



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 3128.2J

7/PRODEV

12 AUG 2014

USNA INSTRUCTION 3128.2J

From: Superintendent

Subj: SHIP VISITS TO U.S. NAVAL ACADEMY

Ref: (a) USNAINST 5450.3F

Encl: (1) Draft Harbormaster Approval
(2) Draft Scene Setter Message
(3) Ship Visit Checklist

1. Purpose. In accordance with reference (a), assign responsibilities for U.S. and foreign ship visits to Annapolis sponsored by or under the cognizance of the U.S. Naval Academy (USNA) and Naval Support Activity, Annapolis (NSAA), Maryland.

2. Cancellation. USNAINST 3128.2H; Ship Visits to U.S. Naval Academy and USNAINST 5450.2F; United States Naval Academy Harbor Master. This directive is a complete revision and incorporates applicable sections from USNAINST 5450.2F.

3. Background. Visits by ships, craft, and units to the Naval Academy are an important and essential part of the Naval Academy's mission to train and educate Midshipmen. Visits must be properly arranged and all operational and administrative matters conducted in a professional manner. The mutual impressions gained by Midshipmen, ship's company, and the local community are of great and lasting importance. Careful planning and distribution of information are essential for outstanding visits, particularly regarding protocol, honors, discipline, community relations, and accommodation of each ship's requirements. Special attention must be given to foreign ship visits to ensure they are coordinated through the appropriate federal agencies.

4. Assignment of Responsibility

a. Director, Division of Professional Development (PRODEV) is responsible for the ship visit program. In this role, PRODEV is hereby designated as the USNA Harbor Master and the Senior Officer Present Afloat (SOPA) Admin and delegated authority to act for the Superintendent in routine matters relating to this designation and shall:

(1) Assume responsibility for the overall planning, execution, and approval of all U.S. Navy ship and submarine visits, foreign ship and other non-Navy vessels via enclosure (1).

(2) Supervise and control the use of all USNA moorings, anchorages, piers, and seawalls when used for ship berthing.

(3) Supervise and coordinate all USNA water craft operations in the local area.

(4) Arrange for salvage operations.

(5) Establish ship-to-ship and ship-to-shore radio communications policies and procedures for USNA craft within the local operating area.

12 AUG 2014

b. Chairman, Department of Seamanship and Navigation (SEANAV) is responsible for the detailed planning and execution of all individual elements of the ship visit involving non-logistical requirements and shall:

(1) Assign a Ship Visit Liaison Officer (SVLO) from the Department of Seamanship and Navigation to carry out the responsibilities of planning and execution. SEANAV shall work with the Director, Office of Special Events; NSAA Security Officer; and Director, International Programs during all foreign ship visits to ensure any special requirements outside of logistical support are handled through the appropriate departments and agencies.

(2) Coordinate security arrangements with visiting vessels to include:

(a) Ensure that armed waterborne security assets, MSRON and Coast Guard, have liaised with NSAA Security Officer for transporting weapons onto USNA or NSAA.

(b) Ensure visiting ship force protection message is coordinated with NSAA security.

(3) Release all messages related to ship visit, to include:

(a) LOGREQ Reply. A copy of this reply and subsequent changes shall be passed to the Commanding Officer NSAA, NSAA Security, Public Works Officer, Waterfront Readiness Operations Officer and Director, Waterfront Readiness.

(b) "Scene Setter" Message, enclosure (2), for ships that will visit USNA during special weekends and all foreign ships.

(c) Ship-visit request message to CTF 80 no later than January of each Calendar year.

c. Ship Visit Liaison Officer reports to SEANAV and shall:

(1) Commence ship visit checklist, enclosure (3), 30 days prior to ship's arrival and ensure completion prior to ship's arrival. For visit notifications of less than 30 days, the SVLO shall modify the checklist for completion under SEANAV direction.

(2) Notify the senior representative of the Surface Warfare Officer or Submarine community (as applicable).

(3) Conduct a port brief at the beginning of each ship visit to ensure ship representatives have the opportunity to liaise with their respective counterparts at USNA and NSAA. Minimum port brief attendees are as follows:

(a) USNA Ship Visit Liaison Officer

(b) USNA Waterfront Readiness Operations Officer

(c) NSAA Security Representative

(d) NSAA MWR Representative

(4) Prepare annual ship visit request to be sent to CTF 80 via message traffic no later than January of each calendar year. A copy of this request and subsequent changes shall be passed to the NSAA CO, NSAA Security, Public Works Officer, Waterfront Readiness Operations Officer and Director, and Waterfront Readiness.

12 AUG 2014

(a) Coordinate with the Office of Special Events to request ships for Commissioning Week, Plebe Summer Parents' Weekend, Homecoming Weekend, Army-Navy Football Game, and other special events and weekends of opportunity.

(5) Maximize ship visit opportunities for Midshipmen, faculty, and staff by coordinating special tour opportunities and embarkations on ships that accommodate tours while transiting to Baltimore for port visits.

(6) Coordinate with the Waterfront Readiness Operations Officer, Commandant Operations, and Special Events Office prior to drafting "Scene Setter" Message. The SVLO shall maintain primary responsibility for drafting the "Scene Setter" Message and provide the visiting ship's liaison officer with the following information:

(a) Recommended calls on Superintendent, Commandant, and PRODEV.

