DEPARTMENT OF THE NAVY
NAVAL DISTRICT WASHINGTON
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NDWINST 1746.5N
N15

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NAVAL DISTRICT WASHINGTON INSTRUCTION 1746.5N

From: Commandant, Naval District Washington

Subj: VISITING FLAG QUARTERS

Ref: (a) VCNO Memo Ser 09/9U5012000 of 20 Oct 89
(b) OPNAVINST 11103.1B
(c) SECNAVINST 5100.13B
(d) OPNAVINST 5100.23E
(e) NDWINST 5100.2B

1. Purpose. To provide policies and procedures governing the operation of the Visiting Flag Quarters (VFQ) located onboard the Washington Navy Yard (WNY), Washington, DC. The purpose of the VFQ is to provide temporary accommodations, per references (a) and (b), for Navy and Marine Corps Flag/General officers, Flag/General rank selectees, and foreign equivalent counterparts visiting the National Capital Region (NCR) on official business and to conserve per diem funds incident to such visits.

2. Cancellation. NDWINST 1746.5M

3. Command Responsibility

a. Commandant, Naval District Washington (NDW) is responsible for the policies, procedures, daily administration and operation of the VFQ.

b. The VFQ shall be operated and administered pursuant to policies established by references (a) and (b) and directives issued by the Chief of Naval Personnel; Commander, Naval Facilities Engineering Command and other authority.

c. The VFQ Manager is responsible for the administration, operation, and management of the VFQ and charged with the responsibility for overall policy compliance.

4. Priority for Reservations/Assignments

a. An officer's grade and status will determine priority for VFQ reservations. Reservations will be taken by the VFQ Manager at (202) 433-2278/4527 or DSN 288-2278/4527, Monday through Friday from 0630-1600, up to 30 days prior to the arrival date, based on the following priorities established by reference (a):

(1) Heads of Foreign Naval Service. (Navy and Marine Corps) services. Foreign Flag/General Officers who are the official guests of the Chief of Naval Operations (CNO) or Commandant of the Marine Corps will have priority over all others for VFQ reservations. Foreign Flag Officers visiting the NCR at other times will have requests for VFQ accommodations approved by the Vice Chief of Naval Operations (VCNO).

(2) Officers of Four Star Rank. Active duty/retired Navy Admirals and Marine Corps Generals will have second priority for VFQ reservations at all times.

(3) Flag/General Officers in Temporary Assigned Duty (TAD) or Permanent Change of Station (PCS) Duty Status. Flag/General Officers in these two categories, including Reserve Flag/General Officers on TAD, will have third and fourth priority, respectively, for VFQ reservations.

(a) All reservations are subject to change when reservations by officers of higher rank are received.

(b) Reservations will be confirmed three days prior to arrival and normally will not be changed after that time.

(c) Requests for change or extensions will be granted on a space available basis.

(d) During periods when conferences are scheduled by the CNO, Flag/General Officers attending such meetings will have first consideration for reservations. Other reservations will be taken only after all scheduled attendees have been accommodated.

(e) Officers awaiting permanent housing in the NCR are authorized to reside in the VFQ for a period of 30 days. Commandant, NDW may grant extensions on a case-by-case basis; however, disapprovals will be referred to the VCNO for review.

(4) Active Duty Flag/General Officers in a Leave Status. Flag/General Officers visiting the NCR in a leave status may request VFQ reservations for periods up to 10 days. These reservations will be confirmed three days prior to arrival and normally will not be cancelled after that time. Extensions may be granted by the VFQ Manager if space is available, but may be cancelled at any time due to higher priority reservations.

(5) Retired Flag/General Officers. Retired Flag/General Officers may make VFQ reservations on a space available basis. Such reservations are subject to cancellation at any time. Officers retiring in the NCR will be given active duty (PCS

status) priority up to 10 days subsequent to retirement, provided quarters were occupied on or prior to the date of retirement.

(6) Active Duty Flag Officers of Other Services. Since facilities maintained by other services occasionally accommodate Navy and Marine Corps Officers, reciprocal courtesies will be extended to Army, Air Force, and Coast Guard Flag/General Officers on a space available basis. When space is available, these officers may be granted VFQ reservations for periods up to 10 days. Such reservations will not be cancelled within three days prior to arrival.

(7) Reservations for Family Members/Guests. Flag/General Officers may request reservations for family members or guests; however, the Flag/General Officer must be on board during the entire VFQ reservation period. Separate quarters are not authorized for family members and/or guests. These reservations will be granted on a space available basis and are subject to cancellation if a higher priority intercedes. These reservations will be confirmed 24 hours prior to arrival.

