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SECNAVINST 5031.1C  
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SECNAV INSTRUCTION 5031.1C

From: Secretary of the Navy

Subj: SHIP NAMING, KEEL LAYINGS, CHRISTENINGS, COMMISSIONINGS,  
AND DECOMMISSIONINGS

Ref: (a) SECNAV M-5210.1  
(b) NAVSO P-1000, NAVCOMPT Financial Management Policy Manual, para. 07537  
(c) Joint Travel Regulations, Volume 2  
(d) OPNAVINST 1710.7A  
(e) DoD Directive 5500.07 of 29 Nov 07  
(f) NAVPERS 15665I, United States Navy Uniform Regulations

Encl: (1) Standard Operating Procedures Associated with Ship Naming, Keel Layings, Christenings, Commissionings, and Decommissionings

1. Purpose. To define the processes and identify roles and responsibilities for the planning and execution of ceremonies and activities associated with major ship milestones, including ship naming, sponsor selection, keel laying, crest development, and christening, commissioning, and decommissioning ceremonies.

2. Cancellation. SECNAVINST 5031.1B.

3. Background. This instruction addresses processes and procedures to assist in supporting five ceremonial milestones in the life of a ship of the United States Navy, including ship naming, keel laying, christening, commissioning and decommissioning (Note: commissioning and decommissioning applies only to United States Ship (USS) vice United States Naval Ship (USNS) ships). Each of these milestones differs in scope and the level of Navy participation, representing unique challenges in planning and coordinating activities. Of critical importance for all events is close coordination and prudent oversight to ensure sound stewardship of government resources, to drive a collaborative relationship between all participating agencies, and to ensure that each event is conducted in a manner that preserves time-honored Naval customs and traditions while

achieving efficiencies for both Department of the Navy (DON) and industry stakeholders. This instruction also provides guidelines for the execution of additional activities, such as sponsor selection and support and crest development. This instruction applies only to ocean-going vessels on the Naval Vessel Register, not to service craft, small boats, and experimental use vessels.

4. Action. It is the responsibility of the cognizant Program Executive Officer (PEO) to ensure that new construction and pre-commissioning support contracts contain language that ensures accountability for the precepts contained herein.

5. Records Management. Records created by this instruction, regardless of media and format, will be managed in accordance with reference (a).



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**STANDARD OPERATING PROCEDURES ASSOCIATED WITH SHIP NAMING, KEEL LAYINGS, CHRISTENINGS, COMMISSIONINGS, AND DECOMMISSIONINGS**

The Department of the Navy recognizes five ceremonial milestones in the life of each ship of the United States Navy. The procedures leading to the execution of these milestones are extremely complex and require close coordination among the various government and industry organizations involved in these events. This standard operating procedure, with its supporting appendices, broadly defines each organization's responsibilities and supporting processes related to the successful completion of each ceremony, as well as the execution of other key activities in the ship's life. The following appendices are included:

- Appendix A: Ship Naming Processes and Procedures
- Appendix B: Sponsor Selection and Support
- Appendix C: Ship's Crest Development
- Appendix D: Significant Keel Laying Ceremonies
- Appendix E: Christening Ceremonies
- Appendix F: Commissioning Ceremonies
- Appendix G: Decommissioning Ceremonies

1. Ship Naming. The Secretary of the Navy (SECNAV) is the sole entity with authority to approve the name of new construction, conversion, and long-term charter ships. SECNAV is also the authority for approving the naming convention for new ship classes. The SECNAV Public Affairs Office is SECNAV's appointed agent responsible for initiating and coordinating the naming process. Processes and procedures for the naming of USNS and ship classes are provided in appendix A.

2. Ship Sponsors. The ship's sponsor plays an important role in the life of each ship. Following longstanding naval tradition, a ship's sponsor is a female who is typically selected for her relationship to the namesake or to the ship's current mission. It is said that her spirit and presence will guide the ship throughout its service life. Far beyond coordinating her participation at the traditional christening event, it is incumbent upon the Navy to foster a positive and active relationship with the sponsor that lasts from her selection to ship decommissioning. The SECNAV is the sole entity with authority to approve the selection of the sponsor of new construction, conversion, and long-term charter ships. The SECNAV Public Affairs Officer (PAO) is SECNAV's agent for

initiating and compiling sponsor nominations. Appendix B provides processes and procedures associated with the selection of and support for the sponsor of a ship of the United States Navy.

3. Ship's Crest Development. Navy tradition requires that each ship of the United States Navy have its own distinct coat of arms, which reflects both the heritage embodied in the ship's namesake and its future mission objectives. Unique in design for each ship, the crest will represent the ship's identity throughout its service life, and help foster unity and esprit de corps for the crew. Appendix C provides processes and procedures associated with the design and development of the ship's crest.

4. Keel Laying. The keel laying is a major milestone in the life of the ship, for it symbolizes the point at which the ship begins to transition from concept to reality. The first pieces of steel are ceremonially welded together, and authenticated with the initials of the sponsor (if available) or a designated dignitary. SECNAV authorizes the execution of "significant" keel laying ceremonies, defined as those conducted for the first ship of a new class or for a ship of unique national significance. The event should be smaller in scale than that of christening and commissioning ceremonies. While the event is hosted by the shipbuilder, the cognizant PEO is charged with overarching responsibility for the planning and execution of the event to provide fiscal stewardship and ensure that the ceremony fully supports Navy customs and traditions and adheres to established policy. The cognizant Supervisor of Shipbuilding (SUPSHIP) serves as the PEO's on-site representative, and, as such, coordinates directly with the shipbuilder in the execution of the event. The SUPSHIP serves as the primary point of contact in communicating with the keel authenticator, the sponsor and Department of Defense (DoD) and DON Distinguished Visitors (DVs). Appendix D provides processes and procedures associated with the planning and execution of a "significant" or first of class keel laying ceremony. Keel laying ceremonies for follow ships of the class are significantly smaller in scope and more modest in nature, and are typically managed by the shipbuilder and the cognizant SUPSHIP community.

5. Christening Ceremonies. The christening ceremony marks the traditional transition of the ship from the new construction

phase to its comprehensive tests and trials phase -- moving from a mere hull number to a ship with a name and spirit. The ceremony and its supporting activities are largely focused on the ship's sponsor and a celebration of the namesake's heritage. Prior to the ceremony, the shipbuilder typically hosts a dinner in the sponsor's honor. The christening and its pre- and post-ceremony activities are hosted by the shipbuilder, and, as such, will reflect unique local heritage and practices of the shipbuilder and the local community. The cognizant PEO is charged with overarching responsibility for the planning and execution of the actual ceremony to provide fiscal stewardship and ensure that the ceremony fully supports Navy customs and traditions and adheres to established policy. The cognizant SUPSHIP serves as the PEO's on-site representative, and, as such, coordinates directly with the shipbuilder in the execution of the event. The SUPSHIP serves as the primary point of contact in communicating with DoD and DON DVs. Appendix E provides processes and procedures associated with the planning and execution of a christening ceremony.