(b) Requested visiting hours and an estimated number of visitors.

(c) Detailed schedule of events for the duration of the visit.

(d) Foul-weather contingency plan for berthing the liberty party in the event boat runs are secured.

(7) Notify the USNA Public Affairs Officer (PAO) about all visiting ships. The SVLO shall notify the PAO if ship will be available for tours to the general public and coordinate with the PAO on all matters relating to the numbers of Midshipmen, faculty, staff, civilian VIPs, and news media to be embarked.

(8) Notify the Office of Special Events of anticipated ship visits.

(9) Act as Commissioning Week Planning Committee point of contact for ship visits.

(10) Coordinate all logistical support for visiting ships. SVLO shall liaise with the husbanding agent to ensure that all services have been arranged and that the ship's Operations and Supply Officers are aware of the schedule. For shallow draft vessels that intend to moor to Farragut Seawall (charted depth: 19ft), the SVLO shall submit a work request to the Public Works Department (PWD) to ensure that the base operational support contractor's representative is on hand during the ship's arrival to re-activate secured shore services and assist the craft during hook-up of hotel services.

(11) Verify Harbor pilots, as requested.

(12) Coordinate the setup of Fleet Landing prior to the ship's arrival.

(13) If required, coordinate with U.S. Customs and U.S. Department of Agriculture to ensure that the appropriate inspections are conducted for any ship whose last port of call was outside the U.S. or one of its territories prior to the crew's arrival ashore. Work with the husbanding agent to procure the necessary garbage containers as mandated by the U.S. Department of Agriculture.

d. Director, Waterfront Readiness is responsible for supporting SEANAV during the visit, including liberty launch availability and providing line handlers and small craft, as required.

12 AUG 2014

e. Waterfront Readiness Operations Officer reports to Director, Waterfront Readiness and shall:

(1) Coordinate with the Senior Craftmaster at Waterfront Readiness Department to create and provide a liberty boat schedule for the visiting ship, if anchoring. The Waterfront Readiness Operations Officer shall work with the ship's liaison officer to resolve any concerns or special requests that may arise in respect to the liberty boat schedule.

(2) Coordinate logistical deliveries required by visiting ships.

(3) Coordinate berthing for ship's company if foul weather prevents transportation back to ship at anchor.

(4) Coordinate with SVLO and Commandant Operations to create a utility boat schedule, utilizing a minimum of two utility boats, to transport Midshipmen to and from anchored ship. Tours for Midshipmen will depart and return at Farragut Seawall in vicinity of Triton Light.

(5) Control harbor and port movements and make movement reports, when required.

(6) Assign berths and anchorages under USNA control.

(7) Assist, as required, in arranging for necessary repairs, supplies, fueling, utilities, and medical supplies.

(8) Arrange for suitable landing sites for ship's personnel.

(9) Maintain anchorage and berthing charts, as required.

(10) Arrange for appropriate communication shorelinks.

(11) Provide weather reports and storm warnings to visiting ships.

(12) Assist with, equipment used for docking, undocking, and towing, as necessary.

(13) When multiple ships are in port Annapolis, liaise between ships and coordinate the assignment of pier SOPA to ensure both consistent force protection policies are defined while at anchor and fleet-landing duties are shared.

f. Director, Office of Special Events shall coordinate any requests by visiting ships for tours of the yard or engagement with the Superintendent's staff or the Brigade of Midshipmen.

g. The Protocol Office shall coordinate with the SVLO to acquire VIP access and tickets to all special events for the visiting CO, XO, CMC/COB and crew.

h. The Public Affairs Officer shall:

(1) Assist 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 SVLO on all matters relating to tours for the general public, Midshipmen, faculty, staff members, civilian VIPs, and news media.

(3) Notify the public of ship tour schedules if visits are open to the general public.

12 AUG 2014

i. The NSAA Security Officer shall:

(1) Coordinate with the visiting ship's Force Protection Officer (FPO) to review and establish an inport security plan. The NSAA Security Officer shall coordinate with Fleet Forces Command FPO when providing security measures for anchored ships and submarines.

(2) Attend port brief onboard the visiting ship upon arrival.

(3) Ensure all shift supervisors are briefed to ensure foreign nationals are able to gain access during foreign ship visits.

(4) Arrange parking and access for all contractors, visitors, and ship's vehicles supporting the ship visit.

j. The Public Works Officer shall provide services as requested by the ship, craft, or unit, and shall coordinate for collection and holding tank, potable water, shore power connections and trash disposal, as necessary.

k. The Information Technology Services Officer shall:

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

- (a) Commandant of Midshipmen.
- (b) Brigade Operations Officer.
- (c) Director, Division of Professional Development.
- (d) Director, Waterfront Readiness.
- (e) Chairman, Seamanship and Navigation.
- (f) Director of USNA Sailing.
- (g) Director, Office of Special Events.
- (h) Public Works Officer.
- (i) NSAA Security Officer.
- (j) Ship Visit Liaison Officer, Division of Professional Development.
- (k) Public Affairs Officer.
- (l) Character Development and Training Officer.

(2) Notify the SVLO and the Waterfront Readiness Operations Officer when in receipt of classified messages concerning ship visits.

