



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

IN REPLY REFER TO:

OPNAVINST 5720.2M

N09C  
JUN 13 2000

OPNAV INSTRUCTION 5720.2M

From: Chief of Naval Operations

Subj: EMBARKATION IN UNITED STATES NAVAL SHIPS

- Ref:
- (a) SECNAVINST 5720.44B, Department of the Navy Public Affairs Policy and Regulations
  - (b) OPNAVINST 6000.1C, Navy Guidelines Concerning Pregnancy and Parenthood
  - (c) OPNAVINST 5720.3D, U.S. Navy Technicians, designations of/military air transportation of Contractors Engineering and Technical Service Personnel; policy and procedures for
  - (d) OPNAVINST 5760.5C, Navy Support and Assistance to Youth Groups
  - (e) CNSTCINST 1533.1 (NOTAL), Naval Junior Reserve Officer Training Corps (NJROTC) Area Managers' Functions, Duties, and Responsibilities
  - (f) SECNAVINST 5510.36A, Department of the Navy Information Security Program
  - (g) SECNAVINST 5510.30B, Department of the Navy Personnel Security Program
  - (h) OPNAVINST S5510.155C
  - (i) OPNAVINST 5700.7H, U.S. Navy Personnel Exchange Program
  - (j) CNETINST 1560.3D, Navy Voluntary Education Programs
  - (k) JAGINST 5800.7E, Manual of the Judge Advocate General
  - (l) SECNAVINST 1300.12C, Assignment of Women in the Department of the Navy
  - (m) OPNAVINST 3710.7T, NATOPS General Flight and Operating Instructions

1. Purpose. To delineate coordination procedures and approval authorities for the embarkation of visitors and guests in United States Ships (USS), including United States Naval Ships (USNS), collectively referred to in this instruction as U.S. Naval Ships, during an underway period. This instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5720.2L.

3. Background

a. Reference (a) provides policy for embarkation and passage of persons in U.S. Naval Ships. The occasional embarkation of

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certain guests in U.S. Naval Ships facilitates a greater understanding of the roles and mission of the Navy as well as contributes to crew morale in that it allows crewmembers to demonstrate first-hand what can only be experienced in an at-sea environment.

b. Nothing contained in this instruction diminishes the authority of the senior Naval Operational Commander present to embark individuals in the public interest or for humanitarian reasons. For the purpose of this instruction, the term "Naval ships" includes service craft and Military Sealift Command (MSC)-controlled and contract-operated ships bearing USNS designations. In view of the above, senior operational commanders are delegated certain authority commensurate with their responsibilities in regard to the embarkation of civilians.

#### 4. Policy

a. Routine requests for embarkation of civilians from any source may be recommended by Commanding Officers and approved by operational commanders so long as such embarkations do not result in an interference with shipboard operations, or require unacceptable adjustments to operating schedules.

b. Civilians listed below (paragraph 7) will be embarked without regard to gender. Every responsible effort will be made to provide separate accommodations, limited only by the need to maintain combat readiness and crew habitability.

c. In keeping with the provisions of reference (b), servicewomen, female guests, and visitors who are pregnant may be embarked up to the 20th week of pregnancy. Safety and the well-being of personnel is paramount. Pregnant women must be advised of the hazards to themselves and their unborn child from the shipboard environment.

d. The Chairman, Joint Chiefs of Staff, and the Unified Combatant Commanders have the authority to use U.S. Naval Ships for embarkation of individuals other than news media representatives for non-local public affairs purposes. Such requests will be coordinated and approved by the appropriate Component Commander.

5. Scope. This instruction applies to all individuals who may occasionally embark or take passage in U.S. Naval Ships, with the following exceptions:

a. Civilians who are accredited as United States Navy technicians (see reference (c)).

b. News correspondents who are authorized to embark under the procedures prescribed per reference (a).

c. Members of Congress, congressional staff members, and congressional committee staff members who have been invited to embark for the purpose of orientation, or to witness certain operations or demonstrations (see reference (a)).

d. Civilian youth groups, described in reference (d), who are authorized to embark under the following directives:

(1) Naval Junior Reserve Officer Training Corps cadets on training cruises and visits in support of objectives of the Reserve Officer Training Corps Vitalization Act of 1964, Public Law 88-647 (see reference e).

