



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

IN REPLY REFER TO

OPNAVINST 1000.1M

DNS

AUG 03 2006

OPNAV INSTRUCTION 1000.1M

From: Chief of Naval Operations

Subj: REPORTING PRESENCE OF NAVY FLAG OFFICERS VISITING THE
WASHINGTON, DC AREA

Encl: (1) Standard Operating Procedures for Visiting Flag
Offices

1. Purpose. To establish the requirement for flag officers to provide the Secretary of the Navy and the Chief of Naval Operations with information relative to their visiting the Washington, DC area.

2. Cancellation. OPNAVINST 1000.1L.

3. Action

a. Flag officers who expect to visit the Washington, DC area in a duty status, are required 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) Local area working address and telephone number.

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

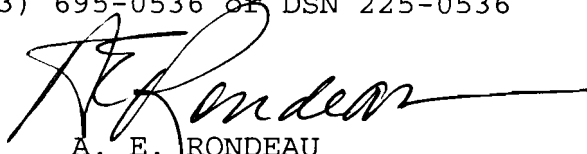
b. If circumstances prevent a message submission, flag officers are requested to provide the above information by telephone to the Battle Watch Captain at (703) 695-0231 or DSN 225-0231. The Battle Watch Captain will pass the information to the CNO Flag Representative and Director, Navy Staff for appropriate action.

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c. Flag officers who visit the Washington, DC area in a non-duty status, including reservists on inactive duty, are requested to notify the Battle Watch Captain by telephone after arrival in the area. Duration of stay, local residence, phone numbers, etc, should be provided.

4. Responsibility. The Director, Navy Staff, telephone (703) 692-9040 or DSN 222-9040, maintains the schedule for three Visiting Flag Offices (VFOs). Enclosure (1) contains standard operating procedures. VFOs are available for use in the Pentagon as follows:

- a. Room 4E469, phone (703) 693-5319 or DSN 223-5319
- b. Room 4E471, phone (703) 693-5323 or DSN 223-5323
- c. Room 4E473, phone (703) 695-0536 or DSN 225-0536



A. E. RONDEAU
Vice Admiral, U.S. Navy
Director, Navy Staff

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STANDARD OPERATING PROCEDURES FOR VISITING FLAG OFFICES

1. Director, Navy Staff (DNS) Front Office bears responsibility for scheduling of VFOs. This function has been performed by various DNS entities in the past. Purpose of this memo is to lay out procedures for the allocation of VFOs 1, 2 and 3.
2. Scheduling of a VFO can be made by calling the DNS Front Office only. The following rules apply to all VFOs:
 - a. VFOs are booked by seniority. All VFO reservations require a point of contact and phone number.
 - b. Although a reservation has been made, seniority takes precedence. Every effort will be made to ensure timely notification when reallocation is required.
 - c. All CNO foreign guests will take top priority.
 - d. No reoccurring reservation will be authorized. (i.e. every Wednesday for the next year)
3. These VFOs are for U.S. Navy Flag Officers; however, other service flag officers and senior civilians will be given every consideration on a case by case basis. The VFOs are provided as office space when flag officers have to be present in the Pentagon.