



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

OPNAVINST 5755.1A
DNS-H
24 Jan 2020

OPNAV INSTRUCTION 5755.1A

From: Chief of Naval Operations

Subj: NAVY MUSEUMS

Ref: (a) 20 U.S.C. §9172
(b) FC 4-760-10N, Navy Museums and Historic Resource Facilities, 1 Dec 2013
(c) 10 U.S.C. §2601
(d) SECNAVINST 4001.2K
(e) 10 U.S.C. §1588
(f) OPNAVINST 5380.1D

Encl: (1) List of Officially 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; and to set policy on the acceptance of support of United States Navy museums by recognized charitable support organizations. This revision makes minor changes to the required periodicity of museum advisory councils. This is a complete revision and should be reviewed in its entirety.
2. Cancellation. OPNAVINST 5755.1.
3. Applicability. This instruction applies to the Naval History and Heritage Command, all established Navy Museums, and associated advisory commands.
4. Background. Navy museums enhance the warfighting effectiveness of the United States Navy by using the power of history and heritage to foster unit combat cohesion and garner the continuing support of the American people. As an integral part of the bases and communities they support, museums provide a venue for Navy warfighting and functional communities to build a collective identity and unit cohesion to strengthen naval power at and from the sea. Museums provide programs and exhibits to support high velocity learning in the fleet; partner with local Navy installations to conduct outreach to strengthen the Navy for the future; and support international, cross-service, and interagency activities to expand and strengthen the Navy's network of partners. Moreover, museums conduct outreach to the American public to highlight the critical role the Navy plays in the American public's daily lives and the importance of maintaining a strong Navy to protect their basic freedoms and America's maritime commerce.

5. Definitions

a. Museum. A Navy museum is an activity organized, established, sponsored, manned, and operated by United States Navy civilian or military personnel that utilizes a professional staff to collect, manage, and display historical property, as defined in reference (a).

b. Professional Museum Staff. 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 artifacts and art in the possession of the United States Navy.

c. Advisory Command. An advisory command is an official United States Navy command, unit, or Office of the Chief of Naval Operations Navy code (N-code) that has an enduring interest, involvement, or stake in the museum. Advisory commands act as the principal advisors for their associated museum to further enhance their respective community's public outreach efforts. Additionally, they provide support for the museums that represent their community to include funding, material, and personnel support in coordination with the associated museum advisory council and Director, Naval History and Heritage Command (NAVHISTHERITAGECOM), and in compliance with applicable fiscal laws, regulations, and procedures.

d. Museum Support Foundation. A non-profit organization established under applicable Federal 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.

6. Responsibilities

a. The Director of NAVHISTHERITAGECOM must:

- (1) serve as the subject matter expert on museums and heritage centers.
- (2) facilitate establishment of advisory commands for each established Department of the Navy museum.
- (3) develop policy for and direct the activities of the museums, per reference (f).
- (4) oversee the establishment, disestablishment, and operations of Navy museums.
- (5) provide direction and guidance on technical aspects of the operation of museums.
- (6) work with Commander, Navy Installations Command for base operating support and

facilities requirements. Through the Commander, Naval Facilities Engineering Command, develop and administer the basic facility requirement, facility planning documents, design, maintenance, repair, or construction efforts for all applicable museum facility projects according to reference (b).

(7) establish accreditation criteria for Navy museums.

b. Advisory commands must act as the principal advisors for their associated museums to further enhance their respective community's public outreach efforts.

7. Elements of Navy Museums

a. Staffing and Personnel. Each museum must have a sufficient number of professional staff to align with Navy accreditation standards and operate the museum on a regular basis. Museum core staffing positions must be permanent Federal civil service personnel or military personnel, as appropriate. Each museum has a museum director who is responsible for day-to-day operations.

b. Museum Advisory Council. A museum advisory council must be established and maintained for each Navy museum to provide warfare and functional community guidance to the museum director and the Director, NAVHISTHERITAGECOM for the operation of the museum and appropriate interaction with the recognized museum support foundation.

(1) Each museum advisory council must meet at a minimum biennially, or as required, and must consist of a chair (a flag level or echelon 2 level commander); a representative from the advisory command; the Museum Director; along with other Navy representation appropriate to the museum such as representatives of associated communities, the local base, and region, and personnel from any other stakeholder commands. Museum advisory council chairs may, at their discretion, convene working level or informal museum advisory councils of local stakeholders as desired. Museum directors must be responsible for notification, providing minutes or a summary of such working level or informal museum advisory councils, to NAVHISTHERITAGECOM.

