



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO  
OPNAVINST 5450.209D  
NDW Code 1

30 JUL 2003

OPNAV INSTRUCTION 5450.209D

From: Chief of Naval Operations

Subj: MISSION, FUNCTIONS AND TASKS OF COMMANDANT, NAVAL  
DISTRICT WASHINGTON

Ref: (a) OPNAVNOTE 5450 Ser 09B2E3/314079 of 17 Nov 1983  
(b) OPNAVINST 5400.24D  
(c) 10 USC § 2674  
(d) 32 CFR Part 364 Appendix A  
(e) DODINST 5305.5 of 14 Jun 99  
(f) SECNAVINST 5910.7A

Encl: (1) Functions and Tasks of Commandant, Naval District  
Washington

1. Purpose. To assign the functions and tasks to be performed by the Commandant, Naval District Washington (NDW) in support of the mission issued by references (a) through (f).
2. Cancellation. OPNAVINST 5450.209C.
3. Mission. To maintain and operate facilities and provide specific personnel and logistic support for permanent and transient naval personnel in the Naval District Washington area; to command assigned shore activities; and to perform such other functions or tasks as may be directed by the Chief of Naval Operations (CNO).
4. Status and Command Relationships. Naval District Washington (NDW) is a shore activity in an active, fully operational status under the Commandant, NDW and under the command and area coordination of the CNO.
5. Action. In the accomplishment of the assigned mission, the Commandant, NDW will ensure performance of the functions and tasks set forth in enclosure (1). Commandant, NDW shall advise CNO of any recommended modifications to the mission, functions or tasks of NDW.

  
P. A. TRACEY  
Director, Navy Staff

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Functions and Tasks of the  
Commandant, Naval District Washington

1. Terminology. Defined for the purposes of this instruction as follows:

a. Naval District Washington (NDW) Area. Area encompassing naval shore activities and personnel ashore located in Maryland, the District of Columbia, and the following counties of Virginia: Arlington (including the Pentagon reservation), Fairfax, Fauquier, Loudoun, Prince William, Stafford and the cities located within their combined outer boundaries.

b. Commandant, NDW (COMNDW). Official in command to whom all responsibilities are assigned.

c. Headquarters, NDW (HQNDW). The Commandant and program managers, staff and special assistants tasked to provide services to activities within the NDW area.

d. Area Coordination Boundaries. Same as NDW area in paragraph 1a.

e. National Capital Region (NCR). Area encompassing the District of Columbia; Montgomery and Prince George's counties in Maryland; Arlington, Fairfax, Loudoun and Prince William counties in Virginia; and the cities located within their combined outer boundaries.

2. Functions and Tasks

a. Military Command and Support

(1) Acts as immediate superior in command for Navy Public Works Center, Washington; Naval Support Activity, Washington; and U.S. Navy Ceremonial Guard.

(2) Serves as responsible line commander in the exercise of military command over the National Naval Medical Center and the National Naval Dental Center, Bethesda, Maryland, and is the Echelon 2 Line Commander for Naval Hospital, Patuxent River, Maryland, and Naval Medical Clinic, Quantico, Virginia.

(3) Serves as area coordinator for the NDW Area, providing general guidance and oversight authority within the NDW area.

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b. Personnel Services

(1) Provides Navy career counseling for other activities within NDW, upon request.

(2) Serves as program coordinator for Casualty Assistance Calls and Funeral Honors Support program for the NDW area.

(3) Provides equal opportunity assistance as requested to Navy commands in the NDW Area.

(4) Promotes medical and dental care for eligible beneficiaries and their dependents within the NDW area.

(5) Provides area coordination for the five flagship programs of the Navy Community Service Program, including: Personal Excellence Partnership, Youth Health and Fitness, Campaign Drug Free, Environment and Conservation, and Sharing Thanksgiving programs.

(6) Serves as the Equal Employment Opportunity Officer for HQNDW.

(7) Coordinates best practices for HQNDW.

(8) Provides Family Advocacy Program regional coordination in the NDW area.