## 6. Commissionings

a. The commissioning ceremony is one of the most important traditional ceremonial milestones in the life of the ship, for it represents the acceptance of the ship by the United States Navy and her entry into the active fleet. In recent years, the Navy has transitioned the site of commissioning ceremonies from the shipyard to waterfront communities Nation-wide, to provide a wider range of Americans with an opportunity to join in celebrating the success of their investments and to foster support and understanding for the Armed Services. The cognizant PEO has financial and oversight responsibility for the execution of the commissioning ceremony. The Prospective Commanding Officer (PCO) serves as the traditional host of the ceremony and is responsible for planning and day-to-day execution. The PCO shall not engage himself or herself or the crew in commissioning preparations until reporting to the cognizant PEO on official PCO orders. Receptions or social events held incident to the ceremony are typically hosted by the cognizant commissioning community, and are in no way the responsibility of the United States Navy. The complexities associated with the commissioning require constant communication and coordination between the PCO, the PEO, and the commissioning community through all phases of

planning and execution. Commissionings apply only to USS ships. Appendix F provides processes and procedures associated with the planning and execution of a commissioning ceremony.

b. The SECNAV may also authorize a return to service ceremony in the event that our national security strategy requires the reactivation of a previously decommissioned ship. While smaller in scope than a traditional commissioning ceremony, a return to service ceremony should follow the same parameters and guidelines prescribed in appendix F.

7. Decommissionings. The decommissioning ceremony is the last of the major ceremonial milestones, for it marks the end of the ship's active service life. Conducted for every USS ship, decommissioning ceremonies are typically modest, but can be significant for ships with noteworthy combat records or special national significance. It is the responsibility of the cognizant Type Commander (TYCOM) to schedule a decommissioning date within the fiscal year specified by the Chief of Naval Operations (CNO), to promulgate procedures for ships being decommissioned, and to provide authorizations to commence inactivation planning and decommissioning. The ship's Decommissioning Commanding Officer (DCO) is responsible for the planning and execution of the decommissioning ceremony, in coordination with the cognizant TYCOM. Appendix G provides processes and procedures associated with the planning and execution of the decommissioning ceremony.

**APPENDIX A**  
**SHIP NAMING PROCESSES AND PROCEDURES**

1. Upon contract award for a new construction ship/ship class without an established naming convention, the cognizant PEO notifies SECNAV PAO and the Naval History and Heritage Command (NHHC) that a contract has been awarded. SECNAV PAO generates a tasker for the NHHC to develop proposed naming conventions and hull designations. These recommendations should be based on historical precedence for previous ships of similar type, capability, or mission and should include three potential naming conventions, with supporting rationale and proposed ship names associated with each convention.
2. After preparation of the naming convention memorandum, the NHHC routes the package through the cognizant PEO; Deputy Assistant Secretary of the Navy (DASN) Ships; Assistant Secretary of the Navy (Research Development and Acquisition) (ASN(RD&A)); the Director of Navy Staff (DNS); the CNO; and ultimately SECNAV PAO. Each organization reviews the recommended naming conventions and prepares endorsement memoranda. The package is forwarded to SECNAV for consideration.
3. Once the naming convention has been established by SECNAV, subsequent ship naming packages will be initiated upon contract award by the SECNAV PAO, who will generate a tasker for the NHHC to develop a proposed naming package. These recommendations should be based on the naming convention, historical precedence for previous ships, capability, or mission and include supporting rationale. SECNAV PAO provides the NHHC with ship naming recommendations received from public sources for review and consideration.
4. The NHHC prepares a memorandum that provides ship name options to the SECNAV, which is routed through the DNS and the CNO. The CNO reviews the options for each hull to be named and forwards the package, along with CNO recommendations, to SECNAV PAO.
5. Upon receipt of the naming recommendation package, SECNAV PAO coordinates with SECNAV Legal Office to identify and resolve

issues associated with all proposed names. Upon completion of this review, the package is forwarded to the SECNAV for consideration.

6. Upon SECNAV's selection of a name(s) of new construction ships, SECNAV PAO prepares a notification memorandum for distribution to the NHHC, the CNO, DNS, Chief of Naval Information (CHINFO), ASN(RD&A), DASN Ships, and the cognizant PEO.

7. Upon receipt of the notification memorandum, the NHHC develops a naming notice (SECNAV Notice (SECNAVNOTE) 5030) for SECNAV signature.

8. Upon approval of SECNAVNOTE 5030, the CHINFO, in conjunction with SECNAV PAO, generates a press release or press conference to formally release the name to the public. A small, informal naming ceremony may be conducted to commemorate the naming of a new ship class or ships of special significance.

9. The NHHC maintains comprehensive ship naming records containing biographical data and ship heritage information associated with the ship's namesake, including information concerning previous ships of the same name.

10. SECNAVNOTE 5030 can be generated for either individual ships or a series of ships at the discretion of the Secretary.

**APPENDIX B**

**SPONSOR SELECTION AND SUPPORT**

1. Upon approval of the SECNAVNOTE 5030, the SECNAV PAO initiates the submission of sponsor nominations. If the ship is named for an individual, SECNAV PAO generates a tasker for the NHHC to research the family lineage and historical background of the namesake. If the ship is not named for an individual, SECNAV PAO solicits input from CHINFO, Office of Legislative Affairs (OLA), ASN(RD&A), DASN Ships and the cognizant PEO to identify candidates with an association to the heritage of the namesake (either geographical or cultural) or to the background or mission of the ship.
2. Based upon input received, SECNAV PAO forwards a sponsor recommendation package to SECNAV. SECNAV has full authority to select a sponsor whom he or she feels will best honor the namesake and the ship.
3. Upon SECNAV's selection of a sponsor, SECNAV PAO drafts a letter of invitation for SECNAV's signature providing a brief synopsis of the ship's name, why it was chosen, and the ship's ultimate mission, as well as a brief overview of the ceremonial events associated with the life of the ship. Upon acceptance by the sponsor, SECNAV PAO notifies the NHHC, CHINFO, OLA, ASN(RD&A), DASN Ships, the cognizant PEO and Commander, Military Sealift Command (COMSC) (where applicable).
4. Upon notification of the sponsor's acceptance, the cognizant PEO will send a letter directly acknowledging her acceptance and establishing the partnership throughout the life of the ship. The letter should introduce the cognizant PEO as the sponsor's primary point of contact throughout the ship construction and delivery process. If a keel laying and/or christening date has been determined, this should be stated in the letter. The PEO will clarify the points of contact associated with the construction of the ship and the execution of the ship's ceremonial milestones, including COMSC (when applicable), the program manager and on-site program manager's representative, the SUPSHIP and SUPSHIP event coordinator, the shipbuilder, and the precommissioning commanding officer. At this time, the sponsor is invited to name a maid(s)/matron(s) of honor to assist her in the execution of her ceremonial duties.

Optimally, one maid or matron will be selected per sponsor. A copy of the letter will be forwarded to SECNAV, CHINFO, ASN(RD&A), OLA, COMSC (where applicable), SUPSHIP, the PCO, the shipbuilder, and the society of sponsors.

5. It is the responsibility of the cognizant PEO to ensure that the sponsor remains fully informed of the ship's progress throughout the construction process.

6. The SUPSHIP will contact the sponsor to request biographical data and photographs for the sponsor and the maid(s)/matron(s) of honor. If a suitable photograph is unavailable, the SUPSHIP will arrange for a professional photo to be taken at a local military facility or civilian photo studio lab, and coordinate the necessary funding. The SUPSHIP will forward biographical information to SECNAV PAO, CHINFO, the PEO, the shipbuilder, and the PCO in support of future ship ceremonies, press releases, and supporting documentation.

7. The SUPSHIP will serve as the sponsor and maid(s)/matron(s) primary point of contact in the planning and coordination of keel laying and christening ceremonies. For sponsors of high rank or precedence, participation should be coordinated through SECNAV PAO. The shipbuilder will coordinate with the sponsor and maids/matrons of honor, as necessary, to successfully execute each event.