(2) Naval Sea Cadet Corps (NSCC) personnel on training cruises and visits in connection with NSCC activities approved by the Chief of Naval Operations (CNO) (see reference (d)).

(3) National Scouting Program participants (see reference (d)).

(4) Navy Science Awards Program participants; the Chief of Naval Research is assigned overall responsibility for administering that program.

e. Special agents of the Naval Criminal Investigative Service where embarkation is authorized under standing directives issued by Commander, Naval Surface Force, Atlantic (COMNAVSURFLANT); Commander, Pacific Fleet (COMPACFLT); Commander, U.S. Naval Forces, Europe (COMUSNAVEUR); or Commander, Military Sealift Command (COMSC).

6. Embarkation of Foreign Nationals. Embarkations of foreign nationals, including foreign military personnel on a classified or unclassified basis are subject to the provisions of references (f), (g), and (h). Reference (i) applies if personnel are in an exchange, liaison, or loan status.

7. Embarkation of Civilians for Official Purposes

a. Non-government Employees Engaged in Construction, Maintenance, Operations, or Research. Civilians who are not government employees may be authorized to embark in U.S. Naval Ships in connection with construction, maintenance, or operation of a ship or its embarked aircraft, or for scientific research. This authority is limited to those instances where the ship remains within the general area of the base or port of the U.S. or

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foreign country in which the civilian has embarked from. Embarkation of the foregoing nature may be authorized by flag officers afloat, COMSC; Commander, Naval Air Systems Command, Commander, Naval Sea Systems Command, Commander, Naval Supply Systems Command; and Commander, Naval Facilities Engineering Command, subject to the concurrence of the Commanding Officer of the ship. In the event the proposed embarkation extends beyond the geographical limits established by this paragraph, designation as a U.S. Navy Technician must be obtained following reference (c). In those cases where designation as a U.S. Navy Technician is not warranted, the sponsoring command will forward the request via the first Flag Officer in their chain-of-command for embarkation to the Director, Navy Staff for approval.

b. Civilian Educational and Navy College Program Personnel Numbered Fleet and Type Commanders may approve embarkation of civilian educational personnel under programs described per reference (j).

c. U.S. Government Civilian Employees. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM), COMPACFLT, U.S. Naval Forces, Europe (USNAVEUR), and COMSC may approve embarkation of government civilian employees. This authority may be further delegated to shipyard Commanders and Commanders exercising operational control of ships. Embarkation requests originated by Navy subordinate commanders will be forwarded via the unit's operational chain-of-command to the Fleet Commander or COMSC, as appropriate. Embarkation approval, subject to concurrence of the designated unit's Commanding Officer and operational chain-of-command, shall be granted or disapproved by the Fleet Commander or COMSC, as appropriate.

d. Research, Surveys, and Military Sealift Command Matters The Oceanographer of the Navy (OPNAV N84) is granted authority to approve embarkation for technical purposes directly related to research functions aboard COMSC ships sponsored by the Naval Oceanographic Office. The Oceanographer of the Navy is authorized at his or her discretion, to further delegate that authority to the Commander, Naval Meteorology and Oceanography Command. Embarkation for all other purposes aboard COMSC ships under the operational control of COMSC should be approved by COMSC while keeping the appropriate Fleet Commander informed. COMSC is authorized at his or her discretion, to further delegate that authority to COMSC subordinate commanders. Foreign Nationals may be embarked on unclassified missions in connection with surveys, research, or official duties pertaining to COMSC matters.

e. At Sea Programs. Numbered Fleet and Type Commanders are delegated authority to approve embarkation of state police or highway patrol officers in connection with the At-Sea-Traffic

Safety, the At-Sea Crime Awareness and Prevention, or similar programs for units returning to homeport from a deployment.

f. Procedures

(1) When the services of civilians are required onboard ships, the Commanding Officer will submit an embarkation request through the operational chain-of-command and will advise the approving authority of the services required as well as the berthing and sanitary facilities available. In identifying those facilities, the Commanding Officer will anticipate the possibility that civilians of either gender may be assigned.