(9) Serves as local area coordinator for mobilization and demobilization of Naval Reserve forces to and from active duty.

(10) Manages and operates the Department of the Navy Motor Pool and programs and directs Executive Motor Pool operations for NDW area. Provides shuttle/transportation services for naval personnel in the NCR.

c. Finance

(1) Plans and executes budgets for HQNDW. Approves subordinate Echelon 3 budgets. Recommends distribution of funds, issues funding documents reflecting approved distribution, and prepares programming and financial adjustments for submission to the major claimant.

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(2) Formulates budgets for the Commandant. Provides assistance in the issuance of funding documents and prepares programming and financial adjustments for submission to the major claimant.

(3) Provides consolidated plant and minor property control.

(4) Executes accounting, payroll, budgeting, and reporting requirements for HQNDW. Provides analytical reports and advice on operating trends with recommendations for corrective action.

(5) Initiates, develops, negotiates, executes, and reviews support agreements as receiver or provider of services. Provides assistance to other naval activities regarding support agreement matters.

(6) Provides accounting, payroll, and budgeting support to Naval Support Activity (NSA), Washington.

d. Security

(1) Provides physical security services, including enforcement of Federal law under the assimilative crimes act, and enforcement of traffic and parking regulations for all naval installations under the control of COMNDW.

(2) Provides security and law enforcement at all naval installations under the control of COMNDW, including the Washington Navy Yard (WNY), NDW Anacostia Annex, Bellevue Navy Housing, U.S. Naval Observatory, Nebraska Avenue Complex, Potomac Annex, Solomons Navy Recreation Center, and National Naval Medical Center. Provides physical security services to the Defense Information Systems Agency. Coordinates responses to bomb threat emergencies and provides anti-terrorism response and training.

(3) Conducts preliminary and complete investigations of criminal complaints for HQNDW and its tenant activities.

(4) Coordinates Navy response to threat conditions in the NDW area.

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e. Firefighting

(1) Provides fire suppression, crash and rescue forces, and equipment for the WNY, NDW Anacostia Annex, Bolling Air Force Base, Bellevue Navy Housing, Naval Research Laboratory (NRL), Marine Barracks, and other naval activities within the NDW area.

(2) Provides fire protection personnel to man hazardous material units based at NRL for response to all stations for hazardous material incidents.

(3) Provides equipment, material, and training support to White House and Camp David units.

(4) Provides fire prevention inspections at the WNY, NDW Anacostia Annex, Bolling Air Force Base, Bellevue Housing, NRL, U.S. Naval Observatory, Defense Communications Agency, and other naval activities within the NDW area.

f. Facilities Support

(1) Reference (f) designates the Assistant Secretary of the Navy, Installations and Environment (ASN (I&E)), as the Secretary of the Navy's executive agent responsible for real estate, facilities, space, and space-acquisition policies for the DON worldwide.

(2) As DON's executive agent, ASN (I&E) has appointed COMNDW, as the DON NCR Space Coordinator (NCRSC). As the NCRSC, COMNDW is responsible for:

(a) Assisting ASN (I&E) in his/her role as executive agent;

(b) Providing the Office of the ASN (I&E) with a semi-annual brief on space and facility matters under the cognizance of the NCRSC;

(c) Consulting with the Office of the ASN (I&E) on any matters of congressional interest;

(d) Ensuring that the DON space and facility requirements are processed in a timely and efficient manner;

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(e) Providing whatever assistance is required by the DON activities in the NCR concerning "Space Alteration Requests;"

(f) Developing 5-year plans for leased space in the NCR and submitting them to ASN (I&E) for appropriate action, at the beginning of each fiscal year;

(g) Maintaining a database of a detailed inventory of military owned/controlled and GSA-leased space in the NCR and providing a report on a semi-annual basis to ASN (I&E);

(h) Collecting data from all DON activities occupying GSA and military owned/controlled space in the NCR.