(8) Space Available Reservations. Any VFQ request not covered in the above priorities and determined to be eligible for the VFQ, will be considered on a space available basis and are subject to cancellation if a higher priority intercedes.

(9) Waiver Requests. Reservation request not addressed in this Instruction will be referred for waiver approval to VCNO via Commandant, NDW and will be addressed on a case-by-case basis.

5. Billeting Policy. Per reference (a), the VFQ Manager will assign occupancy as follows:

a. Officers will be entitled to only one set of quarters at a time. Multiple bedroom suites will be assigned to officers with more than one family member. Assignments of multiple bedroom suites to allow aides or other guests to be billeted with the Flag/General Officer will be made on a space available basis only.

b. Once VFQ reservations have been confirmed, they will not be cancelled except in unusual circumstances.

c. Officers will not normally be required to relocate from one set of quarters to another unless such moves are necessary to accommodate a higher priority reservation or officers who could not otherwise obtain a reservation.

6. Service Charges

a. Flag/General Officers will be assessed a daily service charge of $64.00. An additional charge of $10.00 per person per day will be assessed for accompanying family members and guests. Flag/General Officers may be charged for an additional day, at the established rate, when check-in occurs prior to 1000 Monday-Friday, and 1400 weekends and holidays and/or check-out occurs after 1400.

b. Two or more Flag/General Officers occupying one suite for their convenience will be billed separately at the established full rate.

c. At the request of the Flag/General Officer, his or her personal aide may be accommodated in the same VFQ suite on a space available basis. The aide will be billed separately at the established full rate. Civilian and enlisted staff members will not be housed at the VFQ; however, the VFQ Staff will provide referrals for local accommodations if desired.

d. Retired Flag/General Officers may share their suite with business associates on a space available basis. Business associates will be charged at the established full rate.

e. A minimum service charge of 25 percent of the established full rate may be imposed for the use of a suite that does not involve overnight occupancy.

7. Check-in/Check-out Procedures

a. Keys to quarters will be issued at the VFQ Duty Desk and should be returned upon departure unless prior arrangements have been made.

b. In order to ensure timely custodial service between change of occupants, outgoing guests are requested to notify the Duty Mess Management Specialist when departure occurs earlier than scheduled.

8. Billing

a. All VFQ payments must be by credit card. The VFQ accepts Visa, Master Card, American Express, and Discover.

b. Lodging and telephone charges will be processed after departure to allow for inventory of provisions. A copy of the processed credit card receipt, invoice, and itemized phone calls will be faxed to the guest within three days of departure.

9. Messing

a. VFQ Flag Dining Facility (P-6)

(1) VFQ occupants are encouraged to utilize the Flag Dining Facility. The facility is also available to any Flag/General Officer, accompanying family members, and guests. Due to VFQ staff and Flag Dining Facility size restrictions, dining accommodations are limited to six guests. Larger groups may be accommodated at the WNY Catering and Conference Center.

(2) The Flag Dining Facility is available for Retirement and Change of Command pre-ceremony receptions involving no more than 12 guests.

(3) Meal service is available in the VFQ Flag Dining Facility contingent upon other VFQ commitments; however, reservations are required three days in advance. The perspective patron will be responsible for the cost of the meal items once purchased. Meal cost is the purchase price plus a 35 percent surcharge to cover miscellaneous expenses.

(4) To comply with sanitation and safety regulations, the Flag Dining Facility will be operated and staffed by VFQ staff only. It is not available for the private use of guests and/or their support staffs.

10. Conferences. The VFQ has no facilities suitable for conferences. Separate arrangements may be made either with the WNY Catering and Conference Center in Building 101 or Admiral Gooding Center in Building 22, WNY.

11. Individual Unit Kitchens. Each VFQ unit has a fully functional kitchen available for use by the occupant, if desired. Cleaning of the kitchen area and washing of dishes and utensils are the responsibility of the occupant. The VFQ staff does not prepare or serve meals in individual units.

12. Pet Policy. Pets are not permitted in the VFQ. Separate arrangements should be made for the care of pets. The VFQ Staff can provide a list of local kennels if requested.

13. Smoking Policy. Per references (c) through (e), the VFQ is a smoke free facility.

14. Damage to Government Property. Guests are responsible for any damage or breakage to VFQ government property/equipment. Guests will be provided with the cost of repairs or replacement items so that appropriate reimbursement can be made.

15. Policy Exceptions/Waivers. Any requests for exceptions or waivers to policies/procedures listed in this Instruction are to be sent, via Commandant, NDW, to VCNO for his/her action.