8. Upon notification of the ship's sponsor, the PCO will contact her to establish a relationship with the precommissioning crew. The PCO and crew will serve as the sponsor's guide and escort throughout all ceremonial events. Subsequent commanding officers or COMSC representatives (where applicable) will maintain the relationship with the sponsor and maids/matrons of honor throughout the ship's service life.

9. Once selected, the ships' sponsor maintains that role for the entire commissioned life of the ship. In the event that the sponsor is unable to fulfill her official duties during the christening or commissioning ceremonies, her maid/matron of honor will serve as her proxy during the events. If multiple maids/matrons exist, the sponsor must specify in advance who will represent her in the execution of her duties. If the

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sponsor steps down from the role or dies while the ship is in commission, the maid(s)/matron(s) of honor will represent the sponsor in all official sponsorship duties.

**APPENDIX C**

**SHIP'S CREST DEVELOPMENT**

1. With funding and support from the cognizant PEO, the PCO is responsible for the design, development, and production of the ship's crest. The crest design and production process is time-intensive, and should be initiated by the PCO immediately upon reporting to the PEO on official PCO orders to ensure the highest quality product in time to support, ideally, the ship's keel laying and, at a minimum, the christening.

a. The PCO shall:

(1) Contact the Army's Institute of Heraldry (or other authorized crest designer) to initiate the project and establish production timelines and design parameters.

(2) Collect input from the NHHC, the PEO, the builder, and the SUPSHIP on the namesake history as well as that of previous ships with the same name.

(3) Collaborate with the ship's sponsor on potential crest designs.

b. The cognizant PEO shall:

(1) Ensure that funding is budgeted and set aside for coat of arms development at least 1 year prior to the christening ceremony.

(2) Coordinate with the PCO immediately upon receipt of PCO orders to initiate coat of arms development.

(3) In the event that circumstances prevent the issuance of PCO orders prior to the christening ceremony, the PEO shall begin initial stages of design and development, as outlined in subparagraphs 1a(1) through 1a(3) above.

2. Upon the completion and production of the ship's crest, it is the responsibility of the PCO to forward a copy to the NHHC to be retained in the ship's historical records.

**APPENDIX D**

**SIGNIFICANT KEEL LAYING CEREMONIES**

1. Allowable Costs. The SECNAV may authorize the expenditure of government resources to support a significant or first of class keel laying ceremony. Costs of the ceremony are borne by the shipbuilder as part of the construction costs of the ship. Allowable costs are fully outlined in reference (b), and include music, local transportation to and from the ceremony site, flowers, printed (but not engraved) invitations, programs, modest platform construction/decoration, and a speaker's shelter for inclement weather. In addition, Invitational Travel Orders (ITOs) may be issued, as authorized in reference (c), to fund the travel expenses of the keel authenticator, speaker, sponsor, maid(s)/matron(s) of honor, or other eligible individuals who perform an official function in connection with the significant or first of class keel laying ceremony. There is no authority to fund the travel expenses of family members, or other guests who play no official role in the ceremony. Once the platform participants arrive at the keel laying location, ground transportation may be authorized to transition them to and from the ceremony and associated official events. The cognizant SUPSHIP is responsible for ensuring that these costs are controlled and fully distinguishable from non-allowable costs, which are funded exclusively by the shipbuilder. No entertainment costs, such as those related to receptions incident to the ceremony, may be charged either directly or indirectly to shipbuilding funds or to any Navy appropriation.

2. Ceremony Dates. The PEO shall collaborate with the shipbuilder, the SUPSHIP, and COMSC (when appropriate) to identify a date for the significant or first of class keel laying ceremony that best supports the ship construction schedule. Upon selection of the optimum date, the PEO will notify DASN Ships and SECNAV PAO.

3. Invitation Listings and RSVP Tracking. As the host activity, the shipbuilder is responsible for the compilation of the master invitation database, and the subsequent generation of invitations and RSVP tracking.

a. The PEO shall:

(1) Develop and maintain government invitation listings, based on input from Commander, Naval Sea Systems Command (COMNAVSEASYSCOM), COMSC (when applicable), OLA, affiliated PEOs, and program management offices; submit listings to SUPSHIP for consolidation and forward to the shipbuilder no later than 3 months prior to the ceremony date; and function as coordinator for late submissions.

(2) Work with SUPSHIP to track RSVP status. Provide status of DVs to SECNAV PAO and ASN(RD&A) no later than 2 weeks prior to the event and update as necessary. Notify OLA of Congressional participation (or lack thereof) no later than 2 weeks prior to the event and update as necessary.

b. The SUPSHIP shall:

(1) In the event that the keel authenticator is the ship's sponsor or Navy/DoD dignitary, contact him or her to obtain requested invitation listings and forward to the shipbuilder to generate invitations.

(2) Develop SUPSHIP invitation listing and coordinate crew invitation listings with the local Precommissioning Unit (PCU), when applicable. Collect and consolidate all government listings for forwarding to the shipbuilder.

(3) Work closely with the shipbuilder throughout the process to track RSVPs for Navy/DoD community.

(4) Submit the names of confirmed DVs to the cognizant PEO for forwarding to senior Navy leadership.

(5) Serve as the primary point of contact in communicating with DoD and DON DVs (including speakers) attending the keel laying event. To this end, the SUPSHIP shall:

(a) Coordinate travel itineraries and develop and execute detailed transportation plans for each DV as required. Provide copies to the PEO and the shipbuilder.

(b) Develop a comprehensive DV information package, including historical data on the ship's namesake; official party biographies; and preliminary schedule information. Provide a copy to the PEO and the shipbuilder.

(c) Work with the shipbuilder to develop the schedule of events and transportation/logistics plan and promulgate information to members of the official party.

c. The shipbuilder shall work in conjunction with the SUPSHIP representative throughout all ceremony planning and execution activities. Responsibilities include:

(1) Provide primary and secondary points of contact for all matters related to the event to be held at the shipyard to the SUPSHIP, PEO, PCU (where applicable), and other personnel, as necessary.

(2) Assimilate all invitation listings and generate invitations accordingly.

(3) Keep SUPSHIP apprised of RSVP status.

(4) Submit preliminary attendee listing to SUPSHIP within 3 weeks of the ceremony date, and update as necessary.

(5) Develop schedule of events and transportation/logistics plan and forward to SUPSHIP no later than 1 week from the ceremony date.

4. Printed Invitations. Ceremony invitations should be developed in accordance with reference (d) and should include, at a minimum, information concerning date, time, RSVP and uniform of the day. Invitations for follow-on receptions should also include uniform of the day for military and non-military participants. The cost of invitations for the pre- and post-reception (unofficial events) can not generally be funded by appropriated funds. The shipbuilder shall submit a draft copy of the invitation to the PEO, via the SUPSHIP, prior to printing.

5. Uniform of the Day. Upon the selection of the ceremony date, the cognizant SUPSHIP is responsible for providing the shipbuilder with written notice of the appropriate military attire for the ceremony.

6. Sponsor Coordination. If a sponsor has been named prior to the significant or first of class keel laying ceremony, she should be invited to attend the ceremony, often as keel authenticator. Sponsors and maids/matrons of honor may participate in significant or first of class keel laying ceremonies. It is the responsibility of the SUPSHIP to ensure that they receive all necessary information. At the discretion of the SECNAV, air travel and lodging may be funded through ITOs and coordinated through the SUPSHIP representative. The SUPSHIP as assisted by the PEO shall:

a. Immediately upon notification of significant or first of class keel laying ceremony date, notify the ship's sponsor and maid(s)/matron(s) of honor. This communication should inform them of the date and time of the keel laying ceremony, provide information concerning transportation scheduling and ITO reimbursement processes (if applicable), and provide primary SUPSHIP and shipbuilder points of contact for ceremony planning and execution.

b. Keep the sponsor and maid(s)/matron(s) of honor advised, after coordination with the PEO, of any changes to the ship's ceremony date or location.

c. Work with the sponsor and maids/matrons of honor to finalize air travel and lodging plans. Provide timely processing of ITOs and assist the sponsor in preparing and submitting travel claim forms for reimbursement.

d. Forward biographical information and photographs of the sponsor and maid(s)/matron(s) of honor to the shipbuilder for inclusion (if required) in the ceremony program.

