



DEPARTMENT OF THE NAVY
NAVAL DISTRICT WASHINGTON
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WASHINGTON NAVY YARD DC 20374-5161

NDWINST 1746.5S
N9
26 Oct 23

NDW INSTRUCTION 1746.5S

From: Commandant, Naval District Washington

Subj: VISITING FLAG QUARTERS

- Ref: (a) OPNAVINST 5050.33A
(b) Deputy Chief Management Officer Memo of 10 Nov 2014 "DoD Order of Precedence"
(c) SECNAVINST 5100.13E
(d) SECNAV M-5210.1
(e) CNICINST 11103.18

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 for foreign equivalent counterparts to the Chief of Naval Operations (CNO) or Commandant of the Marine Corps (CMC) who are visiting the National Capital Region on official business. To conserve per diem funds, this includes Navy and Marine Corps flag and general officers and flag rank selectees and Senior Executive Service personnel visiting Washington, DC on official business. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NDWINST 1746.5R.

3. Responsibilities

a. Commandant, Naval District Washington (NDW)

- (1) Oversee the operation of the VFQ.
- (2) Provide oversight of resources management and maintenance of the VFQ in accordance with references (a) through (e).
- (3) Formulate and recommend to Commander, Navy Installations Command (CNIC) changes to policy, criteria, and standards of the VFQ.

b. Commanding Officer, Naval Support Activity Washington (NSAW)

- (1) Responsible for the daily operation of the VFQ.

(2) Receipt and management of reservations and assignments to the VFQ following reference (a).

(3) Management of guest services for the VFQ.

(4) Development of annual appropriated fund and non-appropriated fund budgets.

(5) Preparation of a five-year capital improvement plan and establishing room rates to meet operation and recapitalization requirements.

4. Reservations

a. Eligibility to make reservations is limited to flag and general officers and other personnel as identified in reference (a). Eligible guests who make reservations must accompany their guests or family members while they reside at the VFQ.

b. Registered guests are entitled to one suite per stay and may submit an exception to policy request to reserve additional suites, approved on a case-by-case basis (see paragraph 18 below).

c. Guests may request reservations for the VFQ at (202) 433-2278 or DSN 288-2278, Monday through Friday from 0530-2100 and weekends and holidays from 0800-1400 up to 30 days prior to a requested arrival date. Eligibility and guest priority requirements are included in references (a) and (b).

d. Reservations for CNO and CMC foreign counterpart visits and flag/general officer's conferences are guaranteed upon receipt. For other guests, reservation confirmations occur 14 days prior to arrival. Once confirmed, the VFQ staff cannot modify or cancel reservations except to provide CNO/CMC counterpart priority. Immediate notification will be given if there are any changes to a reservation.

e. All non-guaranteed reservations are subject to change if officers of higher precedence make subsequent reservations or when guests of higher priority require accommodations.

f. Commandant, NDW, may direct guaranteed guests to vacate due to unforeseen or emergency circumstances.

g. Authorized flag and general officers awaiting permanent housing in the NCR may reside in the VFQ for up to 30 days. Commandant, NDW may grant extensions to exceed 30 days on a case-by-case basis.

5. Suite Assignment. Assignment of suites are in accordance with reference (a) and on the efficient utilization of the VFQ. Requests for specific suites will be honored when possible.

6. Check-in/Check-out

- a. Check-in time is 1500.
- b. Check-out time is 1100.
- c. VFQ staff will place keys in each suite after room inspections are complete. Requests for early arrival or late departures will be provided on a case-by-case basis with approval from management. Guests are instructed to leave keys in same location upon departure.
- d. All suites will remain locked at all times for security and accountability purposes.
- e. Extra keys are provided upon request.

7. Cancellations, Modifications and No Shows. Guests may cancel or modify reservations without charge by notifying the VFQ no later than 1500 on the day prior to check-in. Cancellations or modifications after that time will result in a service charge equal to one night's stay. Guests with reservations who fail to show will be subject to one night's charge.

8. Rates and Charges

- a. Room rates and service charges will be adjusted based on requirements to meet non-appropriated fund financial performance standards.
- b. An additional charge will be assessed for accompanying family members, guests and aides de camp. Guests traveling with more than one family member will be required to pay a nominal fee to cover the additional expenses associated with services provided (i.e., flag/general officer and spouse pay as one, while parent and child not sharing the same room within a suite and/or three or more per suite pay the incremental fee).
- c. Guests may request the use of a roll-away bed for an additional fee.
- d. A service charge of 100% of the established rate will be applied for the use of a suite that does not include an overnight stay.
- e. A discounted rate may apply for permanent change of station guests with a NDW approved extension to stay at the VFQ for more than 30 days. Provide housekeeping services commensurate with the reduced rate.