(2) The approving authority authorizing the embarkation, is responsible for determining the need for each such embarkation. When approval is granted for embarkation, the approving authority will inform the employing agency or activity of the services required and facilities available. In instances where no separate facilities are available or there are other limiting factors that would adversely affect the embarkation of civilians of either gender, those facts will be stated. However, the message should state that civilians of either gender will be accepted if assigned.

8. Embarkation of Civilian Guests

a. General. Embarkation of civilian guests in Naval ships is appropriate to further public awareness of the Navy and its' mission. Also, the occasional embarkation of families and personal guests of Naval personnel contributes to the morale of Navy personnel and instills a sense of pride in the Navy and in their ships. Therefore, the CNO reaffirms the policy of permitting embarkation of appropriate civilian guests. Throughout this section where certain categories of guests are authorized to embark in Naval ships, it is the specific intent of the CNO that each embarkation must have the concurrence of the Commanding Officer of the ship. Embarkation should be conducted within the framework of regularly scheduled operations. All guest visits authorized are on an unclassified basis. If the embarkation involves a classified visit, the sponsoring activity will ascertain the degree of security clearance required and shall comply with the procedures per references (f) and (g) to obtain necessary disclosure authority. In all instances, due precaution shall be taken for the safety of all guests. Instances when civilian guests are neither U.S. citizens nor U.S. nationals, the provisions of reference (h) apply.

b. Embarkation for Orientation or Public Affairs Purposes

The CNO supports an active public affairs program that includes access to underway ships, aircraft carriers, and submarines by distinguished civilian groups and individuals. A Distinguished Visitor (DV) is an individual who has not had substantial previous exposure to the Navy. Such individuals include: top-level business executives, local and state government officials and leaders, or school principals, guidance counselors and teachers. All shall have a wide sphere of influence within their respective professions and communities. Embarks should not normally include DVs spouses/family members unless family members are DVs in their own right.

(1) Embarkation of news media representatives will be authorized under the procedure prescribed in Section 0505 of reference (a). This includes instances when a member of the news media (such as an editor or owner of a newspaper) is invited as a guest, and does not intend to actively report on their visit. In such cases, the COMUSFLTFORCOM or COMPACFLT Public Affairs Office (and the Chief of Information (CHINFO) if national media are involved) must approve prior to extending the invitation.

(2) The "Leaders to Sea" program is specifically designed for people who are active and influential in business, government, or the community, as well as people who are active communicators and opinion leaders. Participants include Presidents or Chief Executive Officers of corporations and businesses; Presidents/Deans of Colleges; influential civic and community leaders, government officials, news media owners/publishers; and leaders of significant, broad-based organizations who have not had prior exposure to Naval surface operations. These one-day at-sea ship embarkations provide unique opportunities to foster citizen awareness and understanding for the role, mission, and need for the Navy in general, and the surface combatant in particular. They also highlight the training required to keep our forces ready for any contingency.

(3) Requests for embarkation of individuals or groups of individuals for public affairs purposes from all other sources (non-media) will be submitted to the appropriate Fleet or Component Commander, keeping CHINFO and the chain-of-command informed. Examples of embarkation for public affairs purposes are community service clubs, civilian orientation groups, civic groups, the Navy League, or trade and professional associations.

(4) Guests may embark for daylight or overnight embarks. Feedback should be provided to the appropriate chain-of-command (copy to CHINFO) as soon as possible after completion of the embark. Feedback should include:

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- (a) Name of ship;
- (b) Name and title of guests embarked;
- (c) Location and date of embarkation/debarkation;
- (d) Overview of events occurring during the embark;
- (e) Guest feedback, if any; and
- (f) Lessons learned.

c. Relatives and Civilian Guests of Naval Personnel

Relatives and civilian guests of Naval personnel (includes Civil Service mariners employed by COMSC and civilian mariners serving aboard MSC-controlled ships bearing USNS designations) may be authorized when accompanied by their sponsor to embark in Naval ships sailing on cruises for short duration. The following requirements apply:

(1) Space aboard all Naval vessels is limited and regardless of how safety conscious a command may be, there is always an element of risk, particularly to young children; therefore, embarkation of children under age 12 is not recommended.

