



DEPARTMENT OF THE NAVY

TRAINING SUPPORT CENTER
320A DEWEY AVE
GREAT LAKES, ILLINOIS 60088-2911

Canc: May 2021
IN REPLY REFER TO:

TRASUPPCENGLAKESNOTE 1616
N00CMC
18 Nov 2020

TRASUPCENGLAKESNOTE 1616

From: Commanding Officer, Training Support Center, Great Lakes

Subj: ADVANCE DIRECTIVE FOR PENDING POLICY CHANGES

Ref: (a) TRASUPPCENGLAKESINST 1616.1D
(b) TRASUPPCENGLAKESINST 1020.2B

Encl: (1) Coffee Mess Request/Authorization

1. Purpose. Effective immediately, the policies specifically outlined below are modified in references (a) and (b). All other provisions contained in references (a) and (b) remain in effect pending release of updated instructions of the same subject.
2. Appliances. For the safety and protection of all personnel and facilities, cooking food is not permitted in rooms. Only appliances used to warm food are authorized (i.e. microwaves and coffee makers/pots). Automatic timers shall not be used for coffee makers/pots. Appliances used to cook or heat up food are not authorized in rooms (i.e. slow cookers, deep fat fryers, electric fry pans, "George Foreman Grills", electric burner). If found during a room inspection, unauthorized cooking appliances will be removed from the space.
 - a. All appliances will be required to be approved for use by the barracks Leading Chief Petty Officer in writing utilizing enclosure (1).
 - b. All appliances will be unplugged while not in use.
3. Daily Room Standards. Racks shall be neatly made with pillow folded 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 of once per week. One pair of footwear may be stored neatly under the rack. One cover may be stowed neatly on the desk. Personal photos are allowed to be displayed in a two foot by two foot area directly adjacent to each rack, affixed to the wall using removable adhesive strips only. Any item that punctures the wall (staples, thumb tacks, push pins, etc.) and adhesive tape is NOT authorized due to potential damage of the wall. Photos and personal effects displayed shall be in good taste. Images containing the use of controlled substances, advocating drug abuse, gang related activity, racial, ethnic, or gender based overtones, sexual language or action, obscene or unpatriotic words, slogans, and symbols are prohibited.
4. General civilian clothing guidelines. Skin tight clothing, specifically yoga pants, tights, and "skinny jeans" are authorized to be worn as civilian attire. All other restrictions contained in reference (b) remain in effect.
5. Action. Officers in Charge will ensure compliance with this directive.


P. H. SUTTON

COFFEE MESS REQUEST/AUTHORIZATION

NAME: _____ BLDG: _____ ROOM: _____

1. Permission is requested to operate a _____
(Make/Model, Style)

2. Subject to the requirements outlined in TRASUPPCENGLATES NOTE 1616 and NSGLINST 11320.3A and the below additional regulations:

a. The appliance and area shall be maintained in a clean, sanitary condition at all times. At the first sign of insects, the area shall be secured and thoroughly scrubbed with soap and water.

b. Coffee makers shall be of the electric type, with self-contained, tightly enclosed heating elements, preferably automatic. All appliances shall be UL listed and approved.

c. All appliances shall rest upon a non-absorbent, fire-resistant surface that does not conduct electricity.

d. Appliances shall be placed in a well-lighted and well-ventilated area. Electric cords must plug directly into the receptacle. Use of extension cords or power strips for powering coffee pots is not authorized.

e. Hot plates or other heating devices with exposed heating elements are prohibited.

f. Programmable coffee pots are not authorized.

g. All appliances will be unplugged while not in use.

Signature of Requester

Date

FOR USE BY BEQ STAFF ONLY

Meets all applicable safety standards Yes _____ No _____

Signature of NMTI

Date

APPROVED

DISAPPROVED

Signature of Barracks LCPO

Date