From: Chief of Naval Operations

Subj: POLICY FOR ADMINISTERING CONTENT OF THE NAVAL VESSEL REGISTER

Ref:  
(a) 32 CFR 700.406  
(b) U.S. Navy Regulations, 1990  
(c) SECNAVINST 5030.8C  
(d) 10 U.S.C.

Encl: (1) Naval Vessel Register Characteristics

1. Purpose
   
   a. To establish policy and guidance for the administration of the Naval Vessel Register (NVR).

   b. This revision updates and clarifies stakeholder responsibilities. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5441.1.

3. Background
   
   a. As directed by references (a) and (b), article 0406.1, the Chief of Naval Operations (CNO) is responsible for the establishment and maintenance of a registry for naval vessels; however, only the Secretary of the Navy (SECNAV) will strike vessels from the registry.

   b. The NVR is a listing of ships and service craft that comprise the official inventory of battle force and non-battle force ships and service craft of the United States (U.S.) Navy per reference (c). The information in the NVR contains, at a minimum, the data elements identified in enclosure (1). The public snapshot of the registry can be found at www.nvr.navy.mil.

4. Policy
   
   a. Vessels are listed in the NVR:

      (1) on contract award if no name or hull designation has been assigned by SECNAV, or
(2) on congressional authorization if a name and hull designation has already been established by SECNAV, or

(3) in special circumstances, when the CNO directs specific vessels that are on lease or loan to the U.S. Navy, they are listed for accountability purposes only.

b. For each vessel, record updating stops when the vessel is no longer property of the U.S. Navy through disposal via interagency transfer; donation; foreign military sale or grant; dismantling; use as an artificial reef; sunk in support of fleet training (sinking exercise); or as directed by CNO.

c. The CNO will nominate vessels to SECNAV for striking from the NVR.

d. Vessels that are active on foreign military lease or in-service loan from the U.S. Navy will remain in the NVR until determined to be excess from the Navy’s requirements.

e. For historical purposes, stricken vessels will remain listed in the NVR database.

f. The NVR will not include any vessel financial data.

5. Applicability

a. This instruction applies to specific U.S. Navy vessels as identified in reference (c), whether active, inactive, under construction, converted, leased, loaned, or assigned to the Military Sealift Command.

b. Per reference (d), sections 8674 through 8678, U.S. Navy vessels will remain under U.S. Navy custody and ownership until struck from the NVR.

c. Under special circumstances, vessels on loan or leased to the U.S. Navy will be listed in the NVR for accountability purposes while those vessels are in U.S. Navy’s custody.

6. Responsibilities

a. CNO

(1) Deputy Chief of Naval Operations for Warfare Systems (CNO N9) will:

(a) serve as CNO’s agent for requirements, oversight, policy, and directing changes to the NVR Web site.
(b) serve as the resource sponsor for the NVR (via Office of the Chief of Naval Operations, Director, Surface Warfare (OPNAV N96)).

(c) report changes in the Navy’s daily battle force ship count to Naval Sea Systems Command (NAVSEASYSCOM) Shipbuilding Support Office via NAVSEASYSCOM Cost Engineering and Industrial Analysis Group (SEA 05C) and the NVR custodian as detailed in paragraph 7.

(d) nominate U.S. Navy vessels to be stricken from the NVR to SECNAV via the CNO.

(e) ensure documentation to support the reclassification of support and service craft identified in reference (c) that is maintained in the NVR, is reported to SEA 05C and the NVR custodian as detailed in paragraph 7.

(f) provide final documentation associated with changes in a vessel’s classification to SEA 05C and the NVR custodian as detailed in paragraph 7.

(2) Deputy Chief of Naval Operations for Fleet Readiness and Logistics (CNO N4) will:

(a) review NAVSEASYSCOM requests to strike service craft from the NVR on behalf of the CNO and provide a recommendation to the Deputy Assistant Secretary of the Navy for Ship Programs (DASN (Ships)).

(b) ensure documentation to support the reclassification of support and service craft identified in reference (c) that is maintained in the NVR, is reported to SEA 05C and the NVR custodian as detailed in paragraph 7.

