



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:
NASOCEANAINST 1500.4G

11

MAR 26 1984

NAS OCEANA INSTRUCTION 1500.4G

Subj: TRAINING CLASSROOM MANAGEMENT AND RESERVATIONS

Encl: (1) Training Classroom Reservation Form

1. Purpose. To establish policy and guidelines for the coordination and management of training classrooms in Building 531.

2. Cancellation. NASOCEANAINST 1500.4F.

3. Discussion. This installation has invested a great deal of resources to provide superlative training facilities for our personnel. These facilities are available for departments and commands on board the installation to reserve for training purposes.

4. Reservation Procedures for Training Classrooms

a. Classrooms. To reserve a training classroom, departments and tenants shall complete enclosure (1). Upon completion, deliver to the Navy College Office, Building 531 or fax to 433-3200, Attn: Director, Navy College Office, for review and confirmation. The Director, Navy College Office is delegated the responsibility of reviewing and providing confirmation for all reservations that are scheduled for training classrooms. Requests will be handled on a "first come, first served basis." Classrooms are available Monday through Friday, 0730 to 1600.

5. Responsibilities. Tenant Commanding Officers/Officers in Charge and Department Heads/Special Assistants shall:

a. Ensure procedures are followed to reserve required training classrooms.

b. Coordinate with the Navy College Office to schedule the use of training classrooms.

c. Ensure training facilities are left clean and orderly. No food or beverages are permitted in classrooms. There are tiled hallways outside of the classroom area for the consumption of food and beverages. The organizational point of contact is responsible for all trash removal and tidiness of the facilities following a session and must check out with Navy College prior to leaving the building.

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d. The point of contact shall ensure that all instructional materials are removed from the training classrooms or stored at the end of each day if the class is longer than one day.

e. Ensure the organizational point of contact coordinates with the Navy College Office all use of audiovisual equipment and disconnect all equipment used. As a safety precaution, only Navy College Office staff is permitted to open or close partitions in the training classroom area.

f. Smoking is not allowed at any of the entrances to the building. A smoking gazebo has been installed near the loading dock in the back of the building. The organizational point of contact is responsible for directing personnel to the appropriate location to smoke.

g. Ensure all audiovisual equipment is returned to the appropriate agency upon completion of a training session. Navy College is not responsible for returning equipment borrowed from other agencies.

6. Action

a. The Navy College Office Director shall:

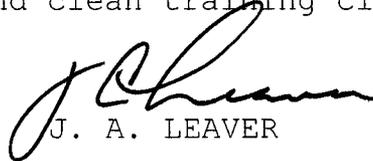
(1) Assist tenant Commanding Officers/Officers in Charge and Department Heads/Special Assistants in scheduling training activities in training classrooms.

(2) Respond to all requests for training classroom reservations within four working days. Confirmations and declinations shall be provided in writing to the requesting organization.

(3) Any conflicts due to scheduling between commands shall be adjudicated by NAS Oceana Command Master Chief.

NOTE: NAVYWIDE ADVANCEMENT EXAMINATIONS SHALL HAVE PRECEDENCE OVER ALL OTHER REQUIREMENTS.

b. The Leading Chief Petty Officer/Leading Petty Officer for the Restricted Barracks shall provide personnel as requested by Navy College to maintain and clean training classrooms.



J. A. LEAVER

Distribution:
NASOCEANAINST 5216.1X
Lists I, III, IV and V

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Naval Air Station Oceana
Training Classroom Reservation

Please print clearly.

Date Submitted: _____

From: _____
(Name and title of person submitting request)

Organization: _____

Training Topic: _____

Point of Contact: _____

POC Telephone Number: _____

Fax Number: _____

Email address: _____

Number of Personnel: _____ Number of Rooms Required: _____
(max. seating per room is 24)

Date(s) Required: From: _____ To: _____
(mm/dd/yy) (mm/dd/yy)

Time Required: From: _____ To: _____
(Ex: 0730) (Ex: 1600)

Audiovisual Equipment Required:

____ TV/VCR ____ Overhead Projector ____ Computer projector
(PowerPoint)

*Organizations are asked to submit a reservation form for each session or group.

Enclosure (1)