7. Speakers. With respect to speakers, the goal of a significant keel laying is to limit the ceremony's length to 1 hour. For planning purposes, speakers for significant or first of class keel laying ceremonies should optimally be limited to three (not including the chaplain). Speakers may include a shipbuilder representative, an acquisition agent representative

(ASN(RD&A), the PEO, or the SUPSHIP), and a principal speaker. SECNAV has final approval for principal speakers for significant or first of class keel laying events. The PEO and the shipbuilder should collaborate to ensure that the traditions of the ceremony are preserved while balancing the need for specific speakers and the unique local customs and heritage of the shipbuilder.

a. The cognizant PEO shall collaborate with the shipbuilder, SUPSHIP, and COMSC (when appropriate) to identify potential principal speakers for the event, and submit nominations to SECNAV for consideration no later than 3 months prior to the event. Speakers for significant or first of class keel laying ceremonies are invited by SECNAV and are not to be advised that they have been nominated.

b. When notified that a proposed principal speaker has accepted, SUPSHIP shall:

(1) Contact the speaker's office and render all assistance and information requested. Keep the speaker apprised of any changes that will affect his or her participation in the ceremony.

(2) Determine the speakers' transportation and lodging requirements. The following applies:

(a) If the speaker is a military or government official, he or she may not receive shipbuilder funded lodging or transportation (other than ground transportation to and from the ceremony site to facilitate flow of ceremony execution).

(b) If the speaker is a government official outside of the Department of Defense (i.e., White House staff, cabinet member, or with another executive department), ITOs will be requested.

(c) If the speaker is an active duty flag officer, his or her office arranges and funds the travel to and from the ceremony and reimburses the speaker for lodging expenses.

(d) If the speaker is a Member of Congress, his or her staff will arrange the member's own transportation or coordinate travel requirements with OLA for military transportation.

(e) If the speaker is a civilian, an ITO may be requested.

8. Keel Laying Program – Order of the Day

a. The shipbuilder and the PEO are jointly responsible for the design and execution of the significant or first of class keel laying ceremony. It is imperative that the program be kept short (not to exceed 1 hour), concise, and conducted in full accordance with Navy customs and traditions. Guidelines for a significant keel laying ceremony program are provided in reference (d).

b. It is the responsibility of the shipbuilder to design, develop, and produce the printed ceremony program. The shipbuilder shall provide a copy to the PEO for review prior to printing.

9. Platform Seating. Upon identification of speakers and finalization of the program, the shipbuilder and the SUPSHIP shall work together to determine proposed platform seating. This plan should follow official order of precedence, as prescribed in reference (d) or as common sense deems appropriate. The keel authenticator is typically treated as the second most senior participant. The cognizant PEO shall review and approve the final platform seating plan.

10. Attendance at Shipbuilder Sponsored Pre- and Post-Ceremony Activities

a. While not required, it is traditional for the shipbuilder to host activities incident to a significant or first of class keel laying ceremony, including a post-ceremony reception. Reference (e), subsection 2-300, provides guidelines and restrictions concerning participation of DoD/DON personnel at such shipbuilder-sponsored venues. As outlined therein, attendance by DoD/DON personnel is authorized in accordance with the following conditions:

(1) Attendance is official and approved in advance by the head of the component command or organization.

(2) The function and related benefits are not lavish, excessive, or extravagant.

b. It is the responsibility of the component command or organization to approve attendance by DoD/DON employees in accordance with the above conditions.

11. Presentation Items and Gifts/Mementos. While in no way required, it is customary for gifts or mementos commemorating the event to be presented by the shipbuilder at activities incident to a significant or first of class keel laying ceremony, including items presented to the keel authenticators, speakers, and/or platform participants. Reference (e), subsection 2-300c(2), provides guidelines and restrictions concerning the acceptance of gifts/mementos and presentation items.

12. Public Affairs/Media Coordination. The significant or first of class keel laying ceremony represents a unique media and public affairs opportunity, and every effort should be made to positively and accurately highlight the time-honored tradition. While the shipbuilder has ultimate responsibility for coordinating media activities associated with the keel laying ceremony, active involvement by Navy media and public affairs organizations is essential to the overarching success of the event.

a. No later than 2 weeks prior to the ceremony date, CHINFO shall draft a pre-ceremony press release (or Blue Topper) and forward it to ASN(RD&A) PAO for coordination and technical content review with the cognizant PEO and COMNAVSEASYS COM Public Affairs. Once reviewed by the cognizant PEO and COMNAVSEASYS COM Public Affairs, the press release will be returned to CHINFO via ASN(RD&A) PAO for further coordination, as required. CHINFO will forward the product to Office of Secretary of Defense (OSD) Public Affairs for release. This product is generally released the week of the significant or first of class keel laying.

b. The SUPSHIP shall collaborate with the shipbuilder and the PEO to develop an overarching media plan that includes a

Navy media focus. This plan will be distributed to CHINFO and all Navy stakeholders approximately 2 weeks in advance of the ceremony date.

c. The shipbuilder shall:

(1) Work in conjunction with the SUPSHIP representative to coordinate all media activities associated with the keel laying ceremony, including arranging equipment logistics and access requirements for Navy, local and public press entities.

(2) Coordinate media availability for interested platform participants immediately following the ceremony, ensuring proper media controls are in place and coordinated with principals.

13. Historical Records. At the conclusion of the significant or first of class keel laying ceremony, the cognizant PEO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed per reference (a).

**APPENDIX E**

**CHRISTENING CEREMONIES**

1. Allowable costs. As with significant keel laying ceremonies, allowable costs for christening ceremonies are borne by the shipbuilder as part of the construction costs of the ship. Allowable costs are fully outlined in reference (b), and include music, local transportation to and from the ceremony site, flowers, printed (but not engraved) invitations, programs, platform construction/decoration, a speaker's shelter for inclement weather, and one bottle of christening champagne. In addition, ITOs may be issued as authorized in reference (c) to fund the travel expenses of the speaker, sponsor, maid(s)/matron(s) of honor or other eligible individuals who perform an official function in connection with the christening ceremony. There is no authority to fund the travel expenses of family members or other guests who play no official role in the christening ceremony. Once the platform participants arrive at the christening location, ground transportation may be authorized to transition them to and from the ceremony and associated official events. The cognizant SUPSHIP is responsible for ensuring that all costs are controlled and fully distinguishable from non-allowable costs. No entertainment costs, such as those associated with receptions incident to the ceremony, may be charged either directly or indirectly to shipbuilding funds or to any Navy appropriation.

2. Ceremony Dates. The cognizant PEO shall collaborate with the shipbuilder, the SUPSHIP, COMSC (when appropriate), and the PCO to identify potential christening date(s) that best support the ship construction schedule, and coordinate availability with the PCO and the sponsor. Upon identification of an optimum date, the PEO will contact DASN Ships and SECNAV PAO for concurrence. The PEO will then notify the CNO, ASN(RD&A), the shipbuilder, OLA, CHINFO, the SUPSHIP, the PCO, and the society of sponsors of the approved date. Under no circumstances may this date be changed by the shipbuilder without the written approval of the PEO and subsequent concurrence by senior Navy leadership.