(2) The museum advisory councils for the Naval Academy Museum and the Naval War College Museum must additionally include 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 obtain support from their respective museum support foundations, as well as through gifts from other donors and voluntary services.

(2) Charter memorandum of agreement (MOA).

(a) A charter MOA must be developed for each museum between NAVHISTHERITAGECOM, the museum, (with the advice and input of the museum advisory council), and its recognized museum support foundations to establish procedures, parameters, and financial controls for the offer and acceptance of approved museum support. This support includes money, property, and specified gratuitous services from the museum support foundations, per references (c) through (e).

1. The charter MOA must also establish procedures for the conduct by the museum support foundation of approved revenue producing operations within the museum, to generate income while promoting the museum.

2. The charter MOA may also establish procedures for naval review and approval of the charitable organization's charter and governance procedures, including the designation of Navy liaison personnel as agreed to by the advisory command to attend museum advisory council meetings or business meetings of the charitable organization. The museum director must forward the charter MOA to the Director, NAVHISTHERITAGECOM for final approval and signature.

(b) In lieu of the 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, provided the existing MOA includes express provisions for support of the museum. The Naval Academy and Naval War College must coordinate with NAVHISTHERITAGECOM during negotiation of the terms of MOAs with their respective support foundations.

(c) To implement the approved charter MOA, the museum director may enter into an annual MOA with the museum support foundation in which the foundation projects the negotiated support program for the calendar year. In such cases, the museum director must forward the annual MOA to the Director, NAVHISTHERITAGECOM, at the beginning of the calendar year for approval and signature.

1. Once approved and signed, the annual MOA must be forwarded to the appropriate gift acceptance authority as set forth in reference (d) for acknowledgment of the future gift.

2. At the close of each quarter of the calendar year, the museum director must forward a quarterly MOA report on the completed status of the support program for the respective quarter to the Director, NAVHISTHERITAGECOM.

3. Upon approval of each quarterly MOA report by the Director, NAVHISTHERITAGECOM, the report, along with a copy of the signed annual MOA, must be

forwarded to the appropriate gift acceptance authority for acceptance, per reference (d). Any gratuitous services accepted under this provision must comply with the guidance of the comptroller general.

(3) All gifts offered and accepted outside of the MOA process set forth in subparagraph 3c(1) must be accepted as outlined in references (c) and (d).

(4) A museum that makes a determination to accept volunteer support from individuals or a group not covered by subparagraph 3c must comply with the volunteer acceptance procedures and requirements of references (e) and (f).

(5) Recognized museum support foundations may be granted appropriate real estate agreements for the use of certain Navy facilities for administrative purposes and for generating revenue in support of a Navy museum. Revenue producing activities conducted on the museum premises must be specified within the MOA per subparagraph 7c(2)a. The real estate agreement must be executed by a warranted Commander, Naval Facilities Engineering Command real estate contracting officer per Commander, Naval Facilities Engineering Command's real estate authorities and procedures.

8. Establishment and Disestablishment

a. The Director, NAVHISTHERITAGECOM can recommend establishment or disestablishment of a Navy museum, via the CNO, Commander, Navy Installations Command, and the Assistant Secretary of the Navy (Energy, Installations, and Environment), to the Secretary of the Navy (SECNAV). 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.

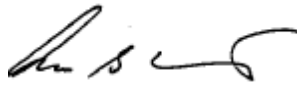
9. Records Management

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, Directives and Records Management Division.

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 Department of the Navy/Assistant for Administration, Directives and Records Management Division program office.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAVHISTHERITAGECOM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, 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.

11. 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 Department of the Navy museums.



ANDREW S. HAEUPTLE
Director, Navy Staff

Releasibility 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>

LIST OF OFFICIALLY ESTABLISHED NAVY MUSEUMS

1. The mission of the National Museum of the United States Navy is to collect, preserve, display and interpret historic naval artifacts and artworks to inform, educate, and inspire naval personnel and the general public.

National Museum of the United States Navy

Address: 805 Kidder Breese St. SE
Washington Navy Yard, DC 20374
Telephone: (202) 433-9727
Museum Advisory Council Chair: DIRECTOR, NAVY STAFF

2. The mission of the National Naval Aviation Museum is to preserve and enhance the heritage and image of naval aviation through: collection, preservation, and exhibit of aircraft and memorabilia significant to the history and mission of naval aviation; dissemination of the accurate history and heritage of naval aviation through appropriate displays, and educational and inspirational programs; and recognition of individuals whose actions or achievements have made outstanding contributions to naval aviation, including the Naval Aviation Hall of Honor.