1. Character Development and Training (CD&T) shall:

(1) Provide an officer to plan and coordinate all Midshipmen activities related to ship visits and will provide to SOPA (Admin) and Ship Visit Liaison Officer (SVLO) the name of the officer charged with this coordination.

(2) Develop training objectives to accomplish on visiting ship.

(3) Provide personnel, as required, to supervise Midshipmen.

12 AUG 2014

(4) Notify SVLO of visiting hours requested and number of Midshipmen anticipated for inclusion in Scene Setter Message.

m. Brigade Operations Officer shall:

(1) Notify SVLO of number of Midshipmen anticipated for inclusion in Scene Setter Message.

(2) Establish a schedule of tour hours based on ship's availability.

(3) Notify Midshipmen, faculty, and staff of visiting ship's tour hours via email.

5. Foul-weather Contingency Plan. The foul-weather contingency plan is put into effect at the discretion of the utility boat coxswains and the visiting ship's Command Duty Officer. When the decision is made to cancel liberty boat runs, the coxswains shall contact the Waterfront Readiness Operations Officer and the SVLO to coordinate berthing onboard Yard Patrol craft. At no time shall visiting crewmembers be berthed in Bancroft Hall.

6. Review. The SVLO is responsible for the annual review and updating of this instruction. Review must be complete by the start of every fiscal year.



S. S. VAHSEN
Chief of Staff

Distribution:
All Non-Mids (Electronically)
AA

12 AUG 2014

(THIS PAGE INTENTIONALLY LEFT BLANK)

12 AUG 2014

DRAFT HARBORMASTER APPROVAL

SUBJ: USNA Harbor Master Approval of the Visit of (insert ship's name)
Mooring/Anchoring at USNA

1. (Insert ship's name) will moor from (date) until (date). The particulars for this visit are as follows:

- a. Arrive: XX Month (Day) at xxxx local
- b. Depart: XX Month (Day) at xxxx local
- c. Ship type/info: List what type of ship it is, # Officers, # Enlisted
- d. LOGREQ received: Yes/No
- e. Services requested: Power, Garbage, Sewage, Brow, Linehandlers, Water, etc.
- f. Reason for stop: List reason for visit
- g. Issues & Concerns: List issues or concerns

h. Coordination with USNA & NSA stakeholders (Ops, Security, Protocol, PAO, SA, WR, and Special Events): Complete-no issues. Available for tours (date/time).

2. There are no outstanding issues with this visit. The above information is provided for informational purposes.

V/r,

Name, Rank, USN
Director, Division of Professional
Development
United States Naval Academy
e-mail
phone number

12 AUG 2014

(THIS PAGE INTENTIONALLY LEFT BLANK)

12 AUG 2014

DRAFT SCENE SETTER MESSAGE

R XXXXXXZ

FM USNA ANNAPOLIS MD

TO USS xxx

INFO COMNAVSURFLANT NORFOLK VA//N32//

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

NAVSUPPACT ANNAPOLIS MD//N00/N3//

COMNAVDIST WASHINGTON DC//JJJ//

COGARD STA ANNAPOLIS MD

BT

UNCLAS //N03128//

MSGID/GENADMIN/USNA ANNAPOLIS MD/-/MONTH//

SUBJ/SCENE SETTER: ANNAPOLIS VISIT OF USS XXX XX-XX MONTH 20XX.//

POC/LANTZY/CWO3/PORT OPS/ANNAPOLIS, MD/TEL: 410-320-9167/

EMAIL: LANTZY(AT)USNA.EDU//

POC/GATES/LT/ANNAPOLIS, MD/TEL:410-293-6096/

EMAIL:CGATES(AT)USNA.EDU//

RMKS/1. THIS SCENE SETTER WELCOMES USS XXX TO THE UNITED STATES NAVAL ACADEMY, ANNAPOLIS, MD. XXX'S VISIT IS AN ESSENTIAL PART OF THE NAVAL ACADEMY'S MISSION OF TRAINING AND INDOCTRINATING MIDSHIPMEN. WE ARE INTERESTED IN ENSURING MIDSHIPMEN ARE INTRODUCED TO YOUR SHIP'S SYSTEMS, CREW, 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 FOR OUTSTANDING VISITS 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. NAVY AND MARINE CORPS OFFICERS SINCE 1845. WELCOME ABOARD!

2. GENERAL: DURING YOUR STAY,

A. SOPA WILL BE VADM MICHAEL H. MILLER, NAVAL ACADEMY SUPERINTENDENT.

B. THE COMMANDANT OF MIDSHIPMEN IS CAPT WILLIAM D. BYRNE, JR.

C. SOPA ADMIN IS CAPT HANK ADAMS, DIRECTOR OF PROFESSIONAL DEVELOPMENT (PRODEV).

D. COMMANDING OFFICER NAVAL SUPPORT ACTIVITY ANNAPOLIS IS CAPT LOGAN JONES.

E. UNIFORM OF THE DAY DURING YOUR VISIT IS (UNIFORM OF THE DAY) FOR ALL HANDS.

3. LOGISTICS: THE PORT OPERATIONS OFFICER WILL BE RESPONSIBLE FOR ANY LOGISTIC REQUIREMENTS YOU MAY HAVE DURING YOUR VISIT. USNA'S SHIP VISIT OFFICER WILL TAKE CARE OF ANY FUNCTIONS FOR THE SHIP AND ORGANIZE SHIP TOUR PERIODS FOR MIDSHIPMEN AND CIVILIANS. THE FOLLOWING IS A LIST OF CONTACTS FOR USNA PRODEV DEPARTMENT DURING YOUR PVST TO USNA.

