



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 3128.2H
7/DIRPRODEV

DEC 8 2000

USNA INSTRUCTION 3128.2H

From: Superintendent

Subj: SHIP VISITS TO U.S. NAVAL ACADEMY

Ref: (a) USNAINST 5450.2D
(b) USNAINST 3128.3A

Encl: (1) Draft Scenesetter Message
(2) Ship Visit Checklist

1. Purpose. To assign responsibilities for ship and craft visits to Annapolis sponsored by or under the cognizance of the Naval Academy and Naval Station, Annapolis, MD.

2. Cancellation. USNA Instruction 3128.2G. This directive is a complete revision and should be reviewed in its entirety. No special markings appear because changes are extensive.

3. Background. Visits by ships and craft to the Naval Academy are an important and essential part of the Naval Academy's mission of training and indoctrinating midshipmen. Visits must be properly arranged and all operational and administrative matters be conducted in a professional manner. The mutual impressions gained by the midshipmen, the ship's company, and the local communities are of great and lasting importance. The careful planning and distribution of information is essential to make sure visits are outstanding in all respects, particularly regarding protocol, honors, discipline, community relations, and accommodation of the ship's requirements.

4. Assignment of Responsibility

a. Deputy for Operations is responsible for:

(1) Supervising all ship visits. In this capacity, he/she will require cognizant officers to provide sufficient notification and reports to inform the Superintendent on matters concerning ship visits. Correspondence and messages pertaining to ship visits will be routed via the Deputy for Operations; particularly important in this regard is the timely notification of flag officers embarked in visiting ships.

(2) Visits by non-naval ships at the Naval Academy for public relations promotion or general visiting by the public. An appropriate liaison officer will be assigned to carry out the responsibilities of paragraph 4e.

(3) Visits by international naval ships or other international ship visits are the responsibility of the Ship Visit Liaison Officer (SVLO). The SVLO will be assumed by the resident exchange officer on duty at the Naval

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Academy from the nation whose ship is to visit. When no foreign exchange officer is assigned to the Naval Academy during an expected foreign visit, the Deputy for Operations will assign an SVLO to maintain working-level contact with that nation's Naval Attaché in Washington, DC, to ensure a smooth and successful visit. The SVLO will be assisted by either the Ship Visit Coordinator (SVC) or Submarine Liaison Officer (SLO), as applicable, to ensure that the duties delineated in paragraphs 4e and 4f are carried out.

(4) Notifying the Public Works Officer in the event the visiting ship is a U.S. flag vessel, carrying foreign food products, or the visiting ship is of foreign origin when special waste and garbage disposal procedures will be required. No trash or garbage will be brought ashore without prior arrangements with the Public Works Officer.

(5) Notifying the Public Works Officer when special power, lighting or heating, ventilating and air conditioning (HVAC) requirements are needed.

b. Commanding Officer, Naval Station, Annapolis, MD, as Senior Officer Present Afloat (SOPA) (Admin), has primary cognizance of all ship visits as prescribed in the SOPA Instructions. The Naval Station Operations Officer will serve as the Naval Station SVC and directly liaison with the USNA SVC on meeting all logistic requirements. In addition to those tasks outlined in references (a) and (b), he/she will ensure:

(1) The coordination and transmission LOGREQ reply message.

(2) Each visiting Commanding Officer is briefed on the requisite high standards of conduct ashore, appearance, and boat etiquette.

(3) Any breaches of conduct or incidents are reported promptly to SOPA (Admin).

(4) Boat crews provided for visiting ships by the Naval Station are qualified, and that the boats provided are in excellent mechanical condition and meet the highest standards of appearance.

(5) The Public Works Officer is notified in the event a foreign flag vessel or a U.S. flag vessel carrying foreign food products desires to dispose of trash or garbage in the Annapolis area.

c. Commandant of Midshipmen will provide an officer to plan and coordinate all midshipmen activities related to ship visits and will provide to SOPA (Admin) and SVC or SLO the name of the officer charged with this coordination.

d. Director, Division of Professional Development will:

(1) Prepare annual ship visit request to be sent to Commander-in-Chief Atlantic Fleet. The request for the following calendar year is due annually

on September 15. A copy of this request and subsequent changes will be furnished to the Deputy for Operations and the Commanding Officer, Naval Station, Annapolis for information. Ships which cannot be accommodated pier-side will not normally be requested for visits between 1 November and 31 March, as weather conditions are questionable during this period.

(2) Request ships for the weekends during Commissioning Week, 4/C Parents' Weekend and Alumni Weekend, in addition to other special events and weekends of opportunity. Ships requested for midshipmen indoctrination will normally be requested for the weekends when there is not a major event scheduled (e.g., varsity home football game) unless the ship can berth pier-side. This will ensure the majority of 4/C midshipmen will be able to visit the ship.

(3) Assign an SVC or SLO, as applicable, to maintain liaison at the working level with Commander-in-Chief, U.S. Atlantic Fleet and Type Commander schedulers. Periodic verification must be provided by message or phone of the visits required in the semiannual visit requests.

(4) Upon receiving notification that a ship visit has been scheduled, assume responsibility for liaison with the ship with respect to fulfilling the objectives of the visit. The Director, Division of Professional Development (PRODEV) will designate an SVC or SLO to carry out the duties detailed under paragraphs 4e and 4f.

(5) Assign the SVC as representative liaison officer for the Commissioning Week Committee.

