



**OCHR NORFOLK OPERATIONS CENTER
TRAINING FACILITY
5301 ROBIN HOOD ROAD, SUITE 130**

THE USE OF OCHR NORFOLK OPERATIONS CENTER CLASSROOMS

The OCHR Norfolk Operations Center Training Facility opens at **7:30 a.m.** and is secured for the evening at **4:00 p.m.** Schedule your training so that your students and instructors will not require access to the building prior to 7:30 a.m. and will clear the building by 4:00 p.m.

All students must sign-in at the Student Check-in Counter each day of class. Students must be prepared to show their Common Access Card (CAC) at sign-in. Classroom badges may be issued to students at sign-in and if issued students must wear the Training Facility badges while in the building. Command's sponsoring training at the OCHR Norfolk Operations Center Training Facility must provide the HR Training Department with a sign-in roster for the course at least one business day prior to the start date of the course. Students and instructors not identified on the roster will not be admitted to the Training Facility.

Dress for class is normal civilian business attire or military uniform of the day. We observe casual Fridays; students attending Friday sessions may wear business casual clothing on that day. **Shorts, T-shirts, and beach sandals/"flip-flops" are not appropriate attire on any day.** Please ensure that your students and instructors are aware of this requirement.

Emergent training needs of the OCHR Norfolk Operations Center may supersede previously confirmed classroom reservations and can result in the cancellation of classroom reservations. Unplanned situations such as adverse weather conditions, a Presidential declaration of a holiday or a day of observance, emergency building maintenance, government shutdown, etc., can occur. In an event where the Training Facility becomes unavailable neither the OCHR Norfolk Operations Center or its OCHR parent command shall be liable for any costs incurred by the command sponsoring training in the Facility.

When your command must cancel a classroom reservation you must notify the HR Training Department at least two business days prior to the classroom reservation date. Failure to appropriately cancel a classroom reservation may impact your command's future requests for classroom utilization.

In the event of adverse weather call (757) 396-7999 or DSN 386-7999 for information regarding the status of the OCHR Norfolk Operations Center Training Facility. Watch for closures or delays announced on the local TV news and radio stations. The Training Facility follows Commander Navy Region Mid-Atlantic dismissal procedures. You may see or hear announcements listed as COMNAVREGMIDLANT, Mid-Atlantic Region, Commander Navy Region, Naval Station Norfolk, or OCHR Norfolk Operations Center. Commander Navy Region Mid-Atlantic maintains a web page at <http://www.cnrc.navy.mil/cnrcma/> and Naval Station Norfolk maintains an Info Line at 322-2330 with information on closures or delays.

One pad of chart paper and incidental markers will be available in the classroom. Consumable supplies beyond these must be provided by the sponsoring command. Instructors and sponsoring command support staff may rearrange the classroom furniture layout to meet the needs of the training. It is the command's responsibility to return the classroom to the original layout upon completion of the training.

The audio/visual equipment available for use in Training Facility classrooms includes a ceiling mounted video projector, VHS tape player, DVD player, projection screen, chart stand, and marker board. The command sponsoring the training must provide a laptop computer for their course presentation. Two Training Facility classrooms are equipped with an NMCI outlet. These are the only Training Facility classrooms with internet capability. **There is no Wi-Fi in the building.**

Long term storage of command training material for more than 1 or 2 days is not available at the Training Facility. The sponsoring command must remove any unused training materials at the conclusion of the training.

COMMAND NAME: NAVFAC ATLANTIC

TITLE OF COURSE: INITIAL DOD PESTICIDE APPLICATOR CERTIFICATION COURSE

START DATE: Jan 28, 2019 END DATE: Feb 15, 2019 DATE OF AGREEMENT: Aug 3, 2018

SABRA SCHEFFEL

PRINTED NAME OF COMMAND POC

757-322-4320

POC TELEPHONE

COMMAND POC SIGNATURE

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POC EMAIL