A. PORT OPERATIONS OFFICER (W) 410-293-9167/(C) 410-320-9284
CWO3 JOSEPH LANTZY

B. SHIP VISIT OFFICER (W) 410-293-6096
LT CODY GATES

C. CHAIRMAN, SEAMANSHIP AND NAVIGATION
CDR GLEN QUAST (W) 410-293-6095

D. DIRECTOR, PROFESSIONAL DEVELOPMENT
CAPT HENRY ADAMS (W) 410-293-6002

E. NSAA SECURITY OFFICER (W) 410-293-9325

4. ANCHORAGE: USE NAVIGATIONAL CHART 12282 (SEVERN AND MAGOTHY RIVERS) AND CHOOSE ANY SUITABLE ANCHORAGE (APPROXIMATELY 38057'14"N 076024'45"W). IF

12 AUG 2014

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. TWO UTILITY BOATS WILL BE USED TO TRANSIT YOUR OFFICERS AND CREW TO AND FROM USNA.

5. COMMUNICATIONS: CONTACT ANNAPOLIS HARBOR CONTROL ON VHF CHANNEL 12 ONE HOUR BEFORE ARRIVING. PORT OPS CAN BE REACHED VIA BRIDGE TO BRIDGE ON CH 12 USING CALL SIGN "ANNAPOLIS HARBOR CONTROL." PLEASE PROVIDE YOUR QUARTERDECK WATCH WITH A CELLULAR PHONE AND PROVIDE ALL IMPORTANT SHIPBOARD NUMBERS TO LT GATES AND CWO3 LANTZY.

6. SERVICES:

A. VEHICLE: IAP WORLD SERVICES CAN MAKE ARRANGEMENTS FOR GOVERNMENT VEHICLES IF NEEDED. TO RESERVE VEHICLES CONTACT MS. IRENE STARR VIA PHONE 410-293-5724, OR EMAIL IRENE.M.STARR(AT)IAPWS.COM. THEY REQUIRE ACCOUNTING DATA FOR THE VEHICLES AND 4 PERCENT SIOH TAX, FILLED OUT ON A NAVCOMPT 1149 AND FAXED TO MS. KELLIE RIDER NLT FIVE WORKING DAYS PRIOR TO YOUR ARRIVAL IN ORDER TO PROCESS REQUESTS. FAX NUMBER IS 410-293-1047 AND OFFICE PHONE IS 410-293-1033. IF VEHICLES REQUESTED VIA LOGREQ, THE HUSBANDING AGENT WILL ACQUIRE VEHICLES FOR SHIP AND CREW UPON ARRIVAL AND WILL ARRANGE FOR VEHICLE PICK-UP AND DROP-OFF. THE HUSBANDING AGENT WILL ALSO DELIVER YOUR VEHICLE KEYS DURING THE PORT VISIT BRIEF ALONG WITH A SHIP VISIT NOTEBOOK.

B. TRASH, CHT, AND WATER BARGES: CONTACT HUSBANDING AGENT TO COORDINATE SERVICES.

C. MAIL: MAIL ROUTED THROUGH ANNAPOLIS CAN BE PICKED UP FROM AND DELIVERED BY SHIP'S FORCE ONLY FROM THE MAIL CENTER.

ADDRESS: MAIL CENTER #100
51 COUNTY ROAD
ANNAPOLIS, MD 21402

THE MAIL CENTER IS OPEN MONDAY-FRIDAY FROM 0800-1500 RECOMMEND SHIP CONTACT MAIL CENTER IN ADVANCE IF DELIVERY OF MAIL THROUGH MAIL CENTER IS ANTICIPATED. ALL QUESTIONS REGARDING MAIL SERVICES SHOULD BE DIRECTED TO THE MAIL CENTER AT 410-293-1591.

D. LIBERTY BOATS: THE BOATS USED ARE 50-FT UTILITY BOATS WITH A MAXIMUM CAPACITY OF 120 PASSENGERS. DURING INCLEMENT WEATHER AND AT NIGHT, AN E-7 OR SENIOR BOAT OFFICER PROVIDED FROM THE SHIP IS REQUIRED. SPECIFIC DUTY SCHEDULE WILL BE DISCUSSED AT ARRIVAL CONFERENCE. DURING VISIT SHIP HOURS, BOAT ASSETS ARE LIMITED; SHORT NOTICE CHANGES MUST BE REQUESTED THROUGH "USNA 1, USNA 2, OR USNA 3" 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. DURING THE DAY, THREE LIBERTY BOATS WILL MAKE CONTINUOUS RUNS FROM FLEET LANDING. AFTER SUNSET, TWO LIBERTY BOATS WILL RUN. FROM 0200 TO 0600 LIBERTY BOATS WILL BE SECURED. IN THE EVENT THAT WEATHER CONDITIONS DO NOT ALLOW FOR SAFE PASSAGE OF BOATS AND TRANSFER OF PERSONNEL TO THE SHIP, LIBERTY RUNS WILL BE SECURED. IF RUNS ARE SECURED AT NIGHT AND CANNOT RESUME UNTIL THE NEXT MORNING, USNA WILL ACCOMMODATE ANY OF YOUR CREW THAT ARE STRANDED ASHORE ONBOARD YARD PATROL CRAFT.