(6) Maximize ship visit opportunities for faculty and staff by coordinating special tour opportunities and embarkations on the Friday of the ship/sub arrival.

e. Ship Visit Coordinator (SVC) reports to the Director, Division of Professional Development via the Chairperson of the Seamanship and Navigation Department and along with completion of enclosures (1) and (2) will:

(1) Inform Naval Station Operations concerning:

(a) Visiting hours requested and numbers of midshipmen/civilians involved.

(b) Names of officers and midshipmen assigned to accompany the Naval Station boarding officer to welcome the visiting ship's Commanding Officer. The welcoming committee will present pertinent information on tours available, Yard activities, etc.

(c) Ship support requirements (brow, shore power, trash removal, etc.).

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(2) Provide to the Commanding Officer of the visiting ship via enclosure (1) and correspondence with ship's liaison officer the following information:

(a) Purpose of visit to the Naval Academy (support of midshipman indoctrination, Commissioning Week, etc.)

(b) Name(s) of liaison officer(s) and phone extension(s).

(c) Time of calls on Superintendent, Commandant, and Commanding Officer, Naval Station, if scheduled.

(d) Visiting hours and numbers of midshipmen/civilians involved.

(e) Detailed schedule of events for the period covering the ship's stay in Annapolis.

(f) Copy of reference (a).

(g) Foul weather contingency plan for berthing the liberty party in the event boat runs are secured, as detailed in paragraph 5.

(3) Accompany boarding party to brief the ship's Commanding Officer or his/her representative on pertinent information concerning the visit.

(4) Liaison with divisional Senior Watch Officers (SWOs) via PRODEV SWO to assign USNA boat officers, liaison officers, and beachguards for periods of general visiting.

(5) Ensure that the USNA Beach Guard Shack is fully operational to support visiting ship/sub watch requirements.

(6) Contact Flag Lieutenant and schedule calls on Superintendent as appropriate.

(7) Liaison with the Public Affairs Officer on matters concerning the Faculty Afloat Program and make arrangements with Public Works Department for transportation to and/or from embarkation points.

(8) Notify the Security Officer of the ship visit, approximate size of the crew, and special requirements (e.g., reserved parking spaces).

(9) Liaison with the Commandant's Training Officer for assignment of midshipmen tour groups.

(10) Provide USNA Visitors Center with boat schedules and tour group information.

(11) Liaison with Physical Education Facilities Manager for keys to the building to be used in the event of inclement weather.

(12) Liaison with Surface Action Group club president to arrange events with visiting ship's wardroom and coordination of exchange of plaques.

f. Submarine Liaison Officer (SLO) reports to the Director, Division of Professional Development via the senior submarine officer assigned to USNA and along with completion of enclosures (1) and (2) will:

(1) Inform Naval Station Operations concerning:

(a) Visiting hours requested and numbers of midshipmen/civilians involved.

(b) Names of officers and midshipmen assigned to accompany the Naval Station boarding officer to welcome the visiting submarine's commanding officer. The welcoming committee will present pertinent information on tours available, Yard activities, etc.

(c) Submarine support requirements (water barge, CHT barge, trash removal, etc.).

(2) Provide to the commanding officer of the visiting submarine via enclosure (1) and correspondence with the submarine's liaison officer the following information:

(a) Purpose of visit to the Naval Academy (support of midshipman indoctrination, submarine ball, etc.)

(b) Name(s) of liaison officer(s) and phone extension(s).

(c) Time of calls on Superintendent, Commandant, and Commanding Officer, Naval Station, if scheduled.

(d) Visiting hours and numbers of midshipmen/civilians involved.

(e) Detailed schedule of events for the period covering the submarine's stay in Annapolis.

(f) Copy of reference (a).

(g) Foul weather contingency plans for berthing the liberty party in the event boat runs are secured, as detailed in paragraph 5.

(h) Berthing arrangements required by submarine's crew.

(3) Accompany boarding party to brief the submarine's Commanding Officer or his representative on pertinent information concerning the visit.

(4) Liaison with SVC to assign USNA boat officers, liaison officers, and beach guards for periods of general visiting.

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(5) Contact Flag Lieutenant and schedule calls on Superintendent as appropriate.

(6) Liaison with the Public Affairs Officer on matters concerning the Faculty Afloat Program and VIP tours and make arrangements with Public Works Department for transportation to and/or from embarkation points.

(7) Notify the Security Officer of the submarine visit, approximate size of the crew, and special requirements (e.g., reserved parking spaces).

(8) Liaison with the Commandant's Training Officer for assignment of midshipmen tour groups.

(9) Provide USNA Visitors Center with information pertaining to submarine's visit.

(10) Liaison with Physical Education Facilities Manager for keys to the building to be used in the event of inclement weather.

(11) Liaison with submarine community at USNA to arrange events with visiting submarine's wardroom and coordination of exchange of plaques.

g. Flag Lieutenant will schedule calls on Superintendent as recommended by SOPA (Admin).

h. Public Affairs Officer will:

(1) Assist the Commanding Officer, Naval Station, Annapolis, and Commandant of Midshipmen in all matters relating to news coverage, visits to ships by local dignitaries, general visiting, incidents, and other aspects of public affairs.

(2) Coordinate with the respective type commander and/or visiting ship/submarine on all matters relating to the numbers of midshipmen, faculty and staff members, civilian VIP's, and news media to be embarked. Embarkations are normally accomplished during transits to and/or from Annapolis.

