

DPTMS

Training Support Center

Classroom & Conference Room SOP

- Units/Organizations must submit a Classroom Request Form for use of the classrooms/conference room. Classrooms will be used for **TRAINING PURPOSES ONLY**. Units conducting classified training will indicate this on the classroom request and comply with all applicable rules and regulations of classified briefings.
- Classes/training must be completed NLT 1600 hours without prior approval. Doors open automatically at 0730 and lock automatically at 1600. If your training starts before 0730, you will be responsible for manning the door to ensure access to the building. **DO NOT PROP DOORS** open with objects or you will be responsible for any malfunctions of the doors.
- We are **NOT** responsible for **MAKING COPIES** or printing documents for you. Please plan accordingly.
- Clean up and clearance by TSC staff will be completed prior to 1600 hours.
- Request must state what equipment will be brought into the classroom (Podiums, speakers, banners, posters, maps, etc...). **NO ITEMS** will be **ATTACHED**, affixed, taped, stapled, glued or secured in any way **TO WALLS**, doors, tables or any area or object in the classroom.
- Classroom Rules will apply to all classes or meetings scheduled. Rules are posted in each classroom and conference room.
- After cleaning the classroom, designated TSC staff will conduct a final inspection with assigned personnel to clear the classroom. All noted **DEFICIENCIES** will be **CORRECTED** immediately. Failure to do so will result in the unit or organization being banned from using classrooms in the future (see cleaning checklist). When final inspection is complete, items provided from TSC will be returned to the TSC.
- Units /organizations using the facility will instruct all personnel to **PARK** across the street in the parking area **ADJACENT TO PIKE FIELD**. Do not park in the warehouse area or on the grass lining the facility.

The following are POC's for scheduling TSC classes/training:

