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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
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WASHINGTON DC 20398-5540

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COMSC INSTRUCTION 3128.1

Subj: GUIDELINES FOR MILITARY SEALIFT COMMAND SHIP VISIT TO
WASHINGTON D.C./BALTIMORE AREA

Encl: (1) Checklist for MSC Ship Visits to the Washington/Baltimore Port Areas

1. Purpose

- a. To establish general guidelines for use by Military Sealift Command (MSC) Program Managers to coordinate all aspects of MSC ship port visits within the Washington D.C./Baltimore port areas.
- b. To establish support which will be provided to Program Managers by other Program Managers, Functional Directors and Special Assistants.

2. Objectives

- a. To establish standard procedures for MSC ship visits to the Washington D.C./Baltimore port areas.
- b. To describe the responsibilities of the MSC Port Visit Coordinator (PVC) who will be designated by the cognizant Program Manager to coordinate each ship visit and associated support services.
- c. To ensure the PVC is provided with the sufficient level of support needed from all Program Managers, Functional Directors and Special Assistants.
- d. To ensure a comprehensive Plan of Action and Milestones (POA&M) is developed for each port visit which establishes a timeline and gives the appropriate personnel involved enough lead time to provide the support needed.

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e. To establish a generic checklist to use as a guide, which should be updated by the PVC following each port visit.

3. Roles and responsibilities

a. Cognizant Program Manager

(1) Assume responsibility for coordination of required actions associated with a ship's port call, and the authority to request necessary support directly from other Program Managers, Functional Directors and Special Assistants. The cognizant Area Commander responsibilities remain unchanged, however the Program Manager should coordinate actions which may impact otherwise routine services.

(2) Assign a PVC to facilitate and coordinate all required actions. This designated individual will function as the single point of contact within the command.

(3) Assume the responsibility for ensuring the PVC receives the proper support needed from all Program Managers, Functional Directors and Special Assistants.

(4) Ensure the visiting MSC ship is displayed in the most positive manner possible.

(5) Develop a list of key constituents and customers who should be invited to visit the ship -- providing names, titles and addresses to N00P for coordination.

(6) Ensure that appropriate signage is available for tours:

(a) Gangway banners with ship's name;

(b) Bottom-of-the-gangway sign that specifies rules for guests.

b. Port Visit Coordinator (PVC)

(1) Function as the single point of contact for MSC for coordination of the port visit. The PVC will also establish lines of communications to disseminate information such as points of contacts, telephone numbers and an event schedule or timeline.

(2) Develop a plan of action and milestones (POA&M) as a guide in order to ensure actions are accomplished in a timely manner. The POA&M should be available for review upon request and will serve as a historical summary of actions planned and actions completed. The PVC checklist, enclosure (1), should be utilized as a general guide to develop the POA&M.

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(3) Establish a plan for tour guides during weekend ship visits. Arrange for tour guides from the ship's crew, from drilling reservists from MSC 106 or 206 units or from the program staff. Arrangements need to be made more than a month in advance -- especially if recruiting from reserve units.

(4) Complete a Lessons Learned report and update enclosure (1) accordingly. A copy of the Lessons Learned will be provided to the Director of Operations and Plans (N3/5).

c. Program Managers, Functional Directors and Special Assistants. Ensure that the PVC receives any support requested to ensure a successful evolution. This includes ensuring proper services are arranged for vital ship services, ship open houses and other high visibility events such as media and VIP visits.

d. Director, Public Affairs (N00P)

(1) Coordinate publicity with the PVC and the media.

(2) Obtain names of Program Manager's key constituents and customers to arrange special ship tours; coordinate with PVC.

(3) Develop a list of other distinguished guests who should be invited for special ship tours; coordinate with PVC.

(4) Coordinate all requested photo and video events with the PVC.

(5) Coordinate any desired reception or ceremony with the PVC.

(6) Prepare and distribute ship information pamphlets as required.

(7) Coordinate all anticipated media events with the PVC.

e. Director, Operations and Plans (N3/5). Maintain Lessons Learned reports, and ensure all Program Managers and PVCs are familiar with information and lessons gained from previous port visits.

Distribution:
COMSCINST 5000.19
List I (Case A, B, C)

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**CHECKLIST
FOR MSC SHIP VISITS TO THE
WASHINGTON/BALTIMORE PORT AREAS**

- Program Manager designate a Port Visit Coordinator (PVC)
- Develop a detailed port visit timeline plan of action and milestones (POA&M) for distribution to action personnel, identifying any front office assistance as early as possible.
- Establish communications/dialogue with the Area Commander, operating company (if applicable) and ship to verify ship schedule and availability.
- Establish communications with the Naval District of Washington Operations Officer and local port authorities.
- Survey designated berthing location to assess suitability and determine logistics and security requirements.
- Request specific logistics requirements from ship/Area Commander/operating company.
- Develop a phone list of key points of contact for the ship, Port Authority, Port Security, local authorities (Police, Security, Medical) and COMSC.
- Identify any special requirements such as VIP tours, ship visitation, ceremonies and receptions. Contact N00P for coordination efforts.
- Notify N00P for assistance with media releases and welcome aboard brochures. N00P normally requires at least 6 weeks advance notice. Weekend sections of metro newspapers frequently require more than a month leadtime.
- Request tour guide assistance from ship's Master or through N00R as necessary. Provide written guidance to reserve unit COs at least 8 weeks in advance.
- Establish liaison with Port Authority and Port security personnel to identify available parking, rest rooms and other necessary public facilities.
- Develop a tour plan and establish a schedule and tour route. The tour plan should identify any need for additional supplies such as lighting, ship markers, warnings, disclaimer notices (as required), chairs, canopies, garbage collection and pickup, food, onboard rest room facilities, additional gangways, etc.
- Ensure ship has gangway banners with ship's name and a bottom-of-the-gangway sign that specifies rules for guests.
- Identify tour guides, train tour guides and establish responsibilities.
- Provide a phone list to the Staff Duty Officer (SDO).
- Confirm ship arrival and departure time and necessary tug and linehandler support.
- Complete a Lessons Learned report and update the checklist.