3. Invitation Listings and RSVP Tracking

a. The PEO shall:

(1) Develop and maintain government invitation listings, based on input from COMNAVSEASYS COM, COMSC (when applicable), OLA, affiliated PEOs, and program management offices; submit listings to SUPSHIP for consolidation and forward to the shipbuilder no later than 3 months prior to the ceremony date; and function as coordinator for late submissions.

(2) Work with SUPSHIP to track RSVP status. Provide status of DVs to SECNAV PAO and ASN(RD&A) no later than 2 weeks prior to the event and update as necessary. Notify OLA of Congressional participation (or lack thereof) no later than 2 weeks prior to the event and update as necessary.

b. The SUPSHIP shall:

(1) Contact the sponsor to obtain her invitation listing and forward to the shipbuilder for processing.

(2) Develop SUPSHIP invitation listing and coordinate crew invitation listings with the local PCU, when applicable. Collect and consolidate all government listings for forwarding to the shipbuilder.

(3) Coordinate with the PEO and the shipbuilder to identify and support invitation requirements of special groups associated with the ship's namesake or heritage (i.e., Medal of Honor recipients, veterans groups, ships associations, etc.

(4) Work closely with the shipbuilder throughout the process to track RSVPs for Navy/DoD community.

(5) Submit the names of confirmed DVs to the cognizant PEO for forwarding to senior Navy leadership.

(6) Serve as the primary point of contact in communicating with DoD and DON DVs (including speakers) attending the christening event. To this end, the SUPSHIP shall:

(a) Coordinate travel itineraries and develop and execute detailed transportation plans for each DV as required. Provide copies to the PEO and the shipbuilder.

(b) Develop a comprehensive DV information package, including historical data on the ship's namesake; official party biographies; and preliminary schedule information. Provide a copy to the PEO and the shipbuilder.

(c) Work with the shipbuilder to develop the schedule of events and transportation/logistics plan and promulgate information to members of the official party

(d) Work with the shipbuilder to ensure that the PCO and senior ship officers are fully apprised of the christening ceremony plan.

c. The shipbuilder shall work in conjunction with the SUPSHIP representative throughout all ceremony planning and execution activities. Responsibilities include:

(1) Provide primary and secondary points of contact for all matters related to the event to the SUPSHIP, PEO, PCU (where applicable), and other personnel as necessary.

(2) Assimilate all invitation listings and generate invitations accordingly.

(3) Keep SUPSHIP apprised of RSVP status.

(4) Submit preliminary attendee listing to SUPSHIP within 3 weeks of the ceremony date, and update as necessary.

(5) Develop schedule of events and transportation/logistics plan and forward to SUPSHIP no later than 1 week prior to the ceremony date.

4. Printed Invitations. Ceremony invitations should be developed in accordance with reference (d) and should include, at a minimum, information concerning date, time, RSVP and uniform of the day. Invitations for pre- and post-ceremony dinner and receptions should also include uniform of the day for military and non-military participants. The cost of invitations for the pre- and post-reception (unofficial events) can not

generally be funded by appropriated funds. The shipbuilder shall submit a draft copy of the invitation to the PEO, via the SUPSHIP, prior to printing.

5. Uniform of the Day

a. Upon the selection of the ceremony date, the cognizant SUPSHIP is responsible for providing the shipbuilder with written notice of the appropriate military attire for the ceremony. Unless otherwise indicated by the SECNAV, uniform of the day for all christening ceremonies should be as follows:

(1) Military participants - full dress blue/full dress white (depending upon the season), or service equivalent, with gloves, swords, and large medals

(2) Civilian participants - business suits

(3) Military guests - service dress blue/summer whites (depending upon the season), or service equivalent

(4) Civilian guests - business attire

b. More detailed description of military uniforms is provided in reference (f).

6. Sponsor Coordination. The participation of sponsors and maids/matrons of honor in the christening ceremony requires extensive communication and coordination with both the shipbuilder and the SUPSHIP representative. It is the responsibility of the SUPSHIP to ensure that the sponsor receives all necessary information. Air travel and lodging are funded through ITOs and coordinated through the SUPSHIP representative. The SUPSHIP as assisted by the PEO shall:

a. Immediately, upon notification of the christening ceremony date, contact the ship's sponsor and maids/matrons of honor. This communication should notify them of the date and time of the ceremony, provide information concerning transportation scheduling and ITO reimbursement processes, and provide primary SUPSHIP and shipbuilder points of contact for ceremony planning and execution.

b. Keep the sponsor and maid(s)/matron(s) of honor advised, after coordination with the PEO, of any changes to the ship's ceremony date or location.

c. Work with the sponsor and maid(s)/matron(s) of honor to finalize air travel and lodging plans. Provide timely processing of ITOs and assist the sponsor in preparing and submitting travel claim forms for reimbursement.

d. Forward biographical information and photographs of the sponsor and maid(s)/matron(s) of honor to the shipbuilder for inclusion (if required) in the ceremony program, as well as the cognizant PEO and PCO.

7. Speakers. With respect to speakers, the goal of a ship christening is to limit the ceremony's length to 1 hour. For planning purposes, speakers for christening ceremonies for USS ships should optimally be limited to no more than six (not including the chaplain). Speakers may include a shipbuilder representative; an acquisition agent representative (ASN(RD&A), the PEO, or the SUPSHIP); a SECNAV representative; a Congressional representative; and the principal speaker. If she wishes, the sponsor may also deliver brief remarks. Speakers for USNS ships should optimally be limited to six, to include a COMSC representative. SECNAV has final approval for principal speakers for ship christenings. The PEO and the shipbuilder should collaborate to ensure that the traditions of the ceremony are preserved while balancing the need for specific speakers and the unique local customs and heritage of the shipbuilder.

a. The cognizant PEO shall collaborate with the shipbuilder, SUPSHIP, COMSC (when appropriate), and the PCO to identify potential principal speakers for the event, and submit nominations to SECNAV, via the SECNAV PAO, for consideration no later than 3 months prior to the event. SECNAV PAO may solicit additional input from the NHHC and the ship's sponsor, and will forward recommendations to SECNAV for consideration. Speakers are invited by SECNAV and are not to be advised that they have been nominated.

b. Unless otherwise directed, upon receiving SECNAV's preference for principal speaker, SECNAV PAO shall extend an informal invitation to the proposed speaker by telephone on behalf of SECNAV to ascertain interest and availability.

c. Upon notification of informal acceptance of SECNAV's speaker invitation, SECNAV PAO will prepare a formal letter of invitation for SECNAV's signature and coordinate with the office of the invitee to ensure receipt of invitation. SECNAV PAO will notify the NHHC, OLA (if applicable), the cognizant PEO, COMSC, SUPSHIP, and the PCO of speaker confirmation.

d. When notified that a proposed principal speaker has accepted, SUPSHIP shall:

(1) Contact the speaker's office and render all assistance and information requested. Keep the speaker apprised of any changes that will affect his or her participation in the ceremony.

(2) Determine the speakers' transportation and lodging requirements. The following applies:

(a) If the speaker is a military or government official, he or she may not receive shipbuilder funded lodging or transportation (other than ground transportation to and from the ceremony site to facilitate flow of ceremony execution).

(b) If the speaker is a government official outside of the Department of Defense (i.e., White House staff, cabinet member, or with another executive department), ITOs will be requested.

