



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

OPNAVINST 5755.1
DNS-H
15 Aug 2014

OPNAV INSTRUCTION 5755.1

From: Chief of Naval Operations

Subj: NAVY MUSEUMS

Ref: (a) 20 U.S.C. §9172
(b) OPNAVINST 5750.4E
(c) OPNAVINST 5750.13A
(d) NAVFAC FC-4-760-10N
(e) 10 U.S.C. §2601
(f) SECNAVINST 4001.2J
(g) 10 U.S.C. §1588
(h) OPNAVINST 5380.1C
(i) DoD 5500.7-R, Joint Ethics Regulation (JER),
August 1993

Encl: (1) List of Established Navy Museums

1. Purpose. To provide Chief of Naval Operations (CNO) policy and procedures on the establishment, design, construction, operation and disestablishment of United States Navy museums; to prescribe requirements for museums regarding their collections; to establish guidelines for designated stakeholder organizations in the administration and operation of the museums; and to set policy on the recognition and acceptance of support of United States Navy museums by recognized charitable support organizations, in a manner consistent with references (a) through (i).

2. Definitions

a. Museum. A Navy museum is an educational institution organized on a permanent basis, with a professional staff, that owns or utilizes tangible objects, cares for, supports, and conducts research on these objects, and exhibits them to the public on a regular basis, as defined in references (a), (b) and (c). Established Navy museums are listed in enclosure (1). Navy museums are open to the public at regularly established hours and shall be free of any admission charges.

b. Professional Museum Staff. A dedicated, professional museum staff is essential to the success of Navy museums. For the purposes of this instruction, the professional museum staff is defined as a qualified staff of full time employees who are devoted to the acquisition, management, preservation, care, research, and public exhibition of historical property in the possession of the United States Navy.

c. Historical Property. An object that documents, symbolizes, or represents the history of the United States Navy, its predecessors, or the history of the art and science of naval warfare in general. This includes, but is not limited to, books, archival materials, works of art, photographs, physical historical artifacts, drawings, plans, models, and condemned or obsolete combat material. These may also be referred to as "heritage assets".

d. Advisory Command. An advisory command is an official United States Navy command, unit, or N-Code that has an enduring interest, involvement or stake in a specific Navy museum.

e. Museum Advisory Council. A museum advisory council pertains to a specific Navy Museum and is an entity comprised of representatives from the advisory commands and others as appropriate. The purpose of a museum advisory council is to provide stakeholder inputs to the museum director and the Director, of Naval History and Heritage Command (NAVHISTHERITAGECOM) for the operation of the museum concerned; to provide recommendations for the vision and future of the museum; to receive status reports on the operation of the museum; and to provide a formal venue for engaging the museum support foundation on issues of mutual interest.

f. Museum Support Foundation. A non-profit organization established under applicable Federal and or State law, including Internal Revenue Code, section 501(c)(3), for the primary purpose of support of a Navy museum. The Naval Academy Museum and the Naval War College Museum are supported by non-profit organizations established for the purpose of supporting the educational institution, which includes, but is not limited to, the museum.

3. Responsibilities

a. Director, Navy Staff (DNS) shall:

(1) Function as the resource sponsor supporting NAVHISTHERITAGECOM mission, functions, and tasks, including operation of Navy museums.

(2) Designate advisory commands for each established Department of the Navy (DON) museum. Advisory commands shall act as the principal community advisors for their associated museum to further enhance their respective community's public outreach efforts.

b. The Director, NAVHISTHERITAGECOM shall:

(1) Support the CNO by:

(a) Developing policy for and directing the activities of the museums.

(b) Overseeing the establishment, disestablishment and operations of Navy museums.

(c) Providing direction and guidance on technical aspects of the operation of museums.

(d) Working with Commander, Navy Installations Command (CNIC) for base operating support and facilities requirements.

(2) Through the Commander, Naval Facilities Engineering Command (NAVFACENGCOM), administer the basic facility requirement, facility planning documents, design, and or construction contracts for all applicable museum facility projects according to DON design criteria and Navy, per reference (d).

(3) Coordinate processes, as required, to cover unique features of individual museums within NAVHISTHERITAGECOM internal instructions (e.g., Naval Aviation Hall of Honor).

c. Advisory commands may provide additional support for the museums that represent their communities to include funding,

material, and personnel support in coordination with the associated museum advisory council and Director, NAVHISTHERITAGECOM and in compliance with applicable fiscal laws, regulations, and procedures.

4. Elements Pertaining to Navy Museums

a. Staffing and Personnel. Each museum shall have a sufficient number of professional staff to align with Navy standards, as established by competent authority, and operate the museum on a regular basis. Museum core staffing positions shall be permanent Federal civil service personnel and or military personnel, as appropriate.

b. Museum Advisory Council. The director of each Navy museum shall, in coordination with the Director, NAVHISTHERITAGECOM, establish a museum advisory council for the Navy museum concerned.

(1) Each museum advisory council shall meet, at a minimum, annually and shall consist of a chair (normally, a flag level or echelon 2 level commander from one of the advisory commands) and a representative from each of the museum's other advisory commands. Each museum advisory council shall also include, as appropriate, representation from entities with equities pertaining to the museum concerned, such as associated Navy communities; the local base and region; and personnel from other stakeholder commands.

(2) The museum advisory councils for the Naval Academy Museum and the Naval War College Museum shall consist of, but not be limited to, representatives from the respective educational institution as selected by Naval Academy or Naval War College leadership.

c. Museum Support Foundations, Gifts, and Volunteers

(1) Navy museums may receive unsolicited support from their respective museum support foundations, as well as through gifts from other donors and voluntary services following applicable law and regulation.