(2) Embarkation during daylight hours may be authorized by the Commanding Officer of a ship without reference to higher authority when the ship remains within the confines of the harbor or port, such as when shifting berths.

(3) Relatives and civilian guests may be authorized round-trip and port-to-port overnight embarkation within the Continental United States (CONUS), between CONUS and overseas ports or between proximate overseas ports. The duration of those cruises should normally not exceed the direct transit time between the authorized ports. Intermediate foreign port visits are generally not appropriate.

(4) Overnight embarkation of women is permissible on ships that can provide appropriate accommodations. Appropriate accommodations are defined as those which can be identified for the exclusive use of women.

(5) Crew member dependents of either gender may be embarked during cruises between ports within CONUS, between CONUS and Hawaii, or between COMUSNAVEUR ports and CONUS when such cruises are scheduled incident to a homeport change or a scheduled overhaul period. COMUSFLTFORCOM, COMPACFLT, and COMUSNAVEUR have

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authority to expand these areas and may further delegate this authority.

d. Civilian Youth Groups. Requests for embarkation of youth groups not under Navy sponsorship, described per reference (d) and discussed in subparagraph 5d of this instruction, shall be forwarded to the Commander, Navy Recruiting Command (Code 551). All authorized embarkations of these youth groups will follow the requirements of subparagraph 8c.

e. Civilian Marine Personnel. For the purpose of subparagraph 8c, the term "Naval personnel" includes Civil Service mariners employed by COMSC and civilian mariners serving aboard COMSC-controlled and contract-operated ships bearing USNS designations.

f. Guests Suffering Injuries. If civilians suffer injuries while embarked, the procedures outlined in reference (k), chapter 12, will be followed. The steps outlined relate to medical examination and treatment, investigation, and reporting, and are intended to help ascertain the facts and obviate difficulties which could arise if such steps are delayed.

9. Embarkations of U.S. Military Personnel. U.S. military personnel may be assigned temporary additional duty in a Naval ship with the concurrence of the Commanding Officer. Assignment of female military personnel will be per reference (l).

10. Embarkation and Debarkation of Passengers Outside CONUS Navy military personnel, civilian employees, and employees of Department of Defense or Navy contractors embarked in Navy ships, who will enter or exit an area under foreign government control in order to debark in Navy ships must obtain area or country clearance, following the Foreign Travel Clearance Guide. Visas and passports for relatives and civilian guests who will embark or debark in a foreign country are the responsibility of the individuals concerned.

11. Delegation of Authority

a. Authority to authorize embarkation of civilians and guests enumerated in paragraphs 7, 8, and 9, is delegated as follows:

(1) COMUSFLTFORCOM, COMPACFLT, COMUSNAVEUR, and COMUSNAVCENT, for ships and service craft under their respective operational control. Authorization may also be given for utilization of carrier on board delivery (COD) or helicopter transportation in connection with embarkations as specified in reference (m).

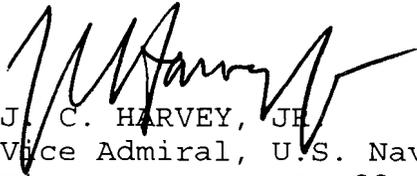
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(2) COMSC for all ships assigned to the COMSC.

(3) The Superintendent, U.S. Naval Academy for service craft assigned to the U.S. Naval Academy.

(4) COMUSFLTFORCOM, COMPACFLT, and COMUSNAVEUR are authorized to further delegate authority to approve embarkation of civilians for official purposes covered by subparagraph 7 and embarkation of guests covered by subparagraph 8 to numbered Fleet and Type Commanders.

b. Each of the foregoing Commanders, to whom permissive authority is granted, will adhere to the guidelines established in this instruction.



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