



**DEPARTMENT OF THE NAVY**

**NAVAL TRAINING CENTER**

**2601A PAUL JONES ST**

**GREAT LAKES, ILLINOIS 60088-2845**

NTCGLAKESINST 4061.2B

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07 Feb 01

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 4061.2B

From: Commander, Naval Training Center, Great Lakes

SubJ: CHANGES TO GALLEY MEAL HOURS

Ref: (a) NAVSUP P-486, Paragraph 1100

1. Purpose. To promulgate procedures for requesting changes to established Naval Training Center (NTC) galley meal hours.
2. Cancellation. NTCGLAKESINST 4061.2A
3. Background. Per reference (a), galley meal hours are established by the Commander, NTC, Great Lakes. Current galley meal hours are published weekly in the Great Lakes Bulletin. Meal hours should not be changed arbitrarily- consistency is essential to avoid patron confusion and facilitate food service planning. Recognized situations arise which necessitate extended meal hours or the establishment of revised meal hours. Examples include responding to recruit population surges at Recruit Training Command, support of night meals for Service School Command, and support of new working or training hours at various Complex<sup>3</sup> commands. Changing meal hours requires a cascade of related actions involving watch section staffing, civilian contract changes, and reassignment of workloads. Accordingly, meal hour change requests should reflect well-staffed requirements to deal with exigent situations or long term curriculum/training changes.
4. Procedures. The following procedures to request changes in meal hours or add additional meals will be observed.

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a. Inform the NTC Assistant Chief Of Staff (ACOS), Training Operations, or NTC Regional Food Service Officer (FSO) as soon as possible when a change to established meal hours or special meal hours are anticipated. The Galley Food Service Officer will be contacted only as a last resort if the requirement is urgent and the ACOS Training Operations or NTC Regional FSO cannot be immediately contacted.

b. Verbal requests will be followed with a formal memorandum to the Commander, NTC, Great Lakes, via the NTC ACOS Training Operations.

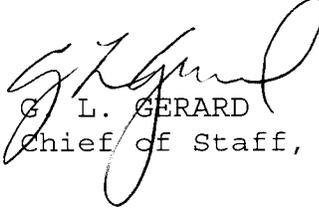
c. Include all pertinent information such as:

(1) The circumstances precipitating the requested change.

(2) The intended duration of the change.

(3) Impact if the meal hours are not changed.

5. Action. NTC entities requiring changes to galley meal hours at any NTC galley will follow the procedures detailed above.



G. L. GERARD

Chief of Staff, Operations

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