



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

IN REPLY REFER TO

OPNAVINST 1300.18
N09B

08 SEP 1998

OPNAV INSTRUCTION 1300.18

From: Chief of Naval Operations

Subj: CHIEF OF NAVAL OPERATIONS (CNO) FLAG REPRESENTATIVE

Ref: (a) OPNAVINST 5000.48C
(b) OPNAVINST 5360.3D

Encl: (1) General Information and Procedures

1. Purpose. To establish policy on the assignment of Washington, DC area Rear Admirals (paygrades 07/08), as CNO Flag Representatives.
2. Discussion. The policy contained in this instruction takes precedence over the policy in Article 105 of reference (a).
3. Background. Per reference (a), a CNO Flag Representatives watch list is published monthly to include all Rear Admirals assigned National Capital Region duty for the Office of the Chief of Naval Operations (OPNAV). Reductions in OPNAV Flag Officers necessitate including Flag Officers from the National Capital Region to support the watch. This directive constitutes assigning Washington, DC area Rear Admirals to the watch list, with the exception of those assigned as listed in paragraph 4 below. Enclosure (1) provides specific watch information and procedures.
4. Policy. All Rear Admirals (U.S. Navy) assigned duty in the Washington, DC area shall be assigned as CNO Flag Representatives, except those following in the categories listed below:
 - a. Office of the Chairman, Joint Chiefs of Staff (JCS)
 - b. Office of the Secretary of Defense (OSD)
 - c. Office of the Secretary of the Navy (SECNAV)
 - d. Rear Admiral Selectees
 - e. Others (as approved by the Vice Chief of Naval Operations)

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5. Responsibilities

a. The Director, Navy Staff (CNO (N09B)) shall:

(1) Prepare and issue the CNO Flag Representative Watch List on a monthly basis.

(2) Coordinate requirements for Funeral Escort Commanders and Commemorative Wreath-Laying Ceremonies.

b. The Flag Representative is responsible to the Secretary of the Navy and the CNO. In carrying out these responsibilities the Flag Representative shall:

(1) Represent the CNO at official ceremonies or official social functions.

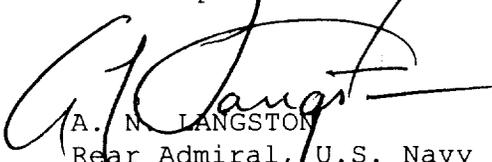
(2) Officially welcome and bid farewell to foreign dignitary quests of the Navy (or Department of Defense when Navy is executive agent) on their arrival and departure from the Washington area. Visitors should be foreign equivalent to admiral/vice admiral or equivalent to CNO in their navies.

(3) Act as Funeral Escort Commander, per reference (b), when requested.

(4) Participate in Commemorative Wreath-laying Ceremonies as scheduled by the Navy Memorial.

6. Effective Date. Provisions of this instruction are effective 1 October 1998.

7. Action. Address all requests for exception to policies stated here to the Vice Chief of Naval Operations for disposition.


A. N. LANGSTON
Rear Admiral, U.S. Navy
Director, Navy Staff

Distribution:

All U.S. Navy Flag Officers in the Washington, DC area
All OPNAV Principal Officials

08 SEP 1990

GENERAL INFORMATION AND PROCEDURES

1. The watch is a 24-hour assignment which commences at 0800. During normal working hours, the Flag Representative will be on call at or through his/her office. Outside of normal working hours, Saturdays, Sundays and holidays, the Flag Representative will be on call at his/her residence or other designated location.
2. Continuity is provided the Flag Representative by the Navy Department Duty Captain (NDDC). Information on past actions, current procedures, and special situations is available in the files maintained by the Navy Command Center (NCC).
3. Senior duty officers in commands, bureaus and offices of the Navy Department will consult directly with the NDDC on any business that should be brought to their attention. Matters concerning the Marine Corps shall be referred to the Marine Corps Command Center.
4. The number of assignments to any individual flag officer is based on the individual's ratio of previous assignments and months on board. An equitable balance between scheduled weekday, weekend and holiday assignments is maintained. Officers who plan to be absent for any reason during the next month, are requested to notify CNO (N09B20B) via cc:mail/email by the 10th of each month to allow publishing the watch list by the 15th.
5. The relief list is established in order to ensure availability of a Flag Representative during the unforeseen absence of the flag officer assigned duty for any designated day. However, in order to avoid using the relief representative except as an emergency measure, officers who will be absent on temporary additional duty (TAD) orders, leave, or for other reasons are requested, when practicable, to arrange for an exchange of assignments. When an unscheduled assignment of the officer at the top of the relief list would result in that officer performing Flag Representative duties 2 days in a row, the next officer on the relief list will be assigned.
6. When an exchange of assignments is desired, a memorandum of notification will be submitted to the Director, Navy Staff (CNO N09B)), with copies to N09B20, N09B31, and the NDDC. The assigned flag officer will ensure information concerning any previous tasking for the specific date and current pertinent events is passed to the flag officer accepting the exchange of assignment.

Enclosure (1)