



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

IN REPLY REFER TO

OPNAVINST 1000.1L
N09B

19 October 1994

OPNAV INSTRUCTION 1000.1L

From: Chief of Naval Operations
To: All Navy Flag Officers

Subj: REPORTING PRESENCE OF NAVY FLAG OFFICERS VISITING THE
WASHINGTON, D.C. AREA

1. Purpose. To acquaint flag officers with the procedure which has been established to provide the Secretary of the Navy and the Chief of Naval Operations with information relative to flag officers visiting the Washington, D.C. area. This is a major revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1000.1K.

3. Action

a. Flag officers who expect to visit the Washington, D.C. area in a duty status, except those notified they will be sitting as members of selection boards, are requested to notify the Chief of Naval Operations by message, and provide the following information:

(1) Name, grade and duty station.

(2) Estimated date and time of arrival, and estimated date and time of departure.

(3) Washington working address and telephone number.

(4) Washington overnight address and telephone number, if applicable.

(5) Desired assistance in arranging for office space, transportation or appointments.

b. If circumstances prevent a message submission, flag officers are requested to provide the above information by telephone to the Navy Department Duty Captain at (703) 695-0231 or DSN 225-0231. The Duty Captain will pass the information to the CNO Flag Representative and Assistant Vice Chief of Naval Operations for appropriate action.

c. Flag officers who visit the Washington area in a non-duty status, including reservists on inactive duty, are requested to notify the Navy Department Duty Captain by telephone after



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arrival in the area. Information as to intended duration of stay, local residence, phone numbers, etc. should be provided.

4. Responsibility. The Assistant Vice Chief of Naval Operations (N09B), telephone (703) 695-4337 or DSN 225-4337, will assist in arranging for Visiting Flag Offices (VFOs) and Motor Pool transportation for all visiting flag officers and will assist in making local appointments for those flag officers visiting Washington, D.C. from OUICONUS. VFOs are available for use in the Pentagon as follows:

- a. Room 4E635, phone (703) 697-2280 or DSN 227-2280
- b. Room 4E631, phone (703) 695-4425 or DSN 225-4425
- c. Room 4B537 (right side), phone (703- 697-6037 or DSN 227-6037
- d. Room 4B537 (left side), phone (703) 697-6278 or DSN 227-6278
- e. All phones listed above are STU-III phones (i.e. secure capable up to secret only).

5. Report. Report symbol OPNAV 1000-1 (MIN: CONSIDERED) has been assigned. This report has been approved for three years from the date of this directive.

Robert J. Horne
ROBERT J. HORNE
ASSISTANT VICE CHIEF
OF NAVAL OPERATIONS

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