(c) If the speaker is an active duty flag officer, his or her office arranges and funds the travel to and from the ceremony and reimburses the speaker for lodging expenses.

(d) If the speaker is a Member of Congress, his or her staff will arrange the member's own transportation or coordinate travel requirements with OLA for military transportation.

(e) If the speaker is a civilian, an ITO may be requested.

## 8. Christening Program – Order of the Day

a. The shipbuilder and the PEO are jointly responsible for the design and execution of the christening ceremony. It is

imperative that the program be concise (not to exceed 1 hour in length) and conducted in full accordance with Navy customs and traditions. Guidelines for a christening ceremony sequence of events are provided in reference (d).

b. It is the responsibility of the shipbuilder to design, develop, and produce the printed ceremony program. The shipbuilder shall provide a copy to the PEO for review prior to printing.

9. Platform Seating. Upon identification of speakers and finalization of the program, the shipbuilder and the SUPSHIP shall work together to determine proposed platform seating. This plan should follow official order of precedence, as prescribed in reference (d) or as common sense deems appropriate. The sponsor is typically treated as the second most senior participant. The cognizant PEO shall review and approve the projected platform seating plan.

10. Attendance at Shipbuilder Sponsored Pre- and Post-Ceremony Activities

a. While not required, it is traditional for the shipbuilder to host activities incident to the christening ceremony, including a sponsor's dinner and a post-ceremony reception. Reference (e), subsection 2-300, provides guidelines and restrictions concerning participation of DoD/DON personnel at these shipbuilder-sponsored venues. As outlined therein, attendance by DoD/DON personnel is authorized in accordance with the following conditions:

(1) Attendance is official and approved in advance by the head of the component command or organization.

(2) The function and related benefits are not lavish, excessive, or extravagant.

b. It is the responsibility of the component command or organization to approve attendance by DoD/DON employees in accordance with the above conditions.

11. Presentation Items and Gifts/Mementos. It is customary for a wide range of presentation items, gifts or mementos to be presented at activities incident to the christening ceremony.

These gifts may include a letter of congratulations to the sponsor from the CNO, the christening champagne bottle presented to the sponsor from the shipbuilder, and mementos presented to the speakers and/or platform participants. The following applies:

a. Sponsor's Letter of Congratulations. No later than 60 days prior to the christening ceremony, CHINFO shall draft a letter of congratulations for the ship's sponsor to be signed by the CNO. Upon return of the signed letter, CHINFO shall forward it to the cognizant PEO to ensure that it is presented at the appropriate time during scheduled activities.

b. Speaker/Platform Participants Gifts/Mementos. Reference (e), subsection 2-300c(2), provides guidelines and restrictions concerning the acceptance of gifts/mementos and presentation items.

12. Public Affairs/Media Coordination. The christening ceremony represents a unique media and public relations opportunity and every effort should be made to positively and accurately highlight the time-honored traditions of the ceremony, honor the sponsor and the namesake's heritage, depict the ship's capabilities and the crew's future contributions to our national defense strategy, and foster support and understanding for the Navy's mission and the honor and commitment of our armed services. While the shipbuilder has ultimate responsibility for coordinating media activities associated with the christening ceremony, active pre- and post-christening involvement by Navy media and public affairs organizations is essential to the overarching success of the event.

a. No later than 2 weeks prior to the ceremony date, CHINFO shall draft a pre-ceremony press release (or Blue Topper) and forward it to ASN(RD&A) PAO for coordination and technical content review with the cognizant PEO and COMNAVSEASYS COM Public Affairs. Once reviewed by the cognizant PEO and COMNAVSEASYS COM Public Affairs, the press release will be returned to CHINFO via ASN(RD&A) PAO for further coordination, as required. CHINFO will forward the product to OSD Public Affairs for release. This product is generally released the week of the christening.

b. The SUPSHIP shall collaborate with the shipbuilder and the PEO to develop an overarching media plan that includes a Navy media focus. This plan will be distributed to CHINFO and all Navy stakeholders approximately 2 weeks in advance of the ceremony date.

c. The shipbuilder shall:

(1) Coordinate all media activities associated with the christening ceremony and pre- and post-ceremony events, including arranging equipment logistics and access requirements for Navy, local, and public press entities.

(2) Coordinate media availability for interested platform participants immediately following the ceremony, ensuring proper media controls are in place and coordinated with principals.

13. Historical Records. At the conclusion of the christening ceremony, the cognizant PEO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed per reference (a).

## APPENDIX F

### COMMISSIONING CEREMONIES

1. Allowable costs. Allowable costs of commissioning ceremonies are funded through the Ship Construction, Navy (SCN) appropriation. Outlined in reference (b), they include music; local transportation to and from the ceremony site; flowers; printed (but not engraved) invitations; printed programs; and the cost of work and services necessary to commission the ship, such as assembly and disassembly of the speakers' platform, seating arrangements, the public address system and related items. Bottled water may be purchased for a ship commissioning ceremony, using funds appropriate for the construction of the ship, when it is determined to be a necessary expense due to health and safety concerns. Such determination must be made on a case-by-case basis. In addition, ITOs may be issued, as authorized in reference (c), to fund the air travel and lodging expenses of speakers, the sponsor, maid(s)/matron(s) of honor, and other eligible platform participants who perform an official function in connection with the commissioning ceremony. There is no authority to fund the travel expenses family members or other guests who play no official function in the ceremony. Once the individual platform guests have arrived, ground transportation is authorized to and from the special events and the commissioning ceremony for all who are seated on the platform. This is to facilitate getting all platform guests to the designated event on time. The cognizant PEO is responsible for ensuring that these costs are controlled and fully distinguishable from non-allowable costs. The PEO shall ensure that funding for allowable commissioning costs are budgeted for and set aside at the cognizant SUPSHIP at least 1 year in advance of the ceremony. No entertainment expenses or costs for receptions and social functions incident to the commissioning ceremony may be charged either directly or indirectly to any Navy appropriations.

#### 2. Commissioning Site and Date

a. The SECNAV has sole authority to approve the site and date of the commissioning of a USNS. To ensure adequate time is provided for planning at the commissioning sites, DASN ships will submit a list of at least three recommended sites for the Secretary's consideration for each ship at approximately 12

months before the projected commissioning date. This lead time is to facilitate the commissioning community in their planning and development of community support. The three site selections should take into consideration the PCO and PEO recommendations, community support, logistic feasibility and recruiting potential for the Navy and Marine Corps. The PCO will submit three recommended site selections to the PEO via SUPSHIPS and the program manager to support the above time line. In the event the PCO has not been named, the PEO will coordinate the selection of the three sites to be considered and forward them to DASN ships for presentation to the Secretary for selection.

b. Once a suitable site has been established, the PCO will coordinate with the TYCOM, the PEO, the SUPSHIP, the shipbuilder, the sponsor, and the local community to establish a projected ceremony date that best supports the ship's completion and crew certification schedule. The PCO will send a proposed date letter to the PEO, via the SUPSHIP and the ship program manager, recommending an optimum commissioning date. The PEO will forward the recommendation to SECNAV for approval, with copies sent to the CNO, the appropriate resource sponsor, CHINFO, the appropriate fleet commander, the TYCOM and the Immediate Superior in Command (ISIC). Ideally, the commissioning date should be established at the same time the commissioning site is identified at approximately 1 year in advance. In the event this does not happen, then the commissioning date should be established as soon as feasible to give the commissioning community as much time as possible to facilitate blocking of rooms and entering into contracts to support the events.

c. Upon SECNAV's approval of both the proposed site and date, SECNAV PAO shall notify the CNO, Director Surface Warfare (OPNAV (N86)), fleet commander, TYCOM, the ISIC, the cognizant PEO, the PCO, and the SUPSHIP. The PCO shall in turn notify the sponsor, maid(s)/matron(s) of honor, and the commissioning community of the final site and date.