National Naval Aviation Museum

Address: 1750 Radford Blvd. Ste. C
Pensacola, FL 32508
Telephone: (850) 452-3604
Museum Advisory Council Chair: COMMANDER, NAVAL AIR FORCES

3. The mission of the National Museum of the American Sailor is to collect, preserve, and interpret the history of the United States Navy's Sailor for the benefit of the United States Navy and the people of the United States.

National Museum of the American Sailor

Address: 2531 Sheridan Road
Great Lakes, IL 60088
Telephone: (847) 688-3154
Museum Advisory Council Chair: MASTER CHIEF PETTY OFFICER
OF THE NAVY

4. The mission of the Hampton Roads Naval Museum is to interpret the history of the United States Navy in and around Hampton Roads, Virginia, from the Revolutionary War to the present day for United States Navy personnel and the public. The Museum performs this mission through collection, research, preservation and interpretation of historic artifacts and educational programs. Through this mission the United States Navy's proud tradition, heritage, honor, and esprit de corps is perpetuated and better appreciated by all.

Hampton Roads Naval Museum

Address: One Waterside Dr. Ste. 248
Norfolk, VA 23510
Telephone: (757) 322-2990
Museum Advisory Council Chair: COMMANDER, U.S.
FLEET FORCES COMMAND

5. The mission of the United States Navy Seabee Museum is to select, collect, preserve, and display historic material relating to the history of the Naval Construction Force, better known as the Seabees, and the United States Navy Civil Engineer Corps for the benefit of the United States Navy and the people of the United States

United States Navy Seabee Museum

Address: 1000 23rd Ave. Bldg. 100
Port Hueneme, CA 93043
Telephone: (805) 982-5167
Museum Advisory Council Chair: COMMANDER, NAVAL FACILITIES
ENGINEERING COMMAND

6. The Mission of the Submarine Force Museum is to collect, preserve, and interpret the history of the United States Naval Submarine Force in order to honor veterans and to educate naval personnel and the public in the heritage and traditions of the United States Submarine Force and its relationship to America's freedom.

Submarine Force Museum

Address: One Crystal Lake Rd.
Groton, CT 06340
Telephone: (860) 694-4276
Museum Advisory Council Chair: COMMANDER, NAVAL
SUBMARINE FORCES

7. The mission of the United States Naval Undersea Museum is to collect, preserve, and interpret naval undersea heritage, science, and operations for the benefit of the United States Navy and the people of the United States.

United States Naval Undersea Museum

Address: Navy Region Northwest
1103 Hunley Rd.
Silverdale, WA 98315
Telephone: (360) 396-4164
Museum Advisory Council Chair: COMMANDER, SUBMARINE GROUP NINE

8. The mission of the Puget Sound Navy Museum is to collect, preserve, and interpret the naval heritage of the Pacific Northwest from the 1840s to the present for the benefit of the United States Navy and the people of the United States.

Puget Sound Navy Museum

Address: 251 First St.
Bremerton, WA 98357
Telephone: (360) 396-4164
Museum Advisory Council Chair: EXECUTIVE DIRECTOR, PUGET SOUND
NAVAL SHIPYARD/INTERMEDIATE MAINTENANCE FACILITY

9. The mission of the Naval War College Museum is to maintain a Museum of Naval Warfare that collects, preserves, and interprets historical properties that illustrate:

- a. key concepts in the evolution of maritime strategy and naval operations from antiquity to the present;
- b. the history of naval activity in the Narragansett Bay region from the colonial period to the present; and
- c. the institutional history of the Naval War College since 1884. The museum serves educational purposes for both students attending the Naval War College and for the general public.

Naval War College Museum

Address: 686 Cushing Rd.
Newport, RI 02841
Telephone: (401) 841-6020
Museum Advisory Council Chair: PRESIDENT, NAVAL WAR COLLEGE

10. The mission of the United States Naval Academy Museum is to collect, preserve, and exhibit the artifacts and art that are the physical heritage of the United States Navy and the Naval Academy.

United States Naval Academy Museum

Address: 118 Maryland Ave.
Annapolis, MD 21402
Telephone: (410) 293-5275
Museum Advisory Council Chair: SUPERINTENDANT, UNITED STATES
NAVAL ACADEMY