(Primary) Julia Kelley (910) 908-2487
julia.t.kelley.civ@mail.mil

(Alternate) Carol Flemming (910) 396-2023
carol.a.flemming.civ@mail.mil

DPTMS

Training Support Center

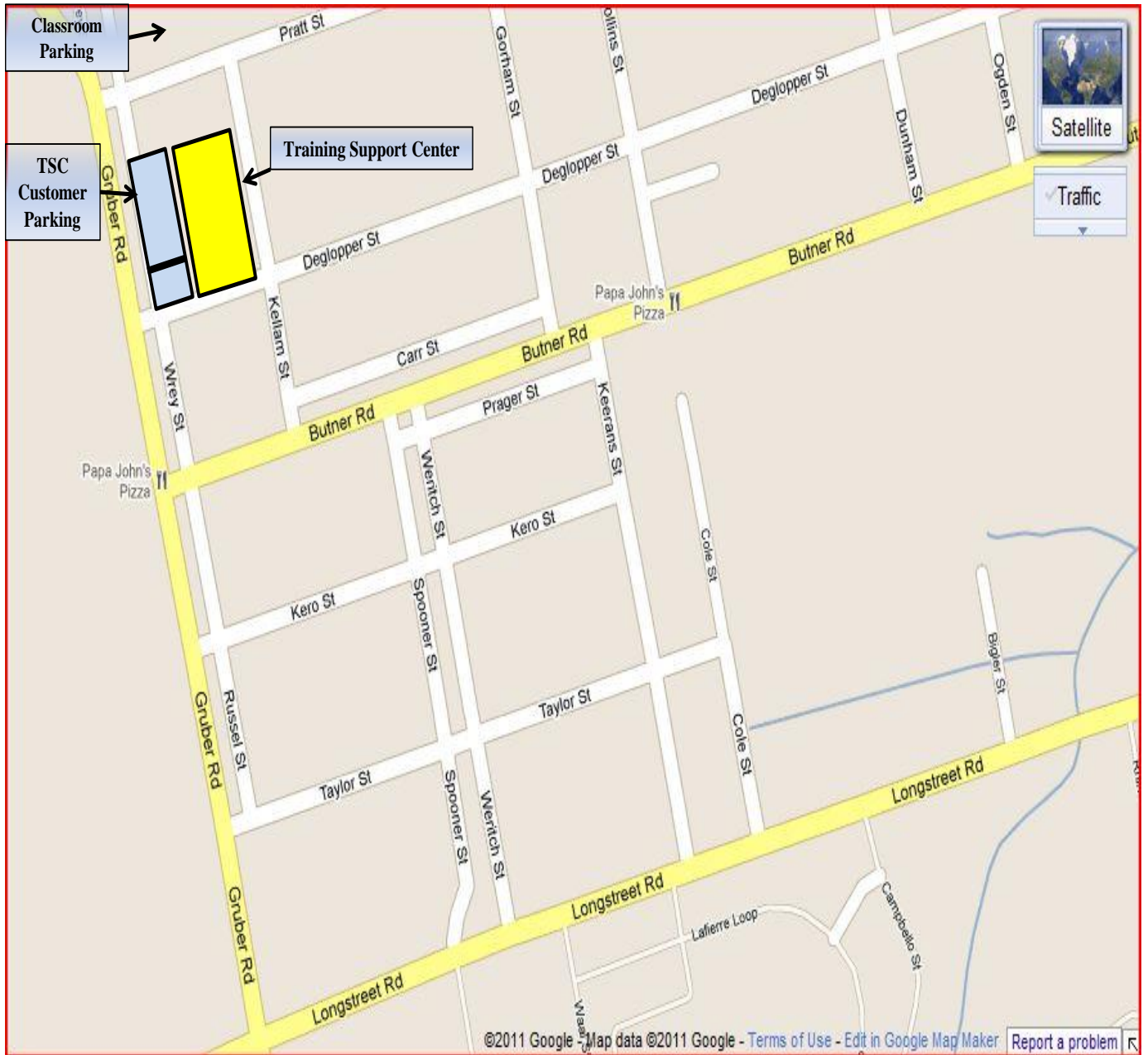
Classroom & Conference Room Rules

- Units/Organizations will provide an NCOIC/OIC by name to be responsible for the use of the conference room/classroom(s). This individual will sign for equipment and keys (if needed) on a temporary hand receipt. The NCOIC/OIC is required to be on site during training to ensure equipment and the facility is not damaged. For **weekend training** the NCOIC/OIC will come to the TSC on **Friday, before 1400**, to sign for a Key Card to access the facility, the Classroom and/or Conference Room. TSC staff will inspect the Classroom and/or Conference Room first thing Monday morning. The NCOIC/OIC is responsible for returning the Key Card on Monday, before 0900. If there are any deficiencies, the NCOIC/OIC will correct them immediately. All training must end at 1600 on last day of training to ensure it has been cleared and ready for the next scheduled training.
- Food and drinks will not be placed nor consumed on student tables or conference table. The back of classrooms may be used as a break area for your consumption. Room 16 is the designated break area. There is a microwave, refrigerator, and coffee pot for your convenience. We **do not** supply coffee, cups, utensils, napkins, ect... If you choose to use the break room, it is your responsibility to keep it clean at all times.
- This is a **smoke-free building** (this includes smokeless tobacco). Tobacco products will be consumed outside in the designated smoking area, which is located on each side of the building. You must be 50 feet away from the building and put your cigarette butts in the cigarette butt receptacle.
- Cell phones must be turned off or on vibrate.
- Noise and language discipline will be enforced at all times.
- Classrooms must be cleaned, vacuumed, all tables wiped off, trash taken out and replacement liner put in trashcans each day of training (see clean up checklist).
- **DO NOT ADJUST A/V EQUIPMENT.** If there are technical issues with the A/V equipment, notify TSC staff.
- **DO NOT SIT OR LEAN ON THE TABLES.** Tables are not designed to support the weight of the human body and may break causing damage or injury.
- **DO NOT REARRANGE FURNITURE.**
- Place chairs back under tables when finished using the classroom.

ADDITIONAL NOTES

- Do not attempt to fix anything. If problems occur, contact TSC staff for assistance.
- Only TSC staff is authorized to operate classroom divider and media center.
- Provide the TSC staff a copy of your sign in roster or the **total number** of students/personnel who attended.

DPTMS TRAINING SUPPORT CENTER STRIP MAP



Bldg. A-5514
Gruber Road
396-2023