3. Coordination with the Commissioning Community. The PCO will serve as the SECNAV's primary liaison with the designated commissioning community throughout all planning and preparation activities. Key to the success of the commissioning ceremony is a strong, productive, and collaborative relationship between the PCO, PEO representatives, and the commissioning community.

4. Printed Invitations. The PCO is responsible for the development and production of invitations for the commissioning ceremony. Ceremony invitations should be designed in accordance with reference (d) and should include, at a minimum, information concerning date, time, place, RSVP, and uniform of the day. The cost of invitations for the pre- and post-reception (unofficial events) can not generally be funded by appropriated funds. Invitations for pre-and post-ceremony receptions should also include uniform of the day for military and non-military guests. The PCO should submit invitations to the Document Automation and Production Service (DAPS) for printing.

5. Uniform of the Day

a. Unless otherwise indicated by the SECNAV, uniform of the day for all commissioning ceremonies should be as follows:

(1) Military participants - full dress blue/full dress white (depending upon the season), or service equivalent, with gloves, swords, and large medals

(2) Civilian participants - business suits

(3) Military guests - service dress blue/summer whites (depending upon the season), or service equivalent

(4) Civilian guests - business attire

b. The desired prescribed uniform for military guests at commissioning community hosted pre- or post-ceremony receptions shall be service dress blue/summer whites (depending upon the season), or service equivalent. A more detailed description of military uniforms is provided in reference (f).

6. Invitation Listings and RSVP Tracking

a. With the support of the PEO, the PCO shall develop and maintain an invitational database to manage invitation listings and track RSVP status. To support this endeavor, the PEO shall compile government invitation listings based on input from COMNAVSEASYS COM, OLA, affiliated PEOs and program offices, and SUPSHIP, and serve as the coordinator for late submissions. These listings will be forwarded to the PCO no later than 3 months prior to the ceremony date. The PCO will also collect

input from the shipbuilder, the SUPSHIP, the crew, the commissioning community, associations from previous ships of the same name, and others as deemed appropriate by the PCO.

b. The PCO will track DV attendance status and provide information to the cognizant PEO no later than 2 weeks prior to the event and update as necessary. The PEO will in turn keep CHINFO or SECNAV PAO and OLA fully informed of DV and Congressional participation (or lack thereof).

#### 7. Sponsor Coordination

a. It is the responsibility of the PCO to establish and maintain communications with the sponsor and maid(s)/matron(s) of honor and ensure that they are engaged and fully aware of all activities associated with the commissioning of the ship. Immediately upon notification of commissioning ceremony date, the PCO or designated representative shall contact the ship's sponsor and maid(s)/matron(s) of honor to notify them of the date and time of the commissioning ceremony and provide information concerning transportation scheduling and ITO reimbursement processes.

b. The PCO or designated representative shall keep the sponsor and maid(s)/matron(s) of honor advised, after coordination with the PEO, of any changes to the ship's ceremony program, date, or location. He or she shall work with the sponsor and maid(s)/matron(s) of honor to finalize air travel and lodging plans.

c. The SUPSHIP shall assist the PCO in the preparation and liquidation of ITOs.

8. Speakers. The SECNAV has sole authority to approve and invite principal speakers for commissioning ceremonies. The PCO shall collaborate with the cognizant PEO, the SUPSHIP, and the shipbuilder to identify potential principal speakers for the event. No later than 6 months prior to the ceremony, he or she shall generate a letter to the PEO, via the SUPSHIP and the ship program manager, recommending three principal speakers for consideration. The PEO shall forward this recommendation to SECNAV, via the SECNAV PAO, for approval. SECNAV PAO may solicit additional input from the NHHC, and will forward

recommendations to SECNAV for consideration. Speakers are invited by SECNAV and are not to be advised that they have been nominated.

a. Unless otherwise directed, upon receiving SECNAV's preference for principal speaker, SECNAV PAO shall extend an informal invitation by telephone on behalf of SECNAV to ascertain the proposed speaker's interest and availability.

b. Upon notification of informal acceptance of SECNAV's speaker invitation, SECNAV PAO will prepare a formal letter of invitation for SECNAV's signature and coordinate with the office of the invitee to ensure receipt of invitation. SECNAV PAO will notify the NHHC, OLA (if applicable), the cognizant PEO, SUPSHIP, and the PCO of speaker confirmation.

c. For planning purposes, speakers for commissioning ceremonies should optimally be limited to seven (not including the chaplain), to include the shipbuilder, the acquisition manager (ASN(RD&A) or cognizant PEO), the CNO (or designated representative), the fleet commander/TYCOM or designated representative), SECNAV (or designated representative), principal speaker, and PCO. The PEO and the PCO shall collaborate to ensure that the traditions and customs of the ceremony are preserved while balancing the requirement for specific speakers. The goal is to limit the ceremony to 1 hour in length.

d. When notified that a speaker has accepted, the PCO or designated representative shall:

(1) Contact the speaker's office and render all assistance and information requested. Keep the speaker apprised of any changes that will affect his or her participation in the ceremony.

(2) Determine the speakers' transportation and lodging requirements. The following applies:

(a) If the speaker is a government official outside of the Department of Defense (i.e., White House staff, cabinet member, or with another executive department), ITOs will be requested.

(b) If the speaker is an active duty flag officer, his or her office arranges and funds the travel to and from the ceremony and reimburses the speaker for lodging expenses.

(c) If the speaker is a Member of Congress, his or her staff will arrange the member's own transportation or coordinate travel requirements with OLA for military transportation.

(d) If the speaker is a civilian, an ITO may be requested.

9. Printed Program. The PCO is responsible for the design, development, and production of the official commissioning program. To best control costs, the program should be limited to 30 pages in length. If more than 30 pages are required, approval from the PEO is required. To support this task, the PCO or designated representative shall:

a. Coordinate with the DAPS agent to ensure the timely and efficient production of ceremony booklets.

b. Collect congratulatory letters and photographs from senior Navy leadership for inclusion in the brochure, to include, at a minimum: the President, Secretary of Defense, SECNAV, CNO, Master Chief Petty Officer of the Navy, Assistant Secretary of the Navy, fleet commander, TYCOM, PEO, SUPSHIP, and the shipbuilder.

c. Coordinate with the SUPSHIP to collect biographies and photographs from the sponsors and maid(s)/matron(s) of honor.

d. Coordinate with the SUPSHIP and the shipbuilder to collect photographs from throughout the building process.

10. Commissioning Ceremony -- Order of the Day. The PCO is responsible for the design and execution of the commissioning ceremony. It is imperative that the ceremony be kept short (not to exceed 1 hour in duration), concise, and in full accordance with Navy customs and traditions. Guidelines for a traditional Navy commissioning program are provided in reference (d). Unless otherwise directed, the SECNAV or the designated representative, will place the ship in commission for the President.

11. Platform Seating. Upon identification of the principal speaker by SECNAV, the PCO shall finalize the platform guest list and develop the proposed platform seating plan. This plan should follow official order of precedence, as prescribed in reference (d) or as common sense deems appropriate. The sponsor is typically treated as the second most senior participant. The cognizant PEO shall review and approve the projected platform seating plan.