7. SHIP TOURS: XXX'S VISIT REPRESENTS THE ACTIVE FORCE OF THE U.S. NAVY AND SERVES AS AN IMPORTANT PROFESSIONAL DEVELOPMENT OPPORTUNITY FOR MIDSHIPMEN. REQUEST SHIP BE MADE AVAILABLE FOR TOURS FROM 0800-1600 DURING THE FULL DAYS IN ANNAPOLIS, AND THAT SHIP TOURS BE OPEN TO THE GENERAL PUBLIC DURING FPCON BRAVO OR LOWER. MIDSHIPMEN WILL HAVE PRIORITY OVER OTHER VISITORS, XXX WILL HAVE FINAL AUTHORITY ON VISIT RESTRICTIONS.

8. PAO PHOTOGRAPHER: A PHOTOGRAPHER FROM THE NAVAL ACADEMY PUBLIC AFFAIRS OFFICE, WITH THE SHIP'S PERMISSION, MAY WISH TO PHOTOGRAPH MIDSHIPMEN DURING TOURS FOR OFFICIAL USE IN USNA PUBLIC AFFAIRS PRODUCTS.

12 AUG 2014

9. SECURITY REQUIREMENTS:

A. A BEACH GUARD IS REQUIRED TO BE POSTED AT FLEET LANDING AS A POINT OF CONTACT FOR THE SHIP. THE BEACH GUARD MUST BE AN E-4 OR SENIOR. ADDITIONAL PERSONNEL MAY BE ADDED AT YOUR DISCRETION DEPENDING ON THE SIZE OF YOUR LIBERTY PARTY. IT IS RECOMMENDED THAT XXX PROVIDE A PORTABLE VHF RADIO TO COMMUNICATE WITH YOUR BEACH GUARD. UNIFORM OF THE DAY IS REQUIRED. SHORE PATROL MAY BE EMPLOYED AT YOUR DISCRETION.

B. USNA SECURITY IS PROVIDED BY DOD AND MILITARY POLICE FORCE. TYPICALLY, ACCESS IS GAINED THROUGH GATES ONE, THREE, AND EIGHT WHICH ARE MANNED BY DOD AND MILITARY POLICE FORCE.

C. ARMED SHIP'S FORCE ARE NOT AUTHORIZED ON NAVAL ACADEMY GROUNDS. WEAPONS TURNOVER WILL ONLY BE CONDUCTED ONBOARD THE SHIP AND WILL NOT BE CONDUCTED ON NAVAL ACADEMY GROUNDS.

D. IMPORTANT SECURITY DEPARTMENT PHONE NUMBERS:

1. PHIL CARD, SECURITY OFFICER: (W) 410-293-9325
2. POLICE/FIRE EMERGENCY: 410-293-3333
3. DOD POLICE: 410-293-5760
4. NSA ANNAPOLIS CDO: (C) 443-336-2635

10. MEDICAL: THE NAVAL ACADEMY OFFERS LIMITED MEDICAL TREATMENT. SERIOUS INJURIES WILL NORMALLY BE REFERRED TO ANNE ARUNDEL MEDICAL CENTER LOCATED WITHIN FIVE MILES OF THE NAVAL ACADEMY.

A. PERSONNEL:

1. COMMANDING OFFICER, NAVAL HEALTH CLINIC ANNAPOLIS: CAPT HARTZELL, DC, USN. 410-293-1330; DSN 281-1330
2. FLEET LIAISON, BRIGADE MEDICAL OFFICER: CDR BLUMENBERG, MC, USN. 410-293-1764
3. FLEET LIAISON ASSISTANT: HMCS SALAZAR, USN. 410-293-3931

B. WORKING HOURS AND SICK CALL:

MONDAY-FRIDAY: NORMAL WORKING HOURS...0630-1800
 SATURDAY/SUNDAY: SICK CALL WALK-INS..0700-0900
 AFTER 1800, DUTY HEALTH CARE PROVIDER ON CALL AND CAN BE REACHED AT 410-293-2273

C. IMPORTANT MEDICAL PHONE NUMBERS:

EMERGENCY MEDICAL CARE:

USNA.....410-293-3333
 ANNE ARUNDEL MEDICAL CENTER:
 MAIN NUMBER443-481-1000
 EMERGENCY ROOM.....443-481-1200
 PATIENT INFO.....443-481-1000

ROUTINE MEDICAL CARE:

BRIGADE MEDICAL UNIT.....410-293-1758
 410-293-1759
 410-293-1760

OTHER SERVICES:

INTERNAL MEDICINE/GYN.....410-293-1758
 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.....410-293-1727
 SUPPLY.....410-293-1175
 DENTAL.....410-293-3788