(3) Coordinate with the Commandant's Training Officer on the number of midshipmen to be embarked for the transit to and/or from Annapolis.

i. Academic Dean and Provost will provide the names of faculty members desiring to participate in the Faculty Afloat Program and fund transportation to and/or from the embarkation/debarkation points.

j. Public Works Officer will provide services and transportation as requested by the Commanding Officer, Naval Station, Annapolis, SVC/SLO in support of the Faculty Afloat Program, and by commanding officers of visiting ships through SOPA (Admin). Arrange for proper disposal of trash and garbage as required. Arrange for special power, lighting, or HVAC as required.

k. Supply Officer will provide supply support as prescribed in reference (a), as requested by Commanding Officer, Naval Station, Annapolis, and by Commanding Officers of visiting ships through SOPA (Admin).

l. Physical Education Facilities Manager will liaison with the SVC/SLO to make Halsey Field House available to berth visiting crew members as part of the foul weather contingency plan.

m. Communications Officer will:

(1) Provide communication services to visiting ships.

(2) Distribute messages concerning ship visits to the following offices as a minimum, with others added as appropriate:

Commandant of Midshipmen
 Deputy for Operations
 CO, Naval Station, Annapolis (4)
 Director, Division of Professional Development
 Director, Division of Mathematics and Science
 Director, Division of Engineering and Weapons
 Director, Division of Humanities and Social Sciences
 Director, Candidate Guidance
 Director, Naval Academy Sailing
 Head of Physical Education
 Public Works Officer
 Supply Officer
 Security Officer
 Flag Secretary
 Flag Lieutenant
 Ship Visit Coordinator, Division of Professional Development
 Submarine Liaison Officer, as assigned
 Public Affairs Officer
 Operations, Office of the Commandant of Midshipmen
 Administrative Officer, Administrative Department

5. Foul Weather Contingency Plan. The foul weather contingency plan is put into effect at the discretion of the SVC or SLO, as applicable, or the ship's Command Duty Officer. When the decision is made to cancel liberty boat runs, the SVC/SLO will coordinate shelter in either Ricketts or Halsey Field House for use by visiting crewmembers. The only accommodations available in Halsey Field House are athletic mats to sleep on and locker rooms for toilets and showers. At no time will visiting crewmembers be allowed to find berthing in Bancroft Hall.



M. E. McWATTERS
 Deputy for Operations

Distribution:
 AA

Released by: S.J. LOCKLEAR III _____

Date: _____

RTTUZYUW RULSABC0529 2801930-UUUU--RHMCSUU.ZNR UUUUU

R XXXXXXXZ 00 ZYB

FM USNA ANNAPOLIS MD//3A//

TO USS XXX

INFO COMNAVSURFLANT NORFOLK VA//N32//

USNA ANNAPOLIS MD//7A/7C//

NAVSTA ANNAPOLIS MD//N00/N3//

BT

UNCLAS //N03128//

MSGID/GENADMIN/USNA ANNAPOLIS MD//

SUBJ/SCENESETTER: ANNAPOLIS VISIT OF USS XXX (XXX-XX) XXX-XXX XXX 2000//

POC/M. SCHNABLE/LT/SEANAV/USNA ANNAPOLIS MD/TEL: DSN 281-6066

/TEL: COM (410) 293-6066//

RMKS/1. THIS SCENESETTER WELCOMES USS XXX (XXX-XX) TO THE UNITED STATES NAVAL ACADEMY. XXX'S VISIT IS AN ESSENTIAL PART OF THE NAVAL ACADEMY'S MISSION OF TRAINING AND INDOCTRINATING MIDSHIPMEN. WE ARE DETERMINED TO ENSURE MIDSHIPMEN ARE INTRODUCED TO YOUR SHIP'S SYSTEMS, PEOPLE, AND WARDROOM TRADITIONS IN A HIGHLY PROFESSIONAL MANNER. THE MUTUAL IMPRESSIONS GAINED BY MIDSHIPMEN, THE SHIP'S COMPANY, AND THE LOCAL COMMUNITY ARE OF GREAT AND LASTING IMPORTANCE. CAREFUL PLANNING AND DISTRIBUTION OF INFORMATION IS ESSENTIAL TO MAKE SURE VISITS ARE OUTSTANDING IN ALL RESPECTS, PARTICULARLY REGARDING PROTOCOL, HONORS, DISCIPLINE, COMMUNITY RELATIONS, AND ACCOMMODATION OF THE SHIP'S REQUIREMENTS. THE FOLLOWING INFORMATION SHOULD BE DISSEMINATED TO YOUR DEPARTMENTS TO FACILITATE PLANNING. IT'S GREAT TO HAVE XXX VISIT THE UNITED STATES NAVAL ACADEMY; BUILDING U.S. NAVAL OFFICERS SINCE 1845. WELCOME ABOARD!

2. GENERAL: DURING YOUR STAY, SOPA WILL BE VADM JOHN R. RYAN, NAVAL ACADEMY SUPERINTENDENT. THE COMMANDANT OF MIDSHIPMEN IS RDML SAMUEL J. LOCKLEAR. SOPA ADMIN, IS CAPT HAROLD FLAMMANG, COMMANDING OFFICER, NAVAL STATION ANNAPOLIS. LT ERIC MULVILLE (410-293-9165/DSN 281-9165), CO NAVSTA REPRESENTATIVE, WILL BE RESPONSIBLE FOR ANY LOGISTICS REQUIREMENTS YOU MAY HAVE DURING YOUR VISIT. LT MIKE SCHNABLE (410-293-6066/DSN 281-6066) IS THE SHIP VISIT COORDINATOR FOR THE NAVAL ACADEMY AND WILL TAKE CARE OF ANY FUNCTIONS FOR THE SHIP, IN ADDITION TO ORGANIZING THE VISIT SHIP PERIODS FOR MIDSHIPMEN AND CIVILIANS.