12. Attendance at Commissioning Community Sponsored Pre- and Post-Ceremony Activities

a. While not required, it is traditional for the commissioning community to host activities incident to the commissioning ceremony, including a pre-ceremony reception in honor of the commanding officer and a post-ceremony reception. Reference (e), subsection 2-300, provides guidelines and restrictions concerning participation of DoD/DON personnel at these commissioning community-sponsored venues. As outlined therein, attendance by DoD/DON personnel is authorized in accordance with the following conditions:

(1) Attendance is official and approved in advance by the head of the component command or organization.

(2) The function and related benefits are not lavish, excessive, or extravagant.

b. It is the responsibility of the component command or organization to approve attendance by DoD/DON employees in accordance with the above conditions.

13. Presentation Items and Gifts/Mementos. While in no way required, it is customary for a wide range of presentation items, gifts, or mementos to be presented to the PCO at activities incident to the commissioning ceremony. Reference (e), subsection 2-300c(2), provides guidelines and restrictions for the acceptance of gifts/mementos and presentation items.

14. Public Affairs/Media Coordination. The commissioning ceremony represents a unique media and public affairs opportunity and every effort should be made to positively and accurately highlight the time-honored traditions of the ceremony, honor the ship's namesake, depict the ship's

capabilities and the crew's future contributions to our national defense strategy, and foster support and understanding for the Navy's mission and the honor and commitment of our armed services. The cognizant TYCOM PAO, working in conjunction with the PCO and the PEO, is responsible for the planning, execution, and funding of all public affairs and media activities associated with a ship commissioning.

a. The TYCOM PAO shall:

(1) Work with the PCO and the PEO to develop a Navy media plan and distribute to the host site and all Navy stakeholders.

(2) Coordinate all media activities associated with the commissioning ceremony and pre- and post-ceremony events, including arranging equipment logistics and access requirements for Navy, local and public press entities.

(3) Coordinate media availability for interested platform participants immediately following the ceremony, ensuring proper media controls are in place and coordinated with principals.

b. No later than 2 weeks prior to the ceremony date, CHINFO shall draft a pre-ceremony press release (or Blue Topper) and forward it to ASN(RD&A) PAO for coordination and technical content review with the cognizant PEO and COMNAVSEASYS COM Public Affairs. Once reviewed by the cognizant PEO and COMNAVSEASYS COM Public Affairs, the press release will be returned to CHINFO, via ASN(RD&A) PAO, for further coordination, as required. CHINFO will forward the product to OSD Public Affairs for release. This product is generally released the week of the commissioning.

15. Community Relations and Recruiting. The commissioning ceremony is a unique public relations opportunity. During ceremony planning and preparations, every opportunity should be taken to build community relations and foster support and understanding for the Navy's mission, goals and objectives. Planners should work closely with the Navy's Office of Community Outreach and the Naval Recruiting Command to ensure maximum community awareness of the Navy and the ship's commissioning.

16. Security

a. Commissioning ceremonies may either be conducted at regional military bases and facilities or at private sector waterfront communities. It is the responsibility of the PCO to ensure that security issues are taken into consideration when assessing and evaluating candidate sites to host a commissioning ceremony. Prior to selection, the PCO must verify that the proposed host site has the capacity and the capability to fulfill all security requirements necessary to safeguard the security of the DVs, guests, and the ship itself.

b. The cognizant TYCOM, working in concert with the PCO, the PEO, and the host community, is responsible for the planning, execution, and funding of all activities associated with physical and personnel security for a commissioning ceremony.

17. Historical Records. At the conclusion of the commissioning ceremony, the PCO and the cognizant PEO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed per reference (a).

18. Additional Guidance. The above guidance is not intended to be all inclusive. All concerned in the planning and execution of the ceremony and associated events should keep in mind that the commissioning ceremony is a traditional event in the life of the ship. The ceremony and surrounding events should all focus on this tradition as well as support for the crew and its future mission.

## APPENDIX G

### DECOMMISSIONING CEREMONIES

1. Allowable costs. Costs of decommissioning ceremonies are borne by the fleet TYCOMs and are funded by the same funds made available for the operation and maintenance of the ship involved. Allowable costs are the same as those of a commissioning ceremony. Outlined in reference (b), they include music; local transportation to and from the ceremony site; flowers; printed (but not engraved) invitations; printed programs; and the cost of work and services necessary to decommission the ship, such as assembly and disassembly of the speakers' platform, seating arrangements, the public address system and related items. In addition, ITOs may be issued, as authorized in reference (c), to fund the air travel and lodging expenses of speakers, the sponsor, maid(s)/matron(s) of honor, and other eligible individuals who perform an official function in connection with the decommissioning ceremony. There is no authority to fund the travel expenses of family members or other guests who play no official role in the ceremony. The cognizant TYCOM is responsible for ensuring that these costs are controlled and fully distinguishable from non-allowable costs. The cognizant TYCOM shall ensure that funding for allowable decommissioning costs is budgeted for and set aside at least 1 year in advance of the ceremony. No entertainment costs, such as those associated with receptions incident to the ceremony, may be charged either directly or indirectly to operation and maintenance funds or to any Navy appropriation. Should the decommissioning ceremony warrant funds beyond what is available from the TYCOM, a request may be made for official representation funds from DNS.

2. Involvement of Sponsor or Maids/Matron(s) of Honor. It is the responsibility of the DCO to ensure that the ship's sponsor and maid(s)/matron(s) of honor are engaged and fully aware of all activities associated with the decommissioning of the ship. Immediately upon notification of the decommissioning ceremony date, the DCO, or designated representative, shall contact the ship's sponsor and maid(s)/matron(s) of honor to notify them of the date, time, and place of the decommissioning ceremony and explore potential participation in the event. The NHHC can assist in providing historical data on the ship's sponsor and maid(s)/matron(s) of honor.

3. Printed Invitations. The DCO is responsible for the development and production of invitations for the decommissioning ceremony. Ceremony invitations should be designed in accordance with reference (d) and should include, at a minimum, information concerning date, time, place, RSVP, and uniform of the day. The DCO shall order invitation stock and coordinate printing activities with DAPS. The cost of invitations for the pre- and post-reception (unofficial events) can not generally be funded by appropriated funds.

4. Uniform of the Day

a. Unless otherwise indicated by the SECNAV, uniform of the day for all decommissioning ceremonies should be as follows:

(1) Military participants - full dress blue/full dress white (depending upon the season), or service equivalent, with gloves, swords, and large medals

(2) Civilian participants - business suits

(3) Military guests - service dress blue/summer whites (depending upon the season), or service equivalent

(4) Civilian guests - business attire

b. A more detailed description of military uniforms is provided in reference (f).

5. Speakers. The DCO is responsible for identifying and inviting a principal speaker, if desired.

6. Printed Program. The DCO is responsible for the design, development, and production of the official decommissioning program. To support this task, the DCO, or designated representative, shall coordinate with DAPS to ensure the timely and efficient production of the ceremony program.

7. Decommissioning Ceremony -- Order of the Day. The DCO is responsible for the design and execution of the decommissioning ceremony. It is imperative that the ceremony be kept short (not to exceed 1 hour in duration), concise, and in full accordance with Navy customs and traditions. Guidelines for a traditional Navy decommissioning program are provided in reference (d).

8. Platform Seating. Upon finalization of the program, the DCO shall develop the proposed platform seating plan. This plan should follow official order of precedence, as prescribed in reference (d) or as common sense deems appropriate. The sponsor is typically treated as the second most senior participant.

9. Historical Records. At the conclusion of the decommissioning ceremony, the DCO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed per reference (a), part IV, "Decommissioned Vessels' Records."