



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5720.2L CH-1
N09C/
6 Aug 02

OPNAV INSTRUCTION 5720.2L CHANGE TRANSMITTAL 1

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: EMBARKATION IN U.S. NAVAL SHIPS

Ref: (a) SECNAVINST 5720.44A

Encl: (1) Revised pages 1 through 6

1. Purpose. To provide updated guidance pertaining to the embarkation of civilian guests aboard Navy ships, submarines and vessels for public affairs purposes as outlined in reference (a).

2. Action. Remove pages 1 through 6 and replace with enclosure (1) of this change transmittal.

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Distribution:
SNDL Parts 1 and 2

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SHIPS

Ref: (a) U.S. Navy Regulations,
1990, Article 0810
(b) OPNAVINST 6000.1A
(c) OPNAVINST 5720.3D
(d) SECNAVINST 5720.44A
(e) OPNAVINST 5760.2C (NOTAL)
(f) CNETINST 1533.9J (NOTAL)
(g) OPNAVINST 5760.5B
(h) OPNAVINST 5760.2C
(i) SECNAVINST 5510.30A
(j) SECNAVINST 5510.36
(k) OPNAVINST S5510.155C
(NOTAL)
(l) OPNAVINST 5700.7G (NOTAL)
(m) CNETINST 1560.3D (NOTAL)
(n) JAGINST 5800.7C
(o) SECNAVINST 1300.12B
(p) OPNAVINST 4650.11F
(q) OPNAVINST 3710.7S

1. **Purpose.** To implement the authority
vested in the Chief of Naval Operations.

2. **Cancellation.** OPNAVINST 5720.2K.

3. **Background**

a. Reference (a) is the basic authority for
embarkation and passage of all persons in U.S.
naval ships. Nothing contained in this
instruction diminishes the authority of the senior
naval operational commander present to embark
individuals in the public interest, or for
humanitarian reasons. For the purpose of this
instruction, the term "naval ships" includes
service craft and Military Sealift Command -
controlled and contract - operated ships bearing

United States Naval Ship (USNS) designations.
In view of the above, senior operational
commanders are delegated certain authority
commensurate with their responsibilities in
regard to the embarkation of civilians.

4. **Policy**

a. Commanding officers will recommend
disapproval of, and operational commanders will
disapprove, routine requests for embarkation of
civilians from any source which, if approved,
would result in interference with shipboard
operations, or which would require unacceptable
adjustments to operating schedule.

b. Civilians of the categories specified in
paragraph 7 below will be embarked without
regard to their sex. Every reasonable effort will
be made to provide separate accommodations,
limited only by the need to maintain combat
readiness and crew habitability.

c. Navy policy concerning pregnant women
is outlined in reference (b). The policy applies
to servicewomen, civilians (in an official
capacity) and guests.

d. The Chairman, Joint Chiefs of Staff, and
the Unified and Specified Commanders have the
authority to use U. S. naval ships for
embarkation of individuals other than news
media representatives for non-local public
affairs purposes. Such requests will be
coordinated and approved by the appropriate
component commander.

5. **Scope.** This instruction applies to all
individuals who may occasionally embark or
take passage in U.S. naval ships, with the
following exceptions:

a. Civilians who are accredited as U.S.
Navy technicians (See reference (c)).

b. News correspondents who are authorized
to embark under the procedures prescribed by
reference (d).

c. Members of Congress, congressional
staff members, and congressional committee

staff members who have been invited to embark for the purpose of orientation, or to witness certain operations or demonstrations. (See reference (d)).

d. Civilian youth groups under Navy sponsorship, described in reference (e), who are authorized to embark under the following directives.

(1) Naval Junior Reserve Officer Training Corps (NJROTC) cadets on training cruises and visits in support of objectives of the ROTC Vitalization Act of 1964, Public Law 88-647. (See reference (f).)

(2) Naval Sea Cadet Corps (NSCC) personnel on training cruises and visits in connection with NSCC activities approved by CNO. (See reference (g).)

(3) National Scouting Program participants. (See reference (h).)

(4) Navy Science Awards Program participants; the Chief of Naval Research is assigned overall responsibility for administering that program. (See reference (h).)

e. Special agents of the Naval Investigative Service, where embarkation is authorized under standing directives issued by the Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT); Commander in Chief, U. S. Pacific Fleet (CINCPACFLT); Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR); or Commander, Military Sealift Command (COMSC).

6. Embarkation of Foreign Nationals. Embarkations of foreign nationals, including foreign military personnel, on a classified or unclassified basis are subject to the provisions of references (i) (j) and (k). Reference (l) applies if personnel are in an exchange, liaison, or loan status.

