



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

IN REPLY REFER TO:

OPNAVINST 1300.18A  
DNS

**JUL 28 2006**

OPNAV INSTRUCTION 1300.18A

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 National Capital Region area Rear Admirals (paygrades 07/08) as CNO Flag Representatives.

2. Cancellation. OPNAVINST 1300.18.

3. Background. Per reference (a), a CNO Flag Representatives watch list is published monthly to include all Rear Admirals assigned to the National Capital Region for the Office of the Chief of Naval Operations (OPNAV). This directive constitutes assigning National Capital Region 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 permanent duty in the National Capital Region area shall be assigned as CNO Flag Representatives, except those listed in the categories 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 (Lower Half) Selectees.
- e. Others (as approved by the Vice Chief of Naval Operations).

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5. Responsibilities

a. The Director, Navy Staff (DNS) 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 guests 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.

(5) Perform other functions as directed.

6. Action. Address all requests for exception to policies stated here to the Director, Navy Staff for disposition.



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

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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 to the Flag Representative by the Battle Watch Captain. Information on past actions, current procedures, and special situations is available in the files maintained by the Navy Operations Center (NOC).
3. Senior duty officers in commands, bureaus and offices of the Navy Department will consult directly with the Battle Watch Captain 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. Flag Officers subject to this instruction who plan to be absent for any reason during the next month, are requested to notify DNS.
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 two days in a row, the next officer on the relief list will be assigned.
6. After the watch list is published, Flag Representatives are required to make arrangements for exchange of assignments and to notify DNS of any changes.