3. ANCHORAGE: USE NAVIGATIONAL CHART 12282 AND CHOOSE ANY SUITABLE ANCHORAGE (APPROXIMATELY 38057'15"N 076024'45"W). IF MERCHANT TRAFFIC INTERFERES WITH ANCHORING, ADJUST YOUR ANCHORAGE AS NECESSARY. THE ANCHORAGES ARE APPROXIMATELY THREE MILES (30-MINUTE UTILITY BOAT RUN) FROM USNA FLEET LANDING, WHICH IS ADJACENT TO THE ARMEL-LEFTWICH VISITOR CENTER AND HALSEY FIELD HOUSE.

4. COMMUNICATIONS: CONTACT BOAT DIVISION (C/S "BRAVO DELTA") ON VHF CHANNEL 12 ONE-HOUR PRIOR TO ANCHORAGE. BOAT DIVISION, WHICH IS PART OF THE NAVAL STATION OPERATIONS DEPARTMENT, WILL HAVE SOLE RESPONSIBILITY FOR ENSURING ALL LOGISTICAL SERVICES ARE PROVIDED. BOAT DIVISION ALSO PROVIDES THE MANNING FOR THE 50-FT UTILITY BOATS THAT WILL BE USED FOR LIBERTY LAUNCHES. BOAT DIVISION REQUIRES A BOAT OFFICER PROVIDED FROM THE SHIP BETWEEN SUNSET AND SUNRISE. BOAT DIVISION WILL ALSO MONITOR CHANNEL 12 THROUGHOUT THE VISIT. THE ACADEMY DOES NOT HAVE AN ACCOUNT TO PROVIDE VISITING COMMANDS WITH CELLULAR PHONES. IT IS RECOMMENDED THAT YOUR SHIP PROVIDE YOUR QUARTERDECK WATCH WITH A CELLULAR PHONE AND FORWARD ALL IMPORTANT SHIPBOARD NUMBERS TO LT MIKE SCHNABLE.

Enclosure (1)

5. SERVICES:

A. VEHICLES: USNA PUBLIC WORKS HAS A VEHICLE CONTRACT WITH BUDGET RENTAL CAR. HALLIGAN HALL REQUIRES ACCOUNTING DATA FOR THE VEHICLES, AND 4% SIOH TAX, FILLED OUT ON A NAVCOMPT 2276 AND FAXED TO THEM TEN WORKING DAYS PRIOR TO YOUR ARRIVAL IN ORDER TO FINALIZE THE CONTRACT. USNA SUPPLY FAX NUMBER IS 410-293-1047 AND OFFICE PHONE NUMBER IS 410-293-1045 ATTN: ROXANNE. LT ERIC MULVILLE AT 410-293-9165 WILL ARRANGE FOR PICK-UP AND DROP-OFF OF THE VEHICLES. YOUR VEHICLE KEYS WILL BE DELIVERED BY LT MULVILLE DURING THE PORT VISIT BRIEF IN A SHIP VISIT NOTEBOOK. UPON YOUR DEPARTURE, PLEASE RETURN THESE KEYS TO THE NOTEBOOK AND THEN HAND THE NOTEBOOK TO THE BOAT DIVISION COXSWAIN THAT MAKES YOUR LAST LIBERTY RUN. BOAT DIVISION WILL RETURN THE VEHICLES.

B. TRASH, CHT, AND WATER BARGES: NAVSTA DOES NOT HAVE WATER OR CHT BARGES OF ITS OWN. HOWEVER, WE HAVE CIVILIAN CONTRACTORS THAT WILL BRING THESE SERVICES DOWN FROM BALTIMORE. THESE CONTRACTORS HAVE WORKED WITH ALL NAVY SHIPS THAT HAVE ANCHORED AT ANNAPOLIS FOR THE PAST TEN YEARS AND ARE VERY FAMILIAR WITH THE NAVY'S NEEDS AND WAY OF DOING BUSINESS. A REPRESENTATIVE FROM THESE CONTRACTORS WILL MEET WITH YOUR ENGINEER AND SUPPLY OFFICER. NOTE: THE CHT BARGE WILL ONLY BE ALLOWED TO UNLOAD ITS CONTENTS AFTER DARK -- BETWEEN 2100 AND 0600. THE BARGE WILL BE TIED UP TO THE SHIP AND CAN BE PUMPED TO CONTINUOUSLY. IT WILL BE APPROXIMATELY A THREE-HOUR TURNAROUND BETWEEN THE TIME THE BARGE DISCONNECTS, TRAVELS TO THE ACADEMY, UNLOADS AND THEN TRAVELS BACK TO THE SHIP.

C. MAIL: MAIL ROUTED THROUGH ANNAPOLIS CAN BE PICKED UP FROM AND DELIVERED BY SHIP'S FORCE ONLY FROM THE POST OFFICE IN BANCROFT HALL, SEVENTH WING BASEMENT, WHICH IS A 10-MINUTE WALK FROM FLEET LANDING. THE USNA POST OFFICE IS OPEN ONLY ON WEEKDAYS FROM 0930-1100 AND FROM 1200-1530.

