



DEPARTMENT OF THE NAVY

NAVAL DISTRICT WASHINGTON
WASHINGTON NAVY YARD SUITE 200
1014 N STREET SE
WASHINGTON DC 20374-5001

NDWINST 11011.1A
Code N00B1
03 May 00

NDW INSTRUCTION 11011.1A

From: Commandant, Naval District Washington

Subj: USE OF U.S. NAVY MEMORIAL AND U.S. NAVY MEMORIAL
FOUNDATION FACILITIES AND SERVICES

Ref: (a) FISC Norfolk Detachment Washington contract
N00600-97-D-0231
(b) SECNAVINST 7042.7J

1. Purpose. To publish procedures for requesting U.S. Navy Memorial Foundation support of events held at the U.S. Navy Memorial, and for requesting use of U.S. Navy Memorial Foundation facilities for official Navy command functions.

2. Background

a. U.S. Navy Memorial. The U.S. Navy Memorial Plaza is federally owned and maintained by the National Park Service. It is located at the intersection of Pennsylvania Avenue and 7th Street NW, Washington, DC. Conducting traditional Naval ceremonies at this memorial provides the Navy with the opportunity to display and preserve its heritage and tradition.

b. U.S. Navy Memorial Foundation (NMF). The NMF is a non-profit corporation located at 701 Pennsylvania Avenue NW, Washington DC, adjacent to the U.S. Navy Memorial. The NMF's mission is to honor, preserve and celebrate the U.S. Naval heritage and to provide inspiration for the citizens of the future.

c. Per reference (a), the NMF provides support and coordination services for U.S. Navy ceremonies and functions held at the U.S. Navy Memorial Plaza. The ceremonies included in reference (a) are: U.S. Navy Band Concerts; U.S. Navy Ceremonial Guard Drill Team Performances; U.S. Navy Reenlistment, Sailor-of-the-Year, Retirement and Change of Command Ceremonies; U.S. Navy Commissioning and Promotion Ceremonies; U.S. Navy Wreathlaying Ceremonies (Simple and Full Honors); U.S. Navy Blessing of the Fleet Ceremony; and U.S. Navy ROTC Officer Commissioning Ceremonies.

3. Policy

a. Any Navy or Marine Corps command may conduct the ceremonies listed in paragraph 2.c. above at the U.S. Navy

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Memorial and may use the services of the NMF described in this instruction and reference (a). These services will be funded by Commandant, Naval District Washington (NDW) at no expense to the requesting command when appropriated funds are available to support reference (a). Per reference (a), services provided by the NMF include:

- (1) provision of appropriate seating arrangements for participants and anticipated audience;
- (2) stage area;
- (3) acoustic shell (U.S. Navy Band Concerts only);
- (4) lectern for a Master of Ceremonies;
- (5) lighting;
- (6) electrical outlets;
- (7) sound systems;
- (8) U.S. and U.S. Navy flags and flag staffs; and
- (9) support staff to operate or provide assistance with operation of equipment.

b. Due to limited appropriated funds for reference (a) and potential conflicts in scheduling of events covered by this instruction, the priority order of use/funding of NMF support and services under this instruction is established as follows:

- (1) Priority I: Events hosted by the Secretary of the Navy, Chief of Naval Operations, or Commandant, NDW.
- (2) Priority II: Navy or Marine Corps Retirements, Promotions, Reenlistments, Commissionings, Changes of Command, and Changes of Charge.
- (3) Priority III: All other Navy-related events.

c. Receptions in support of Priority II events are considered to be personal social events; any costs incurred from the use of NMF services and facilities in support of these personal receptions will not be paid for using appropriated funds. All expenses incurred in support of personal receptions, including NMF facility rental for receptions, are the responsibility of the hosting individual or entity. Funding for NMF facility rental for receptions incident to Priority I and III events falls under reference (b) and is the responsibility the host command, activity, or office in direct liaison with the NMF.

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Prior to the publication of this instruction, Commandant, NDW occasionally coordinated the funding of Priority I, II, and III events and receptions. Effective immediately, requesting commands bear full financial responsibility for receptions at the Navy Memorial.

4. Procedures

a. Priority I and III events

(1) The event point of contact (POC) will contact the NMF to schedule the event. A written electronic or telephonic request is necessary to document the nature of the event and to provide information to help prioritize the request. The event POC will provide, as a minimum, the following information:

- (a) POC information
- (b) Directing/requesting authority
- (c) Desired date/time
- (d) Facility requirements
- (e) Information about senior event representation from sponsor and/or dignitaries
- (f) Event name/title

(2) The NMF will confirm facility availability, then submit by mail or fax a delivery order/event summary sheet to the NDW Chief Financial Officer Code (N00B12) for funding approval. Submission of the delivery order to NDW should be at least five working days before the event to ensure sufficient time for FISC Norfolk Detachment Washington to generate a contractual order of services by the NMF.

(3) NDW will advise the NMF to proceed with event coordination upon approving funding for the event and in anticipation of the FISC order for services that must predate the delivery of services to avoid an unauthorized commitment of appropriated funds.

b. Priority II events

(1) The event POC will submit a written electronic or telephonic request to the NMF for use and/or coordination of services needed from those listed in paragraph 3a. above.

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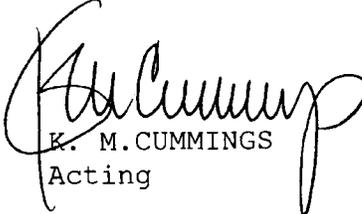
Contact within the NMF in advance of the request should be made to discuss site/date/time availability.

(2) The NMF POC will confirm facility availability, then submit by mail or fax a delivery order/event summary sheet to NDW Chief Financial Officer (Code N00B12) for funding approval. Submission of the delivery order to NDW should be at least five working days before the event to ensure sufficient time for FISC Norfolk Detachment Washington to generate a contractual order of services by the NMF.

(3) Upon approval and in anticipation of the FISC order for services, which must predate the delivery of services, NDW will advise the NMF to proceed with event coordination.

4. Alternate sites. In the event of NMF schedule conflicts or limited appropriated funding availability to support reference (a), ceremonial requests may be referred to NDW Ceremonial Services (Code N34) to discuss the availability of alternate event sites located onboard NDW installations, including Display Ship (ex-USS) BARRY and Leutze Park at the Washington Navy Yard. NDW Ceremonial Services can be reached at (202)-433-2707 or at francis.klem@ndw.navy.mil.

5. Points of Contact. The Navy Memorial Foundation may be contacted for scheduling at (202)-737-2300 ext. 720 or www.lonesailor.com. NDW point of contact for funding and approval is LaTanya Harvey at (202)-433-3778 (DSN 288) or at latanya.harvey@ndw.navy.mil.


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