7. Embarkation of Civilians for Official Purposes.

a. **Non-government Employees Engaged in Construction, Maintenance, Operations, or Research.** Civilians who are not government employees may be authorized to embark in naval ships in connection with construction, maintenance, or operation of a ship or its embarked aircraft, or for scientific research, without reference to the Chief of Naval Operations (CNO). That authority is limited to those instances where the ship remains within the general area of the base or port of the United States or overseas at which the civilian is embarked. Embarkation of the foregoing nature may be authorized by flag officers afloat, COMSC; Commander, Naval Air Systems Command, Commander, Naval Sea Systems Command, Commander, Naval Supply Systems Command; and the Commander, Naval Facilities Engineering Command, subject to the concurrence of the commanding officer of the ship. In the event the proposed embarkation extends beyond the geographical limits established by this paragraph, designation as a U.S. Navy Technician must be obtained following reference (c). In those cases where designation as a U.S. Navy Technician is not warranted, the sponsoring command will forward the request for embarkation to CNO (N09B) for approval.

b. **Civilian Educational and Navy Campus for Achievement Personnel.** Numbered fleet and Type commanders may approve embarkation of civilian educational personnel under programs described in reference (m).

c. **U.S. Government Civilian Employees.** CINCLANTFLT, CINCPACFLT, CINCUSNAVEUR, and COMSC may approve embarkation of government civilian employees. That authority may be further delegated to shipyard commanders and to commanders exercising operational control of ships. Embarkation requests of such agencies will be submitted to CNO for processing. Requests supported by CNO will be forwarded to the appropriate fleet commander or COMSC and, if supported, a unit will be designated to

accommodate the embarkation. Embarkation requests originated by Navy subordinate commanders will be forwarded via the unit's operational chain of command to the Fleet commander or COMSC, as appropriate. Embarkation approval, subject to concurrence of the designated unit's commanding officer and operational chain of command, shall be granted or disapproved by the Fleet commander or COMSC, as appropriate.

d. **Research, Surveys, and Military Sealift Command (MSC) Matters.** The Oceanographer of the Navy is granted authority to approve embarkation for technical purposes directly related to research functions aboard MSC ships which are sponsored by the Naval Oceanographic Office. The Oceanographer of the Navy is authorized, at his discretion, to further delegate that authority to the Commander, Naval Meteorology and Oceanography Command. Embarkation for all other purposes aboard MSC ships under the operational control of COMSC should be approved by COMSC, keeping the appropriate fleet commander informed. COMSC is authorized, at his discretion, to further delegate that authority to MSC Area Commanders, Foreign Nationals may be embarked on unclassified missions in connection with surveys, research, or official duties pertaining to MSC matters.

e. **At Sea Programs.** Numbered Fleet and Type commanders are delegated authority to approve embarkation of State Police or Highway Patrol personnel who embark aboard Navy ships in connection with the At-Sea Traffic Safety, the At-Sea Crime Awareness and Prevention, or similar programs for units returning to homeport from a deployment.

f. **Procedures**

(1) When the services of civilians are required on board ships, the commanding officer will submit an embarkation request through the operational chain of command and will advise the approval authority, following procedures in subparagraphs 7a through f, of the services

required and the berthing and sanitary facilities available. In identifying those facilities, the commanding officer will anticipate the possibility that civilians of either sex may be assigned.

(2) The approval authority authorizing the embarkation is responsible for determining the need for each such embarkation. When approval is granted for embarkation, the approval authority will inform the employing agency or activity of the services required and the facilities available. In those instances where no separate facilities are available or there are other limiting factors that would adversely affect the embarkation of civilians of either sex, those facts will be stated. However, the message should state that civilians of either sex will be accepted if assigned.

8. Embarkation of Civilian Guests

a. **General.** Embarkation of civilian guests in naval ships is appropriate in the furtherance of continuing public awareness of the Navy and its mission. Also, the occasional embarkation of families and personal guests of naval personnel contributes to the morale of Navy personnel and instills in individuals a sense of pride in the Navy and in their ships. Therefore, CNO reaffirms the policy of permitting embarkation of appropriate civilian guests. Throughout this section, where certain categories of guests are authorized to embark in naval ships, it is the specific intent of CNO that each embarkation must have the concurrence of the commanding officer of the ship. Embarkation should be conducted within the framework of regularly scheduled operations. All guests visits authorized are on an unclassified basis. If the embarkation involves a classified visit, the sponsoring activity will ascertain the degree of security clearance required and shall comply with the procedures outlined in references (i) and (j) to obtain the necessary disclosure authority. In all instances, due precaution shall be taken for the safety of all guests. In instances when civilian guests are neither U.S. citizens nor

U.S. nationals, the provisions of reference (k) apply.

b. **Embarkation for Orientation or Public Affairs Purposes.** CNO supports an active public affairs program that includes access to underway ships, aircraft carriers and submarines by distinguished civilian groups and individuals. A Distinguished Visitor (DV) is an individual who has not had substantial previous exposure to the Navy such as top-level business executives, local and state government officials, and leaders or school principals, guidance counselors and teachers, all with a wide sphere of influence within their respective professions and communities. Embarks should not normally include DV's spouses/family members unless the family members is a DV in their own right.