(3) OPNAV Ship Resource and Platform Sponsors. Director, Deputy Chief of Naval Operations for Information Warfare (CNO N2N6); Director, Strategic Mobility and Combat Logistics (OPNAV N42); Director, Innovation, Technology Requirements and Test and Evaluation (OPNAV N94/Office of Naval Research (ONR)); Director, Expeditionary Warfare (OPNAV N95); OPNAV N96; Director, Undersea Warfare (OPNAV N97); and Director, Air Warfare (OPNAV N98) will ensure final documentation impacting a ship’s status or milestone dates identified in enclosure (1), for vessels under their purview is reported to SEA 05C and the NVR custodian, (copy to Director, Integrated Warfare (OPNAV N9I)), as detailed in paragraph 7.

(4) Director of Management (DNS-3). DNS-3 will ensure final documentation directing authorization to accept delivery, fleet and homeport assignments or reassignments, is reported to SEA 05C and the NVR custodian (copy to OPNAV N9I) as detailed in paragraph 7.
(5) Director Naval History and Heritage Command (DNS-H). DNS-H will provide final documentation supporting ship naming or name changes to SEA 05C and the NVR custodian (copy OPNAV N9I), as detailed in paragraph 7.

b. NAVSEASYSCOM will:

(1) manage the NVR on behalf of the CNO. Vessels that are updated, as described in paragraph 4, will be added to the NVR.

(2) designate the NVR custodian.

(3) issue additional instruction and implementation of directives as necessary to comply with the policies and guidelines herein.

(4) coordinate within echelon 2 directorates and commands to identify appropriate source documents to support updating specific ship data elements listed in enclosure (1).

(5) provide program and budget requirements to CNO resource sponsor.

(6) provide execution funding as programmed by the CNO resource sponsor to support the maintenance and operation of the NVR.

c. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) and Commander, U.S. Pacific Fleet (COMPACFLT). COMUSFLTFORCOM and COMPACFLT will report changes in status for reference (c) ships assigned to their fleet administrative or operational control that are maintained in the NVR. This includes battle force and non-battle force ships, commissioned and non-commissioned vessels, and those assigned to the MSC. Provide documentation supporting changes in status or milestone dates associated with the commissioning, decommissioning, in-service or out of service dates to SEA 05C and the NVR custodian (copy OPNAV N9I), as detailed in paragraph 7.

7. Reporting Requirements. CNO N2N6, CNO N9, CNO N4 and DNS-3 will ensure documentation supporting updates to ship and support and service craft classifications identified in reference (c), CNO authorization to accept ship deliveries, changes in the U.S. Navy’s ship battle force count, homeport assignments, and authorization to strike vessels from the NVR are reported to SEA 05C and the NVR custodian (copy to OPNAV N9I) within 5 working days of the effective date of change utilizing the contact addresses listed in subparagraphs 7a and 7b:

a. Via e-mail to NFSH_NNSY_NVR_CUSTODIAN@NAVY.MIL or through the Navy Marine Corps Internet (NMCI) Global Address List as “NNSY_NVR_CUSTODIAN.”

b. Via naval message to the plain language address: “COMNAVSEASYSCOM WASHINGTON DC/SEA 05C/” and “NVR NORFOLK VA.”
c. SEA 05C will issue additional guidance to echelon 2 commands identifying acceptable source documents to be provided to the NVR custodian to support updating ship elements listed in enclosure (1).

8. **Suggested or Required Changes.** Any suggested or required changes, together with the justification, to this instruction will be submitted to OPNAV N9I.

9. **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.

10. **Review and Effective Date.** Per OPNAVINST 5215.17A, CNO 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.

   ![Signature]

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, https://www.secnav.navy.mil/doni/default.aspx.
NAVAL VESSEL REGISTER CHARACTERISTICS

1. **Data Elements.** At a minimum, the data elements listed in subparagraphs 1a through 1x of this enclosure will be maintained in the NVR:

   a. Unit identification code;
   b. Vessel classification;
   c. Hull identification numbers;
   d. Ship name and any name changes;
   e. Builder;
   f. Award date;
   g. Keel date;
   h. Launch date;
   i. Delivery date;
   j. Commissioning date;
   k. Decommissioning date;
   l. In-service date;
   m. Out of service date;
   n. Inactivation date;
   o. Stricken date;
   p. Custodian;
   q. Planning yard;
   r. Current status;
   s. Homeport or berthing location;
t. Fleet;

u. Ship’s program manager;

v. Battle force status;

w. Battle force count; and

x. Eligibility and basis for listing in the National Register of Historic Places.