



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

OPNAVINST 4001.3A
N4
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OPNAV INSTRUCTION 4001.3A

From: Chief of Naval Operations

Subj: POLICY FOR THE MANAGEMENT OF PRESENTATION SILVER

Ref: (a) 10 U.S.C.
(b) SECNAVINST 4001.2J
(c) OPNAVINST 4001.1F
(d) NAVSUP P-485
(e) Navy Food Service Operation Handbook, January 2010

1. Purpose

a. To delegate responsibility to the Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) for the management of presentation silver services.

b. To prescribe policy for their receipt, use, care, inventory, and transfer or other disposition.

c. Changes include a new policy for the transfer of silver to ashore commands considered to be heritage and museum activities; revised inventory submission date for loan agreements, NAVSUP 4001/01, Navy Presentation Silver Loan Agreement/Request Form; requirement to use a new form for loans; a new policy for annual silver insurance requirement; and requirement to list the silver value for each asset in a loan. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 4001.3.

3. Background

a. A gift of presentation silver in conjunction with the commissioning of a naval vessel is a long-standing tradition in the U.S. Navy. The silver forges a symbolic and historical link between the military crew of the vessel it is aboard and the civilian community from whence it came. Because of its value, both intrinsic and symbolic, presentation silver must be

accorded the highest level of care and be properly safeguarded against damage or loss.

b. Reference (a), section 7221, authorizes the Secretary of the Navy to accept and care for gifts of presentation silver made to vessels of the Navy. The procedure for accepting such gifts is set forth in references (b) and (c), and detailed management and care procedures are set forth in references (d) and (e). Reference (a), sections 7545 and 7546, authorizes the Secretary of the Navy to return gifts of presentation silver.

4. Definition. For the purpose of this instruction, the term "presentation silver" refers to gifts to U.S. Navy vessels and is made of silver (a single item or a group of items) such as punch bowl sets, tea sets, coffee sets, trays, candelabras, and related hollowware or flatware.

a. Presentation silver is typically engraved with the names of the vessel, donor, occasion of the presentation, and emblems or symbols of the Navy or the donating organization.

b. U.S. Navy vessels frequently receive other gifts and mementos to commemorate various events during the vessel's life and some of those items may also be made of silver or silver-plated metal.

c. Those gifts and mementos which contain silver, but which do not meet the above definition for presentation silver, shall be managed per provisions of reference (d), paragraph 8131.2. Gifts of presentation silver may be received from states, municipalities, organizations, individuals, or foreign governments. These gifts become the property of the U.S. Navy upon acceptance.

5. Policy

a. The Department of the Navy, Assistant for Administration (DON/AA) is the principal policy advisor to Under Secretary of the Navy on issues concerning presentation silver returns.

b. The Chief of Naval Operations (CNO) is delegated authority to act for the Secretary of the Navy with regard to returns of gifts of presentation silver services under reference (a), sections 7545 and 7546.

c. COMNAVSUPSYSCOM is delegated authority to act for the Secretary of the Navy in the loan of gifts of presentation silver services under reference (a), sections 7545 and 7546.

d. COMNAVSUPSYSCOM is delegated responsibility for developing detailed inventory, reporting, and record keeping requirements for presentation silver for the preparation and coordination of all NAVSUP 4001/01.

e. Gifts of presentation silver shall be maintained intact as originally presented and safeguarded against damage or loss. Activities having custody of presentation silver, whether for use, display, or storage, are responsible for the repair or replacement of items damaged or lost while in their custody.

f. Active vessels of the U.S. Navy shall be given preference in the assignment of presentation silver. All requests for assignment of presentation silver shall be in writing from the commanding officer to COMNAVSUPSYSCOM.

g. Presentation silver shall be removed from vessels prior to decommissioning and placed in secure storage pending reassignment by COMNAVSUPSYSCOM.

