



CNIC AFLOAT RECREATION AND FITNESS PROGRAM

INSTRUCTIONS, SOPs, 5050s **What's the Difference?**

Instructions direct the policies which will be followed in performing a particular task while SOPs show the accepted way(s) of performing a particular task. Basically speaking, 5050s (referred to as fifty-fifty) are SOPs for a specific event. They reflect which departments/personnel are responsible for individual tasks of an event. All are related with the policies and guidelines of a particular activity.

The following documents are SAMPLES of a ship instruction, SOPs and 5050s. They are meant to be used as a resource to assist you in writing your own local instructions, SOPs, and 5050s. While ships may differ in how they perform certain tasks, the overall guiding instructions/policies are the same.

What is an Instruction?

Instructions include policies which will be followed in executing a particular program or task. They provide the authority to operate programs.

What is a Procedure?

Procedures are established ways of performing a particular task. It may be a step by step approach that needs to be followed in achieving ultimate results. These procedures ensure personnel carry out specific tasks thoroughly and consistently.

Introduction: Instruction / SOP / 5050 / Resource Guide

Table of Contents

SHIP INSTRUCTION (SAMPLE)

SOP-1 How to Write an SOP (SAMPLE)

SOP-2 Divisional Parties / Unit Allocations (SAMPLE)

SOP-3 Discount Ticket / Rebate Program (SAMPLE)

SOP-4 MWR Vehicle Management (SAMPLE)

5050-1 Holiday Party (SAMPLE)

5050-2 Steel Beach Picnic (SAMPLE)

5050-3 Command Outing (SAMPLE)

5050-4 Navy Entertainment Group to Ship (SAMPLE)

Disclaimer:

The Department of the Navy does not officially endorse any private company or sponsor their products or services.



CNIC AFLOAT RECREATION AND FITNESS PROGRAM

SHIP INSTRUCTION SAMPLE

Following is a sample ship instruction. Programs and personnel assigned duties in addition to those listed in CNICINST 1710.5 may differ by ship based on the number of personnel, budget, etc.; but the policy guidance is the same. This sample also indicates instances where SOPs may be generated as supplemental guidance.

[SHIP]INST 1710.5
MWR
[Date]

USS [SHIP NAME] INSTRUCTION 1710.5

From: Commanding Officer, USS [SHIP NAME]

Subj: MORALE, WELFARE AND RECREATION (MWR) PROGRAM

Ref: (a) CNICINST 1710.5
(b) [SHIP]NOTE 1301 Collateral Duties List

1. Purpose. To provide policies and administrative procedures pertinent to the USS [SHIP NAME] MWR program per references (a) and (b).

2. Action.

a. USS [SHIP NAME]'s MWR Program exists to provide crewmembers, embarked units and when possible, their family members, with opportunities for physical, intellectual and cultural development through participation in a variety of athletic and recreation activities. Activities shall be tailored to maximize recreation opportunities to meet the varied interests and circumstances for all embarked personnel.

b. Program Management. Commander, Navy Installations Command (CNIC) is the designated program manager for Navy recreation programs. General policy and instruction in this area has been issued in reference (a). This instruction incorporates the applicable provisions listed and provides specific policy and guidance.

3. Organization. Policy concerning recreation activities aboard [SHIP] shall be established by the Commanding Officer (CO), based upon the advice and recommendations of the Executive Officer (XO), Recreation Services Officer (RSO), [Fun Boss, Fit Boss if onboard], Recreation Fund Custodian (RFC), Recreation Advisory Board (RAB) and Contract Review Board. The MWR Division shall be responsible for the execution of the policy established by the CO. Expenditure of MWR monies shall be monitored by the Recreation Funds Custodian (RFC). The Fiscal Oversight Board (FOB) shall ensure the proper administration of those monies by conducting semi-annual audits.

4. Recreation Services Officer (RSO). The RSO is appointed to exercise administrative and executive control and accountability for the recreation program. The RSO is accountable for the duties and responsibilities indicated in reference (a).

5. Recreation Fund Custodian (RFC). The RFC is primarily responsible for the proper accounting and legal expenditure of Recreation Fund monies. The RFC is accountable for the duties and responsibilities indicated in reference (a).

6. Recreation Advisory Board (RAB). The RAB will consist of a minimum of one representative from each department or embarked command, appointed in writing by the Head of Department (HOD). Members are accountable for the duties and responsibilities indicated in reference (a). Members are to support planned recreation activities by volunteering manpower and other assistance as required.

7. Fiscal Oversight Board (FOB). The FOB will be comprised of three or more impartial commissioned officers designated in writing by the CO per references (a) and (b). RSO and RFC shall assist in the conduct of audits and inventories; however, these two officers will not be members of the FOB. Members are accountable for the duties and responsibilities indicated in reference (a).

8. Contract Review Board. The Recreation Services Contract Review Board consists of three officers designated per references (a) and (b). The Contract Review Board shall convene for the purpose of reviewing significant non-appropriated fund contracting actions. Members are accountable for the duties and responsibilities indicated in reference (a).

9. Ticket Agent/Cashier Procedures. Ticket Agents shall be members of the MWR Division staff and shall be appointed in writing by the [xxxx]. Members are accountable for the duties and responsibilities of cash handling and inventory as indicated in reference (a) and [SHIP] MWR SOP 0001 Ticket Agent/Cashier Procedures.

10. MWR Division Staffing. The MWR Division shall be manned by TAD personnel per the Navy Afloat Recreation (Shipboard) Standards. Duties