



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNIC NOTICE 11103

From: Commander, Navy Installations Command

Subj: EXPANDED COOKING CAPABILITIES IN UNACCOMPANIED HOUSING

Ref: (a) CNIC M-11103.2

1. Purpose. To provide guidance on the expansion of cooking capability in government owned and controlled unaccompanied housing (UH) and authority for Service Member residents of UH to utilize and operate personally-owned cooking appliances.

2. Policy. Expansion of cooking capability in UH improves the quality of life for the permanent party residents. Cooking is authorized beyond the designated kitchen areas using authorized small cooking appliances. Small cooking appliances will only be authorized for use in a facility with a fully functioning fire suppression system and detection devices such as smoke detectors.

a. Small Cooking Appliance Requirements. For the safety of residents, staff and UH facilities, all small cooking appliances will comply with the following requirements:

(1) All appliances must have an Underwriters Laboratories safety certification sticker and be in good working condition. Appliances must be used for their intended food preparation use only and follow the manufacturer's recommendations for set-up, use and maintenance.

(2) Appliances must not overwhelm the electrical circuit breaker system in the facility. Appliances must be plugged directly into an electrical outlet when in use and unplugged when not in use. Extension cords are prohibited from use with small cooking appliances. Multi-voltage appliances are required at locations with 220V power.

(3) When in use, small cooking appliances must not be unattended. Apart from crockpots on the low temperature setting, crockpots will not be left unattended on high temperature setting.

(4) Appliances must be used on stable, non-combustible surfaces. The use of silicone heat protective mats is required on surfaces other than countertops, where the appliances are in use. Appliances shall not be used on any refrigerator, floor surface, bed, adjacent to drapery or near combustible items.

(5) After each use appliances must be cleaned to prevent odors and pests.

(6) Small cooking appliances and surrounding cooking area are subject to inspection by installation UH staff.

b. Authorized and prohibited Appliances. Installations will provide all UH residents with the list of authorized small cooking appliances. Installation UH staff will coordinate with Fire Safety, and Public Works Department (PWD) to identify the authorized cooking appliances list to be used by UH facilities based upon electrical load capacity and fire suppression system existence. Authorized appliances must include auto-shut offs and will not have exposed heating elements.

(1) Examples of authorized small appliances for cooking include but are not limited to:

- (a) Air fryer, with automatic shut off function, stand-alone type
- (b) Crock pot
- (c) Electric egg cooker, with automatic shut off function
- (d) Electric kettle, with automatic shut-off and dry-boil protection
- (e) Electric hot pot, 2 liter or smaller with built-in overheat and dry-boil protection
- (f) Blender
- (g) Pod-type coffee maker
- (h) Electric Pressure Cooker 6qqt or smaller with automatic shut off function
- (i) Toaster
- (j) Rice cooker with automatic shut-off
- (k) Portable electric induction cooktop

(2) Appliances with exposed heating sources are prohibited from use in UH facilities, to include, but not limited to:

- (a) Griddles
- (b) Coffee makers (with exposed heat source pot warmer)
- (c) Panini or sandwich press
- (d) Waffle irons

(e) Hot plates

(3) Appliances that use compressed gas, create excessive smoke or utilize open flame are prohibited from use in UH facilities, to include, but not limited to:

(a) Camp stoves

(b) Barbecue grills

(c) Portable deep fat fryers

(d) Popcorn poppers that utilize hot oil

(4) UH staff will remove prohibited appliances or appliances not included on the installation authorized appliance list, from UH facilities as this is a safety violation.

c. Food Waste. Food waste shall be disposed of in the trash and removed from the unit promptly to prevent pests and food odors. Food waste will not be disposed of in sinks without garbage disposal or in toilet fixtures.

3. Action

a. CNIC will incorporate the expanded cooking capabilities in UH guidance in this notice, into reference (a).

b. Region Commanders will disseminate and ensure compliance with the guidance contained in this notice.

c. Installation Commanding Officers will:

(1) Identify and inspect any UH facilities with the PWD and fire department to determine which UH facilities qualify for the use of small appliance cooking. Coordinate with UH staff, PWD and the fire department to create a list of authorized appliances for each qualifying facility. The goal of this notice is to provide maximum flexibility to residents to improve QOL while properly managing potential risks. CO's must keep this goal in mind when determining which appliances may/may not be used in a given facility i.e., improve Sailor QOL.

(2) Incorporate the requirements and restrictions for small cooking appliances, and best practices into the Welcome Aboard Package provided to UH residents. Provide the list of allowable cooking appliances by UH Facility and post signs in prominent areas within UH Facilities to ensure residents are made aware of beneficial policy changes.

(3) Prominently post and repeatedly socialize, fire reporting procedures, alarm activation and emergency evacuation process and response.

(4) Procure and provide silicone heat mats for rooms without dedicated counter space, as necessary.

4. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/ Approved/Record/Schedules/Forms/ Alltym.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved/Record/Schedules/Forms/Alltym.aspx).

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program. (DNS-16).

5. Cancellation Contingency. This notice is in effect for one year until it is superseded by another notice or instruction, whichever occurs first.


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Releasability and Distribution:

This notice is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.