h. The use of presentation silver by shore activities is discouraged and all requests for its use or display at shore activities must be specifically approved by CNO. The only exception to this policy is requests from armed service commands considered to be heritage or museum activities having the proper security requirements for the safekeeping of presentation silver. These heritage and museum activities shall send requests to COMNAVSUPSYSCOM for approval. Requests for presentation silver by shore activities to include heritage or museum activities shall be approved only when there are no outstanding requests or programmed outfitting requirements for vessels of the active fleet.

i. Presentation silver shall not be released from Navy custody without a NAVSUP 4001/01 between the recipient and the U.S. Navy, except when given to the donor under reference (a), section 7545. Loaning presentation silver is generally discouraged, particularly if the silver is aboard an active naval vessel. The following policy governs loans:

(1) Presentation silver may be loaned only to donors (including their heirs) or to those organizations and institutions described in reference (a), sections 7545 and 7546. The loan request must be in writing and signed by the donor or head of the requesting institution (e.g., governor, mayor) and may be for all or a portion of the requested silver service. The request must also designate the person authorized to sign the NAVSUP 4001/01 if other than the requester.

(2) The request shall be forwarded to COMNAVSUPSYSCOM for coordination and preparation of the formal agreement, NAVSUP 4001/01, before any commitment is made.

(3) The NAVSUP 4001/01 must include appropriate insurance, inventory, and reporting requirements and must be at no expense to the government.

(4) COMNAVSUPSYSCOM may renew a previously approved NAVSUP 4001/01 when there is no outstanding requirement by an active naval vessel for the items on loan. Copies of a NAVSUP 4001/01 shall be forwarded to DON/AA for information.

(5) Donors who request a loan of presentation silver must be informed that the U.S. Navy is the legal owner of the silver except when permanently returned to the donor by the Secretary of the Navy.

(a) Some presentation silver sets (e.g., those donated to battleships by states) have a history of being temporarily returned to donors as a loan when no ship bearing that name is in active fleet service.

(b) The condition or design of some silver pieces may render them unsuitable for continued use aboard modern warships.

1. In these cases, consideration shall be given to loaning the silver items to the donor, or authorized institutions, for an indefinite period (subject to recall) or for a designated period established by the loaner and COMNAVSUPSYSCOM.

2. In all other cases, returns to donors shall be for short-term loans only for use during a specific public ceremony or similar purpose.

j. When needed by the active fleet and if determined to be compatible with good public relations, all efforts shall be made to disestablish an existing loan with a donor or institution and return presentation silver for use in the Navy.

6. Action

a. COMNAVSUPSYSCOM shall:

(1) Establish inventory management policies and procedures, including appropriate reporting requirements.

(2) Issue guidance for care, storage, and turn-in.

(3) Approve reports of survey, DD Form 200 Financial Liability Investigation of Property Loss, submitted by custodian activities for lost or damaged items, including prescribing replacement or repair action.

(4) Redistribute presentation silver among vessels.

(5) Respond to inquiries as to location, use and condition of presentation silver per the Freedom of Information Act.

(6) Obtain presentation silver previously loaned to donors when appropriate.

(7) Prepare all NAVSUP 4001/01.

(8) Notify the Office of Counsel, COMNAVSUPSYSCOM, of any violation of a NAVSUP 4001/01.

(9) Recommend action to CNO in response to a donor's request for return.

(10) Approve loan requests for the use of presentation silver by donors or institutions described in reference (a), sections 7545 and 7546.

b. The Office of Counsel, COMNAVSUPSYSCOM, shall review all NAVSUP 4001/01 to ensure compliance with existing policy and procedures.

c. Commanding officers of naval vessels shall make presentation silver reports to COMNAVSUPSYSCOM per guidelines contained in reference (d).

d. Commanding officers of naval shore activities and storage sites shall make an annual report to COMNAVSUPSYSCOM on presentation silver in their custody.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Report Control. Report Control Symbol COMNAVSUPSYSCOM 4440/1 is assigned to the inventory report required by subparagraphs 6c and 6d and is approved for 3 years from date of this instruction.



P. H. CULLOM
Deputy Chief of Naval Operations
(Fleet Readiness and Logistics)

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