(1) Embarkation of news media representatives will be authorized under the procedure prescribed in section 0306, paragraph J, of reference (d). This includes instances when a member of the news media (such as an editor or owner of a newspaper) is invited as a guest, and does not intend to actively report on their visit. In such cases, the fleet commander (and CHINFO if national media are involved) must approve prior to extending the invitation.

(2) Requests for embarkation of individuals or groups of individuals for public affairs purposes from all other sources (non media) will be submitted to the appropriate fleet or component commander, keeping CHINFO and the chain of command informed. Examples of embarkation for public affairs purposes are community service clubs, civilian orientation groups, civic groups, the Navy League, or trade and professional associations.

(3) Guests may embark for daylight or overnight embarks. Feedback should be provided to the appropriate chain of command (copy to CHINFO), as soon as possible after completion of the embark. Feedback should include:

(a) Name of ship;

- (b) Name and title of guests embarked;
- (c) Location and date of embarkation/debarkation;
- (d) Overview of events occurring during the embark;
- (e) Guest feedback, if any; and
- (f) Lessons learned.

c. **Relatives and Civilian Guests of Naval Personnel.** Relatives and civilian guests of naval personnel (includes Civil Service mariners employed by MSC and civilian mariners serving aboard MSC-controlled ships bearing United States Naval Ships (USNS) designations) may be authorized (when accompanied by their sponsor) to embark in naval ships sailing on cruises for short duration. The following requirements apply:

(1) Space aboard all naval vessels is limited and no matter how safety conscious, there is always an element of risk, particularly to young children, therefore, embarkation of children under age 12 is not recommended.

(2) Embarkation during daylight hours may be authorized by the commanding officer of a ship without reference to higher authority when the ship remains within the confines of the harbor or port, such as when shifting berths.

(3) Relatives and civilian guests may be authorized round-trip and port-to-port overnight embarkation within the continental United States (CONUS), between CONUS and overseas ports or between proximate overseas ports. The duration of those cruises should normally not exceed the direct transit time between the authorized ports. Intermediate foreign port visits are generally not appropriate.

(4) Overnight embarkation of females is permissible on vessels that can provide appropriate accommodations. Appropriate accommodations are defined as those which can be identified for their exclusive use.

(5) Crew member dependents of either sex may be embarked during cruises between ports

within CONUS or between CONUS and Hawaii when such cruises are scheduled incident to a homeport change or a scheduled overhaul period. CINCLANTFLT, CINCPACFLT and CINCUSNAVEUR has authority to waive that restriction on a case-by-case basis. That authority may be further delegated.

d. **Civilian Youth Groups.** It is the intent of CNO to limit underway periods of civilian youth groups to only those groups referred to in subparagraph 5d, particularly when a ship of an operating fleet is involved. Requests for embarkation of other youth groups shall be forwarded to the Commander, Navy Recruiting Command (Code 551). All embarkations of youth groups which are authorized as a result of this paragraph will follow the requirements of subparagraph 8c.

e. **Civilian Marine Personnel.** For the purpose of subparagraph 8c, the term "naval personnel" includes Civil Service mariners employed by MSC and civilian mariners serving aboard MSC-controlled and contract-operated ships bearing United States Naval Ship (USNS) designations.

f. **Guests Suffering Injuries.** If civilians suffer injuries while embarked, the procedures outlined in reference (n), chapter 12, will be followed. The steps outlined relate to medical examination and treatment, investigation, and reporting, and are intended to help ascertain the facts and obviate difficulties which could arise if such steps are delayed.

9. Embarkations of U.S. Military Personnel. U.S. military personnel may be assigned temporary additional duty in a naval ship with the concurrence of the commanding officer. Assignment of female military personnel will be in accordance with reference (o).

10. Embarkation and Debarkation of Passengers Outside CONUS. Navy military personnel, civilian employees, and employees of Department of Defense or Navy contractors embarked in Navy ships, who will enter or exit

an area under foreign government control in order to debark in Navy ships must obtain area or country clearance, following reference (p). Visas and passports for relatives and civilian guests who will embark or debark in a foreign country are the responsibility of the individuals concerned.

11. Delegation of Authority

a. CNO hereby delegates the authority to authorize embarkation of civilians and guests enumerated in paragraphs 7, 8, and 9, as follows:

(1) CINCLANTFLT, CINCPACFLT, CINCUSNAVEUR and NAVCENT for ships and service craft under their respective operational control. Authorization may also be given for utilization of carrier on board delivery (COD) or helicopter transportation in connection with embarkations as specified in reference (q).

(2) COMSC for all ships assigned to the MSC.

(3) The Superintendent, U.S. Naval Academy for service craft assigned to the U.S. Naval Academy.

(4) CINCLANTFLT, CINCPACFLT and CINCUSNAVEUR are authorized to further delegate authority to approve embarkation of civilians for official purposes covered by subparagraph 7 and embarkation of guests covered by subparagraph 8 to numbered fleet and type commanders.

b. Each of the foregoing commanders, to whom permissive authority is granted, will adhere to the guidelines established in this instruction.

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