(2) Charter memorandum of agreement (MOA).

(a) Each Navy museum, in coordination with NAVHISTHERITAGECOM and its respective museum advisory council, shall seek to enter into a charter MOA between the museum and the museum support foundation(s) to establish procedures, parameters, and financial controls for any unsolicited support offered to the museum by the museum support foundation(s) to include, without limitation, money, property, and specified gratuitous services per references (e) through (g).

1. The charter MOA shall also establish, where applicable, procedures for the conduct by the museum support foundation of any approved operations within the museum whereby the museum support foundation generates income while promoting the museum.

2. The charter MOA may also establish procedures for Navy review and approval of the museum support foundation's charter and governance procedures, including designation of any Navy and or museum support foundation liaison personnel to attend museum advisory council meetings, and appropriate meetings of the museum support foundation. The museum director shall forward the charter MOA to the Director, NAVHISTHERITAGECOM for final approval and signature.

(b) In lieu of a charter MOA, the Naval Academy Museum and the Naval War College Museum may rely on an existing MOA between the educational institution and its respective support foundation. The Naval Academy and Naval War College shall coordinate with NAVHISTHERITAGECOM during negotiation of the terms of MOAs with their respective support foundations.

(c) In furtherance of an approved charter MOA, the museum director shall forward to the Director, NAVHISTHERITAGECOM any annual projection of anticipated financial support provided by a museum support foundation at the beginning of the fiscal year for approval. Upon approval by Director, NAVHISTHERITAGECOM, the offer of financial support shall be forwarded for consideration by the appropriate gift acceptance authority per reference (f).

(d) Unless specifically stated therein, charter MOAs do not obviate or otherwise affect existing agreements or arrangements between the museum support foundations and other Navy authorities. Relevant documents and information pertaining

to existing agreements or arrangements shall, as appropriate, be provided to Director, NAVHISTHERITAGECOM prior to conclusion of a charter MOA.

(3) All gifts offered outside of the MOA process set forth in subparagraph 4c(1) shall be processed following applicable law and policy, to include references (e) and (f).

(4) A museum accepting volunteer support from individuals or a group not covered by subparagraph 4c(1) shall ensure compliance with the volunteer acceptance procedures and requirements of references (g) and (h).

(5) Where appropriate, real estate agreements may be entered into, with recognized museum support foundations enabling these entities to use certain Navy facilities for administrative purposes, and for generating revenue in support of a Navy museum. Revenue producing activities conducted on the museum premises shall normally be specified within the MOA per subparagraph 4c(2)(a). Real estate agreements shall be executed by a warranted NAVFACENGCOM real estate contracting officer per NAVFACENGCOM's real estate authorities and procedures.

5. Establishment and Disestablishment

a. Only the Director, NAVHISTHERITAGECOM can recommend establishment or disestablishment of a Navy Museum to the Secretary of the Navy (SECNAV) via the chain of command. Among issues to be considered are the museum's potential impact on appropriated resources and the potential support, on a long-term basis, from constituent commands and any potential museum support foundations.

b. Any Navy museum, with the exception of the service level museum, may be disestablished by SECNAV.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

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7. Reports Control. OPNAV Reports Control Symbol 5755-1 has been assigned to the requirements contained in this instruction and is approved for 3 years from the date of this directive. Addressees are to provide wide dissemination of information concerning the existence and purpose of DON museums.

A handwritten signature in black ink, appearing to read 'S. H. Swift', is centered on the page. The signature is written in a cursive style with a horizontal line extending to the left.

S. H. SWIFT
Director, Navy Staff

Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.documentservices.dla.mil/>

LIST OF ESTABLISHED NAVY MUSEUMS

National Museum of the United States Navy (UIC: 0430A)

Address: 805 Kidder Breese St. SE
Washington Navy Yard, DC 20374
Telephone: (202) 433-9727

National Naval Aviation Museum (UIC: 0432A)

Address: 1750 Radford Blvd. Ste. C
Pensacola, FL 32508
Telephone: (850) 452-3604

National Museum of the American Sailor (UIC: 0437A)

Address: 610 Farragut Ave. Bldg. 42
Great Lakes, IL 60888
Telephone: (847) 688-3154

Hampton Roads Naval Museum (UIC: 0439A)

Address: One Waterside Dr. Ste. 248
Norfolk, VA 23510
Telephone: (757) 322-2990

United States Navy Seabee Museum (UIC: 0441A)

Address: Naval Base Ventura County, Bldg. 100
Port Hueneme, CA 93043
Telephone: (805) 982-5165

NAUTILUS Memorial and Submarine Force
Library and Museum (UIC: 0442A/05591)

Address: One Crystal Lake Rd.
Groton, CT 06340
Telephone: (860) 694-4276

Navy Museum Northwest (UIC: 0444A)

Naval Undersea Museum
Address: 1 Garnett Way
Keyport, WA 98345
Telephone: (360) 396-4164

Puget Sound Navy Museum
Address: 251 First St.
Bremerton, WA 98357
Telephone: (360) 396-4164

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Naval War College Museum (UIC: 0445A)

Address: 686 Cushing Rd.
Newport, RI 02841
Telephone: (401) 841-6020

United States Naval Academy Museum (UIC: 0446A)

Address: 118 Maryland Ave.
Annapolis, MD 21402
Telephone: (410) 293-5275