performance.</p> <p style="text-align: right;">_____ Signature/Date</p> <p style="text-align: right;">Witnessed: _____ Signature/Date</p>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		DATE:	
SIGNATURE OF VERIFYING OFFICIAL:			
NAME(LAST, FIRST, MIDDLE):		SOCIAL SECURITY NUMBER: XXX-XX-XXXX	
		BRANCH AND CLASS	

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DEPARTMENT OF THE NAVY
TRAINING SUPPORT CENTER
320A DEWEY AVE
GREAT LAKES, ILLINOIS 60088-2911

IN REPLY REFER TO:

TRASUPPCENGLAKESINST 1616.1D CH-1

N3

23 Oct 2019

TRASUPPCENGLAKES INSTRUCTION 1616.1D CHANGE TRANSMITTAL 1

From: Commanding Officer, Training Support Center, Great Lakes

Subj: STUDENT POLICIES

Encl: (1) Revised Page 1-12 of Enclosure (1)

1. Purpose. To transmit Change 1 to the basic instruction.
2. Action. Remove page 1-12 of enclosure (1) and replace with enclosure (1) of this transmittal.


D. DWYER

Distribution:

Electronic only, via

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