

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350

SECNAVINST 5755.1A
OP-09BH
30 July 1992

SECNAV INSTRUCTION 5755.1A

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

Subj: NAVY MUSEUMS

Ref: (a) SECNAVINST 4001.2F
(b) SECNAVINST 5370.2J

Encl: (1) List of Navy Museums

1. **Purpose.** To provide Department of the Navy policy on the establishment, design, construction, and operation of Navy museums in the United States including its territories, possessions, and the District of Columbia, and the support of Navy museums by tax-exempt, nonprofit organizations. This instruction is a complete revision and should be read in its entirety.

2. **Cancellation.** SECNAVINST 5755.1.

3. **Policy**

a. Navy museums are established to preserve and interpret the history of the United States Navy in order to educate naval personnel and the public in the heritage and traditions of the Navy. These museums are operated and supported by local commands and specific naval communities, subject to the overall policy contained in this instruction and other regulations. The decentralized operation and funding of Navy museums are designed to validate the requirement for these museums at the local level and to assure that they are responsive to the requirements of their parent commands and communities. In addition to receiving financial support from their sponsoring naval organization, Navy museums may accept additional funds from tax-exempt, nonprofit corporations or other appropriate non-federal sources but only in accordance with the instructions on Acceptance

of Gifts and Standards of Conduct and Government Ethics, references (a) and (b), respectively.

b. Enclosure (1) lists Navy museums currently authorized. Requests for the establishment of additional museums will be made following the procedures outlined in this instruction.

c. Commands are authorized to establish quarterdeck and similar command exhibits of historical materials. Such displays are not governed by the terms of this instruction.

4. **Definitions**

a. A museum is an educational institution organized on a permanent basis, with a professional staff, that owns or utilizes tangible objects; cares for, supports, and conducts research on these objects; and exhibits them to the public on a regular basis.

b. A command exhibit is an informal display of historical properties that relate the history of the command, its mission, and its personnel. It is smaller in scope than a museum, does not require a professional staff to update and interpret displays or to manage undisplayed collections, and does not require authorization from higher authority.

5. **Procedures**

a. **Establishment of Navy Museums:**

(1) Commands seeking to establish Navy museums will apply via the chain of command to the Office of the Chief of Naval Operations (OPNAV) staff office that is the potential resource sponsor. The OPNAV staff recommendation will be forwarded to the Director of Naval History who will forward a recommendation via the Chief of Naval Operations and the Assistant Secretary of the Navy (Installations and Environment) to the Secretary of the Navy. Navy Museums will be established by SECNAV Notice.

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(2) Among issues to be considered by reviewers are the museum's potential to meet professional standards of operation, the potential burden on appropriated resources and the potential support on a long-term basis from tax-exempt, nonprofit corporations and other appropriate non-federal sources.

(3) This instruction establishes the exclusive procedure for establishing museums, command exhibits and other facilities which display or interpret the history of the Department of the Navy to the general public on a regular basis.

b. Design and Construction of Museums:

(1) The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) administers all contracts for the architectural design and construction of museum buildings according to Navy design criteria and standards. When supporting nonprofit, tax-exempt organizations plan to fund design, construction, and associated review and management services for Navy museums on Navy-owned real estate, *COMNAVFACENGCOM will review and approve that part of the memorandum of understanding between the Navy and the supporting nonprofit, tax-exempt organization dealing with design and construction.* Such memorandum of understanding will designate COMNAVFACENGCOM as the design and construction agent and will provide for a supplemental agreement between COMNAVFACENGCOM and the supporting nonprofit, tax-exempt organization that details their respective responsibilities. COMNAVFACENGCOM will grant the necessary license while the museum is under construction and will also ensure that museum standards are met, that applicable performance bonds are obtained and, upon completion of construction, that the facility is properly accepted by the Secretary of the Navy and titled to the Navy as is additionally provided in reference (a).

(2) Congress has permitted each service to designate one museum at one location to be the official service museum. As the Navy's designated general service museum, the Navy Museum in Washington, DC, is authorized to request appropriated funds for the design, construction, addition, or major alteration of its buildings. Funds for the design, construction, addition, or major alteration of all other Navy museum facilities will be provided by a sponsoring, tax-exempt, nonprofit corporation or from other appropriate non-federal sources. This requirement does not apply to legitimate repairs to or work on the facility to meet requirements of health, safety, security, and the care of collections.

c. Operation of Navy Museums:

(1) Navy museums must be professional organizations that effectively communicate the Navy's history and heritage to naval personnel and the public following accepted museum standards and procedures. Professional skills required in operating such museums include collections management, conservation techniques, exhibition development, and educational programs.

(2) The Director of Naval History (OP-09BH), who is designated Curator for the Navy, shall monitor the operations of Navy museums and is responsible for the central management of all the Navy's historical artifacts.

d. Operation and Maintenance Costs:

(1) Operation and maintenance costs (O&MN), except for those that may be defrayed by non-federal funding sources, will be met by local commands from their own resources or from assets provided by their major claimants. Additional funding may be accepted from tax-exempt, nonprofit corporations or other appropriate non-federal sources as permitted under references (a) and (b) for operating and maintaining such museums.

