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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 5050.33

From: Chief of Naval Operations

Subj: VISITING FLAG QUARTERS AT WASHINGTON NAVY YARD

Ref: (a) DoD Instruction 1015.11 of 6 October 2006
(b) DoD Instruction 1015.12 of 30 October 1996
(c) OPNAVINST 5100.23G
(d) SECNAVINST 7042.7K
(e) SECNAVINST 5100.13E

Encl: (1) Table of Authorized Funding Sources
(2) Eligibility and Guest Priority for the Visiting Flag Quarters

1. Purpose. To provide policies and procedures per references (a) through (e) to govern the operation, resourcing, and management of visiting flag quarters (VFQ) at the Washington Navy Yard.

2. Background

a. VFQ serves as Chief of Naval Operations (CNO) guest quarters. As such, VFQ provides temporary accommodations for Navy and Marine Corps flag and general officers, flag rank selectees, and foreign equivalent counterparts to the CNO or Commandant of the Marine Corps (CMC) who visit the National Capital Region on official business.

b. Per references (a) and (b), VFQ is a program group IV temporary duty lodging operation primarily maintained, managed, and operated with appropriated funds (APF).

c. Enclosure (1) outlines authorized funding sources for support of VFQ. Enclosure (2) provides eligibility criteria and reservation priorities for assignment to VFQ.

(7) Formulate and recommend to CNO (N4) changes to VFQ policy and criteria and standards for plans and maintenance of the VFQ.

c. Commandant, Naval District Washington (COMNAVDIST WASHINGTON) is responsible for:

(1) Implementing VFQ programs.

(2) Providing oversight of resources, management, maintenance, and operation of the VFQ.

d. Commanding Officer, Naval Support Activity Washington is responsible for:

(1) Daily administration and operation of the VFQ.

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

(3) Administration of VFQ guest services.

(4) Developing the annual NAF and 5-year capital improvement plan, and establishing room rates for short (up to 30 days) and long term VFQ stays.

4. 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.

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TABLE OF AUTHORIZED FUNDING SOURCES	Fund Source
1. CONSTRUCTION, see Definitions in enclosure (2) of reference (b)	
a. Major (Military) Construction	APF
b. Minor Construction	APF
c. Facilities Maintenance	APF
d. Facility Repair	APF
2. UTILITIES, see Definitions in enclosure (2) of reference (b)	APF
3. LODGING OPERATIONS	
a. Cable television (TV) service and installation to include a premium channel	APF
b. Telephones	
(1) New or replacement systems	
(a) Administration and Management	APF
(b) Guest Room Defense Switched Network (DSN) lines	APF
(c) Guest Room Basic Service	APF
(2) Monthly service charges	NAF
(a) Administration, Management and Guest Room DSN Lines	
(b) Guest Room Basic Service	APF
(3) Charge calls	APF
(a) Administration and Management	
(b) Guest Rooms	APF
c. Information Technology (IT) Equipment and Supplies	NAF
(1) Administration and Management	
(2) Reservation/Property Management System	APF
d. Grounds maintenance, outdoor furnishings to include gazebo, planting, seasonal care, etc.	NAF
e. Housekeeping Service	APF
(1) Common Areas	
(2) Guest Rooms	NAF
f. Services associated with protecting health and safety, and services commonly supplied and provided to all installation employees and organizations (e.g., security, fire protection, safety, rescue, pest control, snow removal, sewage, trash and garbage removal, repair and clean up for environmental compliance, vet and medical support, sanitation inspection, maintenance of common grounds, etc.	NAF APF