D. LIBERTY BOATS: THE BOATS USED ARE 50-FT UTILITY BOATS WITH A MAXIMUM CAPACITY OF 120 PASSENGERS. A BOAT OFFICER PROVIDED FROM THE SHIP IS REQUIRED DURING ADVERSE WEATHER AND AT NIGHT. DURING VISIT SHIP HOURS, BOAT OFFICERS WILL BE PROVIDED BY THE NAVAL ACADEMY. PUBLISHED SCHEDULES WILL BE DELIVERED AT THE ARRIVAL CONFERENCE. BOAT ASSETS ARE LIMITED, THEREFORE, SHORT NOTICE CHANGES MUST BE REQUESTED THROUGH "BRAVO DELTA" ON VHF CHANNEL 12. SPECIAL REQUIREMENTS SHOULD BE ADDRESSED VIA TELEPHONE OR MESSAGE PRIOR TO THE VISIT SO THAT THEY CAN BE INCORPORATED INTO THE SCHEDULE. IN THE EVENT THAT WEATHER CONDITIONS DO NOT ALLOW FOR SAFE PASSAGE OF OUR BOATS OR THE SAFE TRANSFER OF PERSONNEL TO THE SHIP, LIBERTY RUNS WILL BE SECURED. IN THE EVENT THAT THESE RUNS ARE SECURED AT NIGHT AND CANNOT RESUME UNTIL THE NEXT MORNING, NAVSTA WILL TRY TO ACCOMMODATE ANY OF YOUR CREW THAT IS STRANDED ASHORE. IF THERE ARE A LARGE NUMBER OF PEOPLE, THE ONLY BUILDING WE HAVE TO HOUSE THEM WILL BE OUR GYM, WHICH HAS BEEN USED IN THE PAST.

6. BEACH GUARD/SHORE PATROL REQUIREMENTS: DURING YOUR STAY, OUTSIDE HOURS OF SCHEDULED TOURS, A BEACH GUARD IS REQUIRED TO BE POSTED AT FLEET LANDING AS A POINT OF CONTACT FOR THE SHIP ASHORE. DURING SCHEDULED TOURS USNA WILL SUPPLY THE BEACH GUARD. THE BEACH GUARD MUST BE AN E-4 OR ABOVE. ADDITIONAL PERSONNEL MAY BE ADDED AT YOUR DISCRETION DEPENDING ON THE SIZE OF YOUR LIBERTY PARTY. WE WILL SET UP A BRIDGE-TO-BRIDGE RADIO IN THE BEACH GUARD SHACK FOR COMMUNICATIONS; HOWEVER, YOU MAY WANT TO PROVIDE A PORTABLE VHF RADIO OF YOUR OWN TO COMMUNICATE WITH YOUR BEACH GUARD OUTSIDE OF THE SHACK (THE SHACK IS APPROX. THIRTY YARDS BACK FROM THE SEAWALL). THE UNIFORM OF THE DAY IS REQUIRED, WHICH IS (UNIFORM OF THE DAY). SHORE PATROL WILL BE SET UP AT YOUR DISCRETION DEPENDING ON THE SIZE OF THE LIBERTY PARTY. IF YOUR CREW MEMBERS WILL BE USING THE FLEET RESERVE CLUB (SEE PARAGRAPH 9D) IN DOWNTOWN ANNAPOLIS (WALKING DISTANCE FROM FLEET LANDING), THE MANAGEMENT REQUESTS THE

PRESENCE OF A SHORE PATROL. IN ADDITION TO THE ABOVE REQUIREMENTS, THE VISITOR CENTER GATE MAY BE OPENED AT THE SHIP'S DISCRETION FOR EASE OF LIBERTY ACCESS IN/OUT OF TOWN. THE SHIP WILL BE REQUIRED TO SUPPLY AN E-5 OR ABOVE IN (UNIFORM OF THE DAY) AND LOCK THE GATE NIGHTLY UPON COMPLETION OF THEIR WATCH. THE POLICE WILL THEN UNLOCK THE GATE AT 0630 THE FOLLOWING DAY FOR SHIP'S ACCESS. OTHERWISE, SHORE PATROL REQUIREMENTS ARE UP TO YOU.

7. MEDICAL: THE NAVAL ACADEMY OFFERS LIMITED MEDICAL TREATMENT. SERIOUS INJURIES WILL NORMALLY BE REFERRED TO ANNE ARUNDEL GENERAL HOSPITAL LOCATED IN DOWNTOWN ANNAPOLIS.

A. PERSONNEL:

COMMANDING OFFICER, NAVAL MEDICAL CLINIC ANNAPOLIS:

CAPT KATHLEEN MORRISON, MSC, USN; DSN 281-1330

FLEET LIAISON ASSISTANT:

HMC (SS) DAYE, USN; DSN 281-1770

B. WORKING HOURS AND SICK CALL:

MONDAY - FRIDAY: NORMAL WORKING HOURS.....0700 - 1600

MONDAY - FRIDAY: SICK CALL APPOINTMENTS....0700 - 1600

WEDNESDAY: SICK CALL APPOINTMENTS.....1600 - 1900

SATURDAY: SICK CALL WALK-INS.....1100 - 1300

SUNDAY THROUGH FRIDAY: SICK CALL WALK-INS..1700 - 1900

AFTER 2000, ONLY A DUTY CREW OF TWO (2) PERSONNEL REMAIN ON BOARD WITH A DUTY HEALTH CARE PROVIDER ON CALL.