12 AUG 2014

11. FACILITIES:

A. MWR: THE MWR POINT OF CONTACT FOR ALL VISITING SHIPS IS THE MWR LIBERTY COORDINATOR, DEMETRE MORRIS. PLEASE CONTACT DEMETRE MORRIS AT 410-293-9214 COMM OR DSN 281-9214 APPROXIMATELY 30 DAYS PRIOR TO SHIP'S ARRIVAL. MWR CAN FAX INFORMATION REGARDING RECREATIONAL ACTIVITIES OFFERED AT NSA ANNAPOLIS. FOR INFORMATION, TICKETS, AND TOURS (ITT) PLEASE CALL THE ITT COORDINATOR, ERIN REARDON AT 410-293-9207 COMM OR DSN 281-9207. MWR BUS TRIPS TO BALTIMORE AND WASHINGTON, D.C. ARE POPULAR DESTINATIONS. PLEASE HAVE YOUR MWR REPRESENTATIVE CONTACT ERIN REARDON TO ARRANGE BEST DEALS FOR YOUR OFFICERS AND CREW.

B. USNA GATE SCHEDULES:

GATE 1 VEHICLE:	SUNDAY-THURSDAY 0600-2200
	FRIDAY-SATURDAY 0600-0100
GATE 1 PEDESTRIAN:	SUNDAY-THURSDAY 0500-0000
	FRIDAY-SATURDAY 0500-0200
GATE 3 VEHICLE:	MONDAY-FRIDAY 0600-1900
EXIT:	MONDAY-FRIDAY 1500-1800
GATE 8:	OPEN 24 HOURS FOR VEHICLES AND PEDESTRIANS

NOTE: DURING THREAT CONDITIONS GATE SCHEDULES WILL BE MODIFIED.

C. NAVAL ACADEMY CLUB: THE NAVAL ACADEMY CLUB IS LOCATED ON USNA NEAR GATE 3. THE CLUB RESTAURANT, THE ALLEY, OFFERS LUNCH SERVICE MONDAY THROUGH FRIDAY TO ALL PATRONS. HOWEVER, IT IS A MEMBERS CLUB FOR ALL OTHER DINING AND EVENTS. SERVICES AVAILABLE ARE LUNCH MONDAY-FRIDAY 1100-1400, HAPPY HOUR TUESDAY-FRIDAY 1400-1700, AND DINNER TUESDAY-FRIDAY 1700-2000. SERVICES AFTER 1400 ARE RESERVED FOR MEMBERS ONLY OR ELIGIBLE MEMBERS TO TRY THE CLUB ONE TIME IN THE RANK OF E-7 AND ABOVE. TO MAKE RESERVATIONS CALL 410-293-2632 OR E-MAIL CLUBRESERVATIONS@USNA.EDU. FOR MEMBERSHIPS PLEASE CALL 410-293-2633 OR E-MAIL MEMBERSHIP@USNA.EDU.

D. DRYDOCK RESTAURANT, LOCATED IN DAHLGREN HALL, SERVES BREAKFAST, FAST FOOD, PIZZA, DELI-STYLE SANDWICHES, AND SALADS. HOURS OF OPERATION ARE MONDAY-THURSDAY 0800-2100, FRIDAY 0800-2300, AND SATURDAY-SUNDAY 1000-1500.

E. FLEET RESERVE ASSOCIATION (FRA): THE FLEET RESERVE CLUB OF ANNAPOLIS (FRC) AND THE FLEET RESERVE ASSOCIATION BRANCH 24 (FRA) ARE LOCATED ON 100 COMPROMISE STREET NEXT TO THE MARRIOTT. THE FRC IS A PRIVATE CLUB AND HOME OF THE FRA BRANCH 24. THE FRC IS A VETERANS MEMBERSHIP CLUB FOR ALL VETERANS AND IS AN ENLISTED SEA SERVICE ORGANIZATION. THE FRC OFFERS FOOD AND DRINK DAILY WITH ALL THE AMENITIES OF A PRIVATE CLUB IN ADDITION TO WATERFRONT SEATING ON ANNAPOLIS HARBOR (WINTER HOURS VARY). THE FRC ALLOWS VISITING SHIPS, ACTIVE DUTY AND RETIRED MILITARY PERSONNEL TO BE GUESTS AND SIGN THE GUEST BOOK WHEN THEY VISIT. THIS COURTESY IS GRANTED WITH THE UNDERSTANDING THAT THE RULES OF THE CLUB MUST BE OBEYED AND ADMISSION TO THE CLUB IS AT MANAGEMENT'S DISCRETION. PARKING AND DOCKING IS NOT AVAILABLE FOR GUESTS.

F. NAVY EXCHANGE (NEX)/COMMISSARY: THE NSA ANNAPOLIS NEX (410-757-0005) AND COMMISSARY (410-293-9037) ARE LOCATED ACROSS THE SEVERN RIVER JUST OUTSIDE THE MAIN GATE. NEX HOURS OF OPERATION ARE MONDAY-SATURDAY 0900-1900 AND SUNDAY 1000-1700 AND COMMISSARY HOURS ARE TUESDAY-SATURDAY 0900-1800 AND SUNDAY 1100-1700.