(i) Submitting consolidated DON reports to Director, Space Management and Services, Washington Headquarters Services (WHS), Office of the Secretary of Defense, on a semi-annual basis;

(j) Managing government controlled/leased facilities by assigning space to individual DON activities as provided to the NCRSC by WHS;

(k) Acting as the central point within DON for coordinating internal general and administrative space matters with WHS;

(l) Keeping the appropriate offices within DON fully informed on any plans or actions affecting their respective activities;

(m) Providing consolidated furniture management, warehousing, and inventory control for DON activities in the NCR; and

(n) Coordinating and reviewing all new telecommunication support requirements and installation for military construction projects for HQNDW and tenant activities and managing telephone-billing accounts for HQNDW.

g. Interservice and Intraservice Command Support

(1) Conducts a command evaluation and management control program for HQNDW and NSA, Washington.

(2) Serves as area coordinator for the NDW area.

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(3) Tasks NDW area Navy commands for support in executing area coordination, ceremonial, and other functions as required.

(4) Provides public affairs support for the NDW area.

(5) Oversees and coordinates the provision of religious ministries, chaplain and Religious Program Specialist professional training and mentoring, and religious ceremonial and administrative support within NDW.

(6) Initiates, develops, negotiates, executes, and reviews interservice or intraservice support agreements as receiver or provider of services. Provides assistance to other naval activities on support agreement matters.

h. Shore Facilities Management, Operations and Plans

(1) Coordinates space planning and management for the Navy and Marine Corps in NCR.

(2) Administers the Federal Building Fund.

(3) Prepares and maintains HQNDW operations and contingency plans.

(4) Maintains files of and reviews operations and contingency plans of activities within NDW to ensure conformity and compatibility with HQNDW plans.

(5) Coordinates with other military services, local, State and Federal Government, as required, on planning matters of mutual concern.

(6) Plans and oversees training and readiness of regional disaster control forces and disaster preparedness personnel.

i. Ceremonial Functions

(1) Represents and acts for the Secretary of the Navy and the Chief of Naval Operations on those matters assigned, including public and diplomatic functions and presentations of awards and medals.

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(2) Coordinates Navy participation in official ceremonies. Directs equipping, training, and employment of the U.S. Navy Ceremonial Guard.

(3) Coordinates the Navy Summer Concert Series, a large-scale public relations event dedicated to the general public.

(4) Coordinates Navy assets for the Armed Services Inaugural Committee Joint Task Force in support of the Presidential Inauguration.

(5) Provides overall coordination for port visits to NCR.

j. Safety and Environmental

(1) Oversees compliance with applicable substantive and procedural Federal, state, and local environmental and occupational safety and health laws and regulations within the NDW area.

(2) Cooperates with Federal, state, and local environmental regulatory officials.

(3) Coordinates environmental and natural resources matters (especially enforcement actions, agreements, and permit conditions) with regional environmental coordinators and the chain of command.

(4) Acts as the "Responsible Corporate Official" in all dealings with regulatory officials. Serves as coordination point for all contact with regulatory officials.

(5) Plans, programs, budgets, and allocates funds for environmental compliance costs.

(6) Chairs the Environmental Management Board and Safety and Health Council.

k. Legal and Military Justice

(1) Provides legal advice and support to commands within the NDW area.

(2) Serves as general court-martial convening authority for the NDW area. Convenes general courts-martial and boards of inquiry, reviews special and summary courts-martial, decides

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nonjudicial punishment appeals, and reviews JAGMAN investigations for incidents arising within the NDW area.

(3) COMNDW authorizes searches, pursuant to Military Rule of Evidence (MRE) 315, of Navy controlled or occupied spaces within the NDW area. This authority is based on COMNDW's management of Navy controlled or occupied spaces as discussed in paragraph 2f(2)(a) through (n) above and reference (f). Consistent with MRE 315, a search may also be authorized by the commander who has been assigned Navy controlled or occupied spaces where the property or person to be searched is situated or found. Authorization for searches within the Pentagon Reservation must be coordinated with WHS.

(4) Assigns JAGMAN investigation responsibility to area commands when appropriate.

(5) Provides liaison with area military and civilian law enforcement authorities.