9. Billing

- a. All VFQ payments must be made by credit card. The VFQ accepts American Express, Visa, Discover, and MasterCard.

b. Miscellaneous room and sundry charges will be processed after guest departure to allow for inventory of the mini-bar. The guest's folio will be emailed or faxed to the guest within three business days of departure. Guest should inform staff prior to check out if receipt is required immediately.

c. Upon request, two or more guests occupying one suite may be billed a share of the established suite rate.

10. VFQ Flag Dining Room (The Latrobe Suite P-6)

a. VFQ registered guests are authorized to use the Flag Dining Room. A service fee will be applied for the use of the dining room for dining requirements of more than four guests. VFQ guests may order catered meals for official and private functions, in a formal or informal setting. Menus will be arranged and coordinated with guests upon request.

b. Requests for meal reservations must be placed at least three business days in advance and will be confirmed within 24 hours on a first come basis.

c. Cancellations may be made up to 24 hours in advance. However, upon confirmation (3 days), food items are non-refundable and food items can be given to the requestor. If the requestor is not in the local area and request food items, non-perishable items will be shipped to them at their own cost. If a dinner party is cancelled due to circumstances beyond the guest's control, every reasonable effort will be made to reschedule the event. No charges will be assessed for emergencies.

d. The VFQ will not purchase alcoholic beverages for meal service with the exception of any CNO/CMC hosted event. However, the VFQ will serve alcoholic beverages that are provided by the guest during meal services and/or functions.

e. VFQ guests may request exclusive use of the dining room by completing the dining room reservation form available at the front desk. A daily conference room rental fee will apply. Dining accommodations are limited to a maximum of 12 guests.

f. Use of the flag dining room kitchen is restricted to VFQ staff only and other Culinary Specialists with Management approval.

g. Guests may request reservations for The Latrobe Suite P-6 at (202) 433-2278 or DSN 288-2278, Monday through Friday from 0530-2100 and weekends and holidays, from 0800-1400 up to 30 days in advance, and no later than seven workdays before the scheduled event. Confirmation are made three days prior to the start of the event. Eligibility and guest priority requirements are included in references (a) and (b).

11. VFQ Reception Room (The United States Suite P-4)

a. The VFQ Reception Room is available for flag/general officer retirements, change of command pre-ceremony receptions, and other similar occasions; the maximum capacity for the reception room is 50 guests.

b. A service fee will be applied for the use of the reception room.

c. Guests may request reservations for The United States Suites P-4 at (202) 433-2278 or DSN 288-2278, Monday through Friday from 0530-2100 and weekends and holidays, from 0800-1400 up to 30 days in advance, and no later than seven workdays before the schedule event. Confirmation are made three days prior to the start of the event. Eligibility and guest priority requirements are included in references (a) and (b).

12. Suite Kitchens

a. A kitchen is available in every suite. Guests are responsible for cleaning the suite kitchen and washing dishes. A service charge will be assessed when guests do not comply with this responsibility.

b. Prepared meals are only delivered for CNO/CMC visits. Arrangements may be made for pick-up of prepared meals from P-6.

13. Conferences. The VFQ does not offer conference space. Separate arrangements may be made with the Admiral Gooding Center in Building 22, WNY.

14. Pet Policy. Per reference (c), pets are not permitted in the VFQ. Information pertaining to local kennels may be obtained from the VFQ front desk.

15. Smoking Policy. Per reference (e), the VFQ is a smoke-free facility. A designated smoking area is available across the street at the WNY Fire Department.

16. Loss/Damage to Government Property. Registered guests are responsible for proper use and care of the VFQ. VFQ management will assess appropriate fees to be paid by the registered guest if loss or damage is caused by the registered guest, family member, or other invited guest.

17. Parking. Registered guests may temporarily park curbside for loading and unloading only. Reserved parking is available for VFQ guests along Dahlgren Avenue. Guest will need to provide vehicle make, model, and color of vehicle prior to check-in.

18. Policy Exceptions/Waivers. Requests for exceptions to policies and procedures outlined in this instruction shall be addressed to the Commandant, NDW via the Commanding Officer, NSAW and VFQ Manager. Commandant, NDW has delegated approval authority for policy

exceptions to the Commanding Officer, NSAW in cases where guests desire to make reservations outside the normal 30-day window, and in cases of requests for additional rooms when such requests are reasonable in nature. All other exception requests shall be forwarded to the Commandant, NDW for decision,

19. Reservation and Assignment Conflict. Commandant, NDW in coordination with CNIC, shall adjudicate any reservation and/or room assignment conflicts.

20. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

21. Review and Effective Date. Per OPNAVINST 5215.17A, N9 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


N. S. LACORE

Releasability and distribution:

This instruction is cleared for public release and is available electronically via CNIC G2 website: <https://g2.cnic.navy.mil/Directives/Documents/Forms/RegionOnly.aspx?FilterField1=Region0&FilterValue1=CNRNDW>