TABLE OF AUTHORIZED FUNDING SOURCES
Continued

	Fund Source
4. PERSONNEL	
a. Executive Control and Essential Command Supervision (ECECS), see Definition in enclosure (2) of reference (b)	NAF
b. Administration and management	APF
c. Housekeepers and Custodians (includes supervisors)	NAF
d. Desk clerks and reservationist	
(1) Full-time	NAF
(2) Flexible schedule desk clerks (short term NAF fill for vacant APF positions or to meet seasonal Workload)	NAF
(3) Quality Room Monitors	NAF
e. NAF Human Resources/Personnel Office	NAF
5. SUPPLIES	
a. Linen purchase and cleaning	NAF
b. Guest amenities (complimentary toiletries, etc.)	NAF
c. Cleaning supplies and equipment	APF
d. Other supplies and equipment	APF
6. EQUIPMENT	
a. Maintenance, repair, refurbishment and repair by replacement of in-room furnishings, carpeting, wall coverings, light fixtures, window treatments, and bedding not related to construction or repair work.	NAF
b. Purchase, maintenance and repair of furnishings in administrative and front desk areas.	NAF
c. Purchase, maintenance and repair of large kitchen appliances (washers, dryers, ice machines, refrigerators, cook tops, ovens, dishwashers, etc.).	APF
d. Purchase, maintenance and repair of small kitchen appliances (microwaves, coffee makers, toasters, pots and pans, cooking tools, etc.) and china, glassware, flatware, etc.	NAF
e. Purchase, maintenance and repair of TVs, media players, clock radios, etc.	NAF
f. Purchase, maintenance and repair of Utility Vehicles for housekeeping and maintenance requirements.	APF
g. Vehicles for administrative and overhead use authorized by military service table of authorizations.	APF
h. Vending and amusement machines	NEX
7. NAF ACCOUNTING SERVICES	NAF

ELIGIBILITY AND GUEST PRIORITY FOR THE VISITING FLAG QUARTERS

1. Priority for reservations and assignment to the VFQ will be determined by the following priority table and room availability. The following priority levels are listed in order of precedence:

a. Priority 1: Heads of Foreign Naval Services. Foreign flag and general officers who are official guests of the CNO or CMC have priority over all others for VFQ reservations.

b. Priority 2: Heads of Foreign Naval Services. Foreign flag and general officers who are not official guests of the CNO or the CMC, but are visiting the National Capital Region require approval for VFQ accommodations by Commander, Navy Installations Command.

c. Priority 3: Flag and General Officers of the U.S. Navy and Marine Corps Attending a CNO or CMC Conference. When a Navy admiral or Marine Corps general officer of three or four star rank is scheduled to attend a CNO or CMC conference, their reservation will be confirmed once the conference is scheduled.

d. Priority 4: Active Duty and Retired Four Star Flag and General Officers of the U.S. Navy and Marine Corps. Active duty and retired four star Navy admirals or Marine Corps generals will have fourth priority at all times. COMNAVDIST WASHINGTON will determine reservation priority based on the Department of Defense Order of Precedence.

e. Priority 5: Flag and General Officers of the U.S. Navy and Marine Corps in a Temporary Duty Status.

f. Priority 6: Flag and General Officers of the U.S. Navy and Marine Corps in a Permanent Change of Station Status. Flag and general officers awaiting permanent housing in Naval District Washington (NAVDIST WASHINGTON) are authorized to reside in the VFQ for a period of up to 30 days. COMNAVDIST WASHINGTON may approve extensions on a case by case basis. Approved extensions may be cancelled at any time due to a higher priority reservation.

g. Priority 7: Flag and General Officers of the U.S. Navy and Marine Corps in a Non-Duty Status. Flag and general

officers in a non-duty status are authorized to reside in the VFQ for a period up to 10 days. COMNAVDIST WASHINGTON may approve extensions on a case by case basis. Approved extensions may be cancelled at any time due to a higher priority reservation.

h. Priority 8: Retired Flag and General Officers of the U.S. Navy and Marine Corps. Officers retiring in NAVDIST WASHINGTON may reside in the VFQ for up to 10 days subsequent to retirement provided quarters are occupied on, or prior to, the date of retirement.

i. Priority 9: Active Duty Flag and General Officers of the other U.S. Armed Forces (Army, Coast Guard and Air Force). Flag and general officers of the other U.S. Armed Forces are authorized to reside in the VFQ for a period up to 10 days.

j. Priority 10: Navy Senior Executive Service. Members of the Navy Senior Executive Service on temporary duty may make reservations for a period of up to 10 days.

2. Family members and guests of U.S. Navy and Marine Corps flag and general officers may be accommodated in the sponsor's suite during the sponsors stay. Separate quarters for family members and guests are not authorized.

3. Space available reservations are subject to cancellation at any time to accommodate priority 1 through 10 guests.

a. Space Available 1: Spouses of U.S. Navy and Marine Corps Flag and General Officers. Spouses of U.S. Navy and Marine Corps flag and general officers, active duty or retired, may request reservations and stay unaccompanied in the VFQ for a period of up to 10 days.

b. Space Available 2: Guests Not Otherwise Covered. Guests not otherwise covered in priority levels 1 through 10 may request reservations and stay unaccompanied in the VFQ for a period of up to 5 days.

4. A discounted rate may apply for travelers with an approved extension to stay at the VFQ for more than 30 days. Rates are determined during annual budget development.