C. IMPORTANT MEDICAL PHONE NUMBERS:

EMERGENCY MEDICAL CARE:

USNA.....410-293-3333

ANNE ARUNDEL MEDICAL CENTER:

EMERGENCY ROOM.....410-267-1260

PATIENT INFO.....410-267-1246

ROUTINE MEDICAL CARE:

MILITARY MEDICINE DEPT....410-293-1758/59/60

OTHER SERVICES:

INTERNAL MEDICINE/GYN.....410-293-1779

INDUSTRIAL HYGIENE.....410-293-1135

OCCUPATIONAL HEALTH.....410-293-2009

PREVENTIVE MEDICINE.....410-293-4922

LABORATORY.....410-293-2644

MENTAL HEALTH.....410-293-3208

MEDICAL REPAIR.....410-293-1177

OPTOMETRY.....410-293-3617

ORTHOPEDICS/PODIATRY.....410-293-1748

PHARMACY.....410-293-2406

PHYSICAL EXAMINATIONS.....410-293-1734

SUPPLY.....410-293-1173

DENTAL.....410-293-3788

8. ARRIVAL CONFERENCE: UPON YOUR ARRIVAL, THE WELCOMING PARTY WILL BOARD YOUR SHIP FOR AN ARRIVAL CONFERENCE TO ANSWER ANY QUESTIONS YOU MIGHT HAVE. THE PARTY WILL CONSIST OF LT MIKE SCHNABLE, LT ERIC MULVILLE, AND A NAVSTA MWR REPRESENTATIVE.

9. FACILITIES:

A. MWR: MWR CAN FAX YOU INFORMATION REGARDING RECREATIONAL ACTIVITIES OFFERED AT THE NAVSTA. FOR FAX AND OTHER INFORMATION PLEASE CALL BEV BURNHAM AT 410-293-9207 COMM, OR DSN 281-9207. MWR BUS TRIPS TO BALTIMORE AND WASHINGTON, D.C. HAVE BEEN POPULAR IN THE PAST. PLEASE HAVE YOUR MWR REP CONTACT MRS BURNHAM AHEAD OF TIME TO ARRANGE BEST DEALS FOR YOUR OFFICERS AND CREW.

B. USNA GATE SCHEDULES:

GATE 1: SUN-THURS....0600-2200
FRI-SAT.....0600-2400
GATE 3: OPEN 24 HRS
GATE 8: SUN-THURS....0600-2200
FRI-SAT.....0600-0100

NOTE: DURING THREAT CONDITIONS GATE SCHEDULES WILL BE MODIFIED.

C. OFFICERS AND FACULTY CLUB (O&F CLUB): THE O&F CLUB IS LOCATED ON THE GROUNDS OF THE NAVAL ACADEMY NEAR GATE 3. CLUB HOURS ARE:

DINING ROOM (RESERVATIONS CALL 410-263-8280):
TUESDAY-FRIDAY (LUNCH).....1100-1400
TUESDAY-SATURDAY (DINNER)....1730-2130
SUNDAY (BRUNCH).....1000-1400

LOUNGE:

FRIDAY (R&R).....1600-1900

D. FLEET RESERVE ASSOCIATION (FRA): THE FRA MAINTAINS AN ACTIVE AND MODERN CLUB AT THE CITY DOCK IN ANNAPOLIS NEXT TO THE MARRIOTT HOTEL. THE CLUB IS OPEN TO ALL ELIGIBLE MEMBERS OF THE FRA (BASICALLY, ANYONE WHO HAS SERVED ONE DAY IN THE MILITARY) MONDAY-THURSDAY, 1000-2400, FRIDAY 1000-0200, AND SATURDAY 0900-0200. ELIGIBLE MEMBERS MAY BRING ONE INVITED GUEST INTO THE CLUB. MEMBERS ARE RESPONSIBLE FOR THEIR GUESTS AND MUST REMAIN IN OR DEPART THE CLUB WITH THEIR GUESTS. YOUR CREW WILL PROBABLY FIND THE PRICES HERE ARE A GOOD VALUE.

NOTE: A UNIFORMED SHORE PATROL IS REQUIRED ON THE FLEET RESERVE CLUB PREMISES WHENEVER YOUR CREW MEMBERS USE THE CLUB.

E. NAVY EXCHANGE (NEX)/COMMISSARY: THE NAVAL STATION NEX (410-757-0005) AND COMMISSARY (410-293-9037) ARE LOCATED ACROSS THE SEVERN RIVER JUST OUTSIDE THE MAIN GATE. HOURS ARE TUE-FRI 0930-1900 AND SAT 0900-1700.

F. USNA (MIDSHIPMEN) STORE: THE MID STORE IS LOCATED UNDER BANCROFT HALL 3RD WING. HOURS ARE MON-FRI 0730-1600 & SAT 0830-1230. OFFICERS AND CREW MUST BE IN THE UNIFORM OF THE DAY. THE MIDSTORE OFFERS USNA APPAREL, CIVILIAN CLOTHING AND SHOES, SPORTS GEAR, ELECTRONICS, AND CONVENIENCE STORE ITEMS.

G. NAVY FEDERAL CREDIT UNION (NFCU): NFCU HAS THREE ANNAPOLIS BRANCHES: ONE BETWEEN MACDONOUGH HALL AND BANCROFT HALL THIRD WING BASEMENT TUNNEL; ONE AT THE NAVAL STATION NAVY EXCHANGE; AND ONE AT THE ANNAPOLIS MALL. NFCU ATM MACHINES ARE LOCATED OUTSIDE THE NFCU OFFICE AND INSIDE DAHLGREN HALL. ALSO, THERE ARE SEVERAL ATMS AVAILABLE IN DOWNTOWN ANNAPOLIS.