G. MIDSHIPMEN STORE: THE MIDSHIPMEN STORE IS LOCATED IN BANCROFT HALL (WINGS 1 AND 3). NORMAL BUSINESS HOURS ARE MONDAY-FRIDAY 0730-1600. THE STORE IS OPEN ON SELECT SATURDAYS AND SUNDAYS DURING SPECIAL EVENTS AND HOME FOOTBALL GAMES. MILITARY PATRONS MUST BE IN THE UNIFORM OF THE DAY OR OBTAIN A DAY PASS FROM THE MIDSHIPMEN STORE OFFICE. THE MIDSHIPMEN STORE OFFERS A LARGE SELECTION OF NAVY AND USNA APPAREL AND OTHER NAVY/USNA RELATED MERCHANDISE, CIVILIAN CLOTHING, SPORTING GOODS, ELECTRONICS, GIFTS AND JEWELRY, AND A LARGE SELECTION OF CONVENIENCE STORE MERCHANDISE.

H. USNA GIFT SHOP IS LOCATED IN THE ARMEL-LEFTWICH VISITOR CENTER NEXT TO HALSEY FIELD HOUSE AND IS OPEN DAILY 0900-1700. THE USNA GIFT SHOP OFFERS A

12 AUG 2014

LARGE VARIETY OF USNA, NAVY, USMC AND REGIONAL MERCHANDISE AND OFFERS A 10% DISCOUNT WITH VALID I.D.

I. NAVY FEDERAL CREDIT UNION (NFCU): NFCU HAS THREE ANNAPOLIS BRANCHES. ONE BETWEEN MACDONOUGH HALL AND BANCROFT HALL THIRD WING BASEMENT TUNNEL, ONE AT THE NSA ANNAPOLIS NAVY EXCHANGE, AND ONE AT THE WESTFIELD ANNAPOLIS MALL. NFCU ATM MACHINES ARE LOCATED OUTSIDE THE NFCU OFFICES AND INSIDE DAHLGREN HALL.

J. USNA TOURS: GUIDED WALKING TOURS ARE AVAILABLE FROM THE ARMEL-LEFTWICH VISITOR CENTER. TOUR TIME FREQUENCY CHANGES SEASONALLY AND ARE AVAILABLE BETWEEN 1000 AND 1500 MONDAY THROUGH SATURDAY AND 1200 TO 1500 ON SUNDAY. THE FEE FOR WALK-IN TOURS IS \$10.00/ADULTS, \$9.00/SENIORS (62+) AND 8.00/STUDENTS (1ST-12TH GRADES). ADVANCE RESERVATIONS ARE NOT TAKEN FOR WALK-IN TOURS; THEY FILL ON A FIRST COME, FIRST SERVE BASIS. GROUP TOURS (16+ PARTICIPANTS) FROM THE SHIP CAN BE ARRANGED THROUGH THE VISITOR CENTER TWO WEEKS IN ADVANCE BY CALLING 410-293-TOUR (8687). THE ARMEL-LEFTWICH VISITOR CENTER IS A NON-PROFIT ORGANIZATION WITH PROCEEDS BENEFITING THE BRIGADE OF MIDSHIPMEN.

K. 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 MONDAY-SATURDAY 0900-1700 AND SUNDAY 1100-1700. ADMISSION IS FREE. THE MUSEUM STORE IS OPEN THE SAME HOURS AND THE USNA MUSEUM AND OFFERS A 10% MILITARY DISCOUNT WITH VALID I.D.

L. ATHLETIC FACILITIES: USE OF THE ATHLETIC FACILITIES AT HALSEY FIELD HOUSE, MACDONOUGH HALL, LEJEUNE, AND ALL ASSOCIATED COURTS AND FIELDS IS AUTHORIZED FOR CREW MEMBERS SHOWING A MILITARY ID, WITH THE PROVISION THAT MIDSHIPMEN HAVE PRIORITY IN ATHLETIC FACILITIES AND ON EQUIPMENT AT ALL TIMES. 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...0530-2200
	SAT.....0630-2200
	SUN.....0900-2100
LEJEUNE:	MON-FRI...0600-2200
	SAT.....0700-2200
	SUN.....0900-2100
HALSEY:	MON-FRI.. 0545-2200
	SAT.....0700-2200
	SUN.....0900-2100

HOURS FOR AQUATICS FACILITIES ARE:

MACDONOUGH:	MON-FRI...1830-2200
	SAT.....1100-1800
	SUN.....1200-1800
LEJEUNE:	MON-FRI...1145-1345

M. MOVIES: MOVIES ARE SHOWN DURING THE ACADEMIC YEAR AND ARE HELD IN MITSCHER HALL ON SATURDAYS AT 1930 AND SUNDAYS AT 1400. ADMISSION IS FREE.