(2) Responsible Navy officials may enter into a Memorandum of Agreement which will detail the proposed gifts and voluntary services which a nonprofit organization and its members propose to donate in support of the museum. Prior to execution, such *agreements will be sent to the Secretary of the Navy* via major claimants, resource sponsors, and the Director of Naval History. With the advice of legal counsel, they will ensure that the agreements are in the best interests of the United States, do not place an undue burden on appropriated resources, and comply with this and other pertinent instructions. Supporting tax-exempt nonprofit corporations may operate a museum store and donate the proceeds to the museum. Any costs incidental to operating the museum store will be borne by the nonprofit corporation.

6. Responsibilities. The Chief of Naval Operations will:

a. Through the Director of Naval History:

(1) Develop policy for and monitor the coordination of the activities of the Navy's museums.

(2) Oversee a cooperative effort by Navy museums to collect and preserve historical properties that best illustrate the themes for which the museums were established. For this purpose, unless local commands independently have gift acceptance authority, museum directors are authorized to accept gifts of artifacts in the name of the Director of Naval History in accordance with reference (a) and implementing instructions.

(3) Develop, maintain, and share with other Navy museums a central registry of historical properties owned by the Navy.

(4) Provide advice on the development of collections, conservation and restoration, exhibitions and other interpretative programs, including education, publications, and other aspects of the operation of Navy Museums following professional standards and guidelines

established by the American Association of Museums and the Council of American Maritime Museums.

(5) Promote the effectiveness of the Navy's museum community, and mutual support within that community, by organizing professional conferences and through other means.

(6) Provide information and guidance to naval commands and to tax-exempt, nonprofit organizations interested in recommending the establishment of new museums.

(7) Serve as the primary source of information on Navy museums, including to their sponsoring tax-exempt, nonprofit organizations.

b. Through COMNAVFACECOM, administer museum building design and construction contracts.

c. Through the commanders of fleet and material commands and other appropriate commands, support the Navy's museum program by having them identify objects of historical significance within their respective inventories, no longer required for regular use, that are worthy of preservation and exhibition in Navy museums. These officials are to nominate specific items from their area of responsibility to the Director of Naval History for inclusion in the Navy's historical properties collections.

d. Ensure that fees are not charged for admission to any Navy museum.

7. Action

a. Addressees are to provide wide dissemination of information concerning the existence and purpose of Navy museums.

b. All museums shall enter their accession and catalogue records into the central register of naval historical properties maintained by the Director of Naval History for use by all Navy museums.

c. Annually, by 31 March, each Navy museum shall submit a report on the previous calendar year's operations to the Director of Naval History. The report should include information on major program issues, annual attendance, and a list of notable artifacts received during the year.

8. Report. Symbol OPNAV 5755-1 has been assigned to the requirements contained in paragraph 7c and is approved for 3 years from the date of this directive.

DAN HOWARD
Under Secretary of the Navy

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30 JUL 1992

NAMES, LOCATIONS AND TELEPHONE NUMBERS OF NAVY MUSEUMS

Naval War College Museum, Newport, RI 02841-5010
Telephone: Commercial 401-841-4052; DSN 948-4052

NAUTILUS Memorial and Submarine Force Library and
Museum, Box 571, Naval Submarine Base New London,
Groton, CT 06349-5000
Telephone: Commercial 203-449-4276; DSN 241-4276

Naval Academy Museum, Annapolis, MD 21402-5000
Telephone: Commercial 301-267-2108; DSN 281-2108

Naval Air Test and Evaluation Museum, Naval Air Warfare
Center, Aircraft Division, Patuxent River, MD 20670-5304
Telephone: Commercial 301-863-7418; DSN - none

Hampton Roads Naval Museum, Naval Base, Norfolk, VA
23511-6002
Telephone: Commercial 804-444-8971; DSN 564-8971

Supply Corps Museum, Athens, GA 30606-5000
Telephone: Commercial 404-354-7349; DSN 588-7349

National Museum of Naval Aviation, Naval Air Station,
Pensacola, FL 32508-6800
Telephone: Commercial 904-452-3604; DSN 922-3604

Naval Civil Engineer/Seabee Museum, Naval
Construction Battalion Center, Port Hueneme, CA
93043-5000
Telephone: Commercial 805-982-5163; DSN 551-5163

Navy, Marine Corps & Coast Guard Museum of the
Pacific, Naval Station Treasure Island, San
Francisco, CA 94130-5018
Telephone: Commercial 415-395-5067; DSN 475-5067

Naval Undersea Museum, Naval Undersea Warfare
Engineering Station, Keyport, WA 98345-5018
Telephone: Commercial 206-396-2894; DSN 744-2894

The Navy Museum, Washington Navy Yard, Washington, DC
20374-0571
Telephone: Commercial 202-433-4882; DSN 288-4882

Enclosure (1)