H. USNA TOURS: THERE ARE WALKING TOURS OF THE YARD, WHICH DEPART THE ARMEL-LEFTWICH VISITOR CENTER MON-SAT AT 1000, 1100, 1300, AND 1430, AND SUN AT 1230, 1330, AND 1430. TOURS COVER THE MAJOR BUILDINGS AND MONUMENTS OF INTEREST AT THE NAVAL ACADEMY. COST IS \$5 FOR ADULTS--PROCEEDS BENEFIT MIDSHIPMEN ACTIVITIES. SPECIAL NAVAL ACADEMY TOURS FOR GROUPS FROM THE SHIP CAN BE ARRANGED THROUGH THE ARMEL-LEFTWICH VISITOR CENTER (410-293-3363) WITH TWO WEEK'S NOTICE.

I. USNA MUSEUM: THE NAVAL ACADEMY MUSEUM, LOCATED IN PREBLE HALL, HOSTS A VARIETY OF EXHIBITS PERTAINING TO THE ACADEMY AND THE NAVY. HOURS OF OPERATION ARE MON-SAT 0900-1700, AND SUN 1100-1700. ADMISSION IS FREE.

J. ATHLETIC FACILITIES: USE OF THE FACILITIES AT HALSEY FIELD HOUSE, MACDONOUGH HALL, LEJEUNE, AND ALL ASSOCIATED COURTS AND FIELDS IS AUTHORIZED FOR CREW MEMBERS SHOWING A MILITARY ID WITH YOUR SHIP'S STICKER, WITH THE PROVISION THAT MIDSHIPMEN HAVE PRIORITY. MONDAY-FRIDAY 1530-1830 IS A DESIGNATED PHYSICAL FITNESS TIME FOR MIDSHIPMEN, DURING WHICH ALL NON-MIDS ARE PROHIBITED FROM USING THE FACILITIES. HOURS FOR THESE FACILITIES ARE:

MACDONOUGH: MON-FRI....0600-0730, 1145-1400 & 1830-2100
SAT-SUN....1100-2100

LEJEUNE: MON-FRI....1200-1315

HALSEY: MON-FRI....1145-1400 & 1830-2100
 SAT-SUN....1100-1900

K. MOVIES: FIRST-RUN MOVIES ARE USUALLY HELD IN MITSCHER HALL ON SATURDAYS AT 2000 AND ON SUNDAYS AT 1400. ADMISSION IS FREE.

10. AMENITIES:

A. PAO PHOTOGRAPHER: A PHOTOGRAPHER FROM THE NAVAL ACADEMY PUBLIC AFFAIRS OFFICE, WITH THE SHIP'S PERMISSION, MAY WISH TO TAKE PHOTOGRAPHS OF MIDSHIPMEN AT SOME POINT DURING THE TOURS TO USE IN TOWN NEWSPAPER RELEASES.

B. CO'S CALLS: THE COMMANDANT OF MIDSHIPMEN REQUIRES A CALL. THE SUPERINTENDENT AND THE CO OF THE NAVAL STATION DO NOT REQUIRE CALLS. HOWEVER, CALLS MAY BE SCHEDULED UPON REQUEST DEPENDING UPON OFFICIAL CALENDARS. THE SUPERINTENDENT'S FLAG LT'S PHONE NUMBER IS 410-293-1506; THE COMMANDANT OF MIDSHIPMEN'S IS 410-293-7005 AND THE CO NAVAL STATION'S IS 410-293-9009.

11. CONDUCT OF TOURS: XXX'S VISIT REPRESENTS THE ACTIVE FORCE OF THE U.S. NAVY AND SERVES AS AN IMPORTANT PROFESSIONAL DEVELOPMENT OPPORTUNITY. THE DIVISION OF PROFESSIONAL DEVELOPMENT AND THE BRIGADE OF MIDSHIPMEN WILL COORDINATE VISITS TO THE SHIP. ALL TOURS ARE OPEN TO THE GENERAL PUBLIC, HOWEVER, FOURTH CLASS MIDSHIPMEN WILL HAVE PRIORITY OVER OTHER VISITORS. THE FOLLOWING ARE THE APPROVED TOUR START TIMES ABOARD XXX:

SATURDAY, XXX00: 0830, 0930, 1030, 1230, 1330, 1430 & 1530.

SUNDAY, XXX00: 1230, 1330, 1430 & 1530.

12. REQUEST THE FOLLOWING INFORMATION BE FAXED (410-293-3413), OR EMAILED (SCHNABLE@GWMAIL.USNA.EDU) TO LT MIKE SCHNABLE AS SOON AS POSSIBLE:

A. COMMANDING OFFICER'S BIOGRAPHY

B. NAMES AND CLASS OF USNA GRADUATES

13. THE NAVY LEAGUE, ANNAPOLIS COUNCIL, WELCOMES THE CAPTAIN AND CREW OF THE XXX TO THE ANNAPOLIS AREA. THE ANNAPOLIS COUNCIL AFFORDS MANY OPPORTUNITIES TO VISITING SHIPS. TO MAKE ARRANGEMENTS PLEASE CONTACT CDR WILLIAM SHORT, USN (RET.) AT 410-597-8759 OR EMAIL (WOODLAWN-MD.NJ05@SMTP.CNET.NAVY.MIL).

14. THE UNITED STATES NAVAL ACADEMY, NAVAL STATION, ANNAPOLIS, AND THE CITY OF ANNAPOLIS TRULY LOOK FORWARD TO YOUR VISIT. LT SCHNABLE, AND LT MULVILLE WILL SERVE AS YOUR DEDICATED SHIP VISIT OFFICERS.