12. LEGAL: IF SHIP REQUIRES LEGAL ASSISTANCE, CONTACT CAPTAIN ROB ONEILL, SJA TO THE SUPERINTENDENT, AT 410-293-1563.

13. SUPPLY: IF SHIP REQUIRES FOOD/STORES ONLOAD, CONTACT TONY HOWELL FROM REINHART AT 410-293-7152.

14. VQ/NAVY LODGE: IF ROOMS ARE DESIRED AT THE NAVY GATEWAY INNS AND SUITES OR NAVY LODGE, THE FOLLOWING INFO IS PROVIDED:

A. NAVY GATEWAY INNS AND SUITES.....	410-293-3906
B. NAVY LODGE ANNAPOLIS.....	410-757-7900

15. OFFICIAL CALLS: PLEASE EMAIL BIO OF COMMANDING OFFICER TO LT GATES WHEN IN RECEIPT OF THIS MESSAGE. CALLS WILL BE SCHEDULED BY LT GATES WITH THE FOLLOWING:

A. CAPT WILLIAM D. BYRNE JR., COMMANDANT OF MIDSHIPMEN

12 AUG 2014

- B. CAPT HENRY ADAMS, DIRECTOR PROFESSIONAL DEVELOPMENT
ADDITIONAL CALLS MAY BE ARRANGED IF DESIRED, DEPENDENT ON SCHEDULING.
16. NAVY LEAGUE: 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 BERNIE QUIBILAN, CMDCM(SW), USN (RET.) AT 202-781-1673 OR EMAIL (BERNARD.QUIBILAN(AT)NAVY.MIL).
17. ARRIVAL CONFERENCE: UPON YOUR ARRIVAL, THE WELCOMING PARTY WILL BOARD YOUR SHIP FOR AN ARRIVAL CONFERENCE TO ANSWER ANY QUESTIONS YOU MIGHT HAVE AND FINALIZE THE VISIT SCHEDULE. THE PARTY WILL CONSIST OF THE SHIP VISIT LIAISON OFFICER, PORT OPERATIONS OFFICER, A SECURITY DEPARTMENT REPRESENTATIVE, HUSBANDING AGENT, A NAVSUPPACT ANNAPOLIS MWR REPRESENTATIVE, AND NCIS.
18. AGAIN, WE WELCOME USS XXX TO THE NAVAL ACADEMY. WE ARE LOOKING FORWARD TO YOUR VISIT AND ARE STANDING BY TO SUPPORT YOU IN EVERYWAY POSSIBLE.//
BT

12 AUG 2014

SHIP VISIT CHECKLIST

1. Inform SEANAV, WFR, Sailing, Protocol, PAO, NSAA, Security, and Special Events of visiting ship. (SVLO, upon receipt of ship visit message from CTF-80) _____
2. Inform Chief of Staff, Commandant Operations, and PRODEV of visiting ship (SEANAV, upon notification by SVLO) _____
3. Transmit Scene Setter Message to ship and info CTF-80, Fleet Forces Command, Baltimore Sector USCG, SURFLANT, USNA, and NAVSUPACT Annapolis (SVLO, 30 days prior to ship's arrival) _____
4. Distribute Ship Visit Info Memo/Ghost Email to SEANAV (SEANAV, upon receipt of LOGREQ) _____
5. Verify with WFR all logistical support is complete, husbanding agent is assigned, YPs have been identified for inclement weather, and watchbills have been reviewed and approved by Director, WFR for UB crews and WRDO (SVLO, 21 days before arrival) _____
6. Schedule CO's call with Commandant (Anna Ward x37005) (SVLO, 14 days before arrival) _____
7. Schedule CO's call with Director, PRODEV (Vicki Gately x36001) (SVLO, 14 days before arrival) _____
8. Determine with PAO (x31529) feasibility of media and public visits (SVLO, 14 days before arrival) _____
9. Transmit LOGREQ reply (SEANAV, 14 days before arrival) _____
10. Arrange meals in King Hall for Officers/CPO w/Commandant Operations (x37125) (SVLO, 14 days before arrival) _____
11. Verify inport security plan has been received and vetted by the security office (Phillip Card x39325) (SVLO, 14 days prior to arrival) _____
12. Verify with PWC that vans and pier connections (as applicable) are arranged (Irene Rivera x35724) (SVLO, 14 days prior to arrival) _____
13. Notify Visitor Center and provide sign for visit (Marcia Soffer x3363 ext113) (SVLO, 14 days prior to arrival) _____
14. Arrange any VIP tickets of all games as necessary (Anne McConnell x31511) (SVLO, 14 days prior to arrival) _____
15. Arrange home football game tickets for crew (Matt Munnely x38703) (SVLO, 14 days prior to arrival) _____
16. Contact MWR (Anthony Figlia x39210) (SVLO, 14 days prior to arrival) _____

12 AUG 2014

17. Contact Navy League Annapolis Council President. (Bernard Quibilan, 202-781-1673) (SVLO, 14 days prior to arrival) _____
18. Request parking from security (parking.nsaa.fcm@navy.mil and copy Brian Rippey (brian.rippy@navy.mil) (SVLO, 14 days prior to arrival) _____
19. Request use of Mids Store for crew during visit (email Phillip Allison) (SVLO, 14 days prior to arrival) _____
20. Schedule brief with UB coxswains, WRDO, Assistant Port Operations Officer, Port Operations Officer, SVLO (SVLO, 14days prior to arrival) _____
21. Send mass email to brigade@lists.usna.edu, nonmids@lists.usna.edu (Commandant Operations, 7 days prior to arrival) _____
22. Schedule the visit on the Midshipmen POD (Commandant Operations) _____
23. Schedule port brief with WFR, MWR, Security, and NCIS to be held on visiting ship upon arrival (SVLO, 14 days prior to arrival) _____