15. RDML SAMUEL LOCKLEAR, COMMANDANT OF MIDSHIPMEN SENDS.//

BT

#0529

NNNN

SHIP VISIT CHECK LIST:

TIME	ACTION	COG	NOTES
ASAP	Establish comms with ship	SVC	
6 WKS	Send scene-setter request CO bio and # of grads	SVC	
4 WKS	Generate visit schedule usually 0800-1600 daily. Boats departing on the hour from fleet landing except 1200.	SVC/ MIDN OPS	
4 WKS	Liaison with PAO	SVC	
4 WKS	Arrange for faculty rides	SVC	
4 WKS	Arrange for U/B's with NAVSTA	SVC	
4 WKS	Promulgate boat O and beach guard watch bill requirements	SVC/ SWO	
4 WKS	Notify Supt, Comdt, CO NAVSTA, and Security of Visit	SVC	
3 WKS	Arrange for dining in King Hall SAG/MFSD	SVC/SAG	
3 WKS	Arrange athletic facilities LT Donahue	SVC	
3 WKS	Coordinate with Ricketts/Halsey Field House for available shelter (if necessary)	SVC	
3 WKS	Calls by CO arranged	SVC	
3 WKS	Promulgate Boat O's and Beach Guard Watchbill	SWO	
2 WKS	Fax CO's Bio to Comdt, deliver to DirProDev and CHMN of S/N	SVC	
2 WKS	MWR to provide tours, etc.	SVC/ NAVSTA	
2 WKS	Get plaque made	SVC/SAG	
2 WKS	Arrange POD announcement	SVC/ BRIG TRNG	
2 WKS	Prepare Power Point presentation and schedule to disseminate via email to ship visit account.	SVC	
2 WKS	Prepare point paper for Dir DPD/COMDT	SVC	
2 WKS	Notify Security	SVC	
2 WKS	Set up appointment to brief SEANAV	SVC	
2 WKS	Set up appointment to brief PRODEV	SVC	
1 WK	Notify OOW of meal participation	SVC/SAG	
1 WK	Finalize SOE	SVC	
1 WK	Email Beach Guard/Boat O's Reminder and Rules	SVC	
1 WK	Brief SEANAV on Visit	SVC	
1 WK	Brief DPD on Visit	SVC	

Enclosure (2)

1 WK	Ensure ship visit info sent to 4/C	Brig Trng	
Day of arrival	Arrival Conference (deliver ship visit folder)	SVC	
Day of arrival	Verify inclement weather plan and arrange for custody of keys (if necessary)	SVC	
Day of Depart	Thank You letter drafted and routed	SVC	
Day of Depart	Lessons Learned	SVC	
POST	Debrief SEANAV	SVC	
POST	Debrief DPD	SVC	

SHIP VISIT PHONE NUMBERS

LT DAN McGUINNESS (NAVSTA PORT OPS) x39165
 LT ERIC MULVILLE (NAVSTA SHIP VISIT OPS) x39166
 CDR GRUNDMEIER (BASE OPS) x31509
 CAPT MCWATTERS (USNA DEP OF OPS) x31553
 LT GREG JONES (BRIGADE TRAINING OFFICER) x37140
 JOCS LEWIS (SUPT'S PAO AND TRIDENT REP) x31537
 MARTHA THORN (TRIDENT) x31534
 LT BILL NASH (SUBMARINE LIAISON OFFICER) x37103
 CHIEF ROBERTSON (SECURITY) x35765
 CATHY NOON (USNA SCHEDULING) x37128
 TOM SILVERS (USNA PWC TRANSPORTATION) x35734/32098
 DON MALECKI (USNA PWC) (410) 507-5138
 LT MIKE COOPER (SUPT FLAG SEC) x31506
 LT VISTED (COMDT'S AIDE) x37003/FAX 33889
 ANNA WARD (DANT SEC/SCHEDULES) x37005/FAX 33889
 JAN PRICE (SUPT'S SOCIAL COORDINATOR) x31513
 (CUTTER SHED) x35630/1
 LT JAMES FRITSCH (ROBERT CROWN SAILING CENTER) x35616
 LINDA GRITZ (USNA STORE) x32408
 ERIC RUDEN (NAAA TIX) x32340
 LT JERRY DONAHOE (NAAA SIGN/FACILITIES) x35239
 DUTY OFFICER (410) 626-5822
 MARSHA SOFFER (VISITOR CENTER PRIMARY) x33363 EXT 13
 MIANNA JOPP (VISITOR CENTER SECONDARY) x33363 EXT 3
 MAJ ROB MacFARLAND (AC DEAN EA/FACULTY REP) x31587
 HMCM BALLYNTINE (ANNAPOLIS NMCL REP) x31249
 LT RUSSO (KING HALL AMFSO) x33204/37148
 JOAN (NAAA TICKETS) (410) 268-6220 x132
 MIA HANSON (NAAA TICKETS) x34955
 MS PRICE (Invitations, etc.) x31512
 MS MAURINE TYSON x32229 x113
 CDR "T" (RICKETTS HALL ROOMS) x32229
 (410) 263-6334
 Cell (443) 994-0943

BEV BURNHAM (NAVSTA MWR)
VIRGINIA BLUEBELL (WARD HALL CELL PHONES/PAGERS)
PIER PHONE LINES AT ROBERT CROWN SAILING CENTER
ANNAPOLIS CONVENTION AND VISITOR CENTER,
MS PATTY WALL OR MARY JO
CHIEF HEETH (LANTFELT SCHEDS)

x39207
x31427
x32989/33904
(410) 280-0445 X13/14

DSN 836-5431
COMM (757) 322-5431

SENIOR WATCH OFFICERS

LCDR ERIC HOLMES (ENG AND WPNS)
LCDR BRENT FLASKERUD (MATH AND SCI)
LCDR JON BELANGER (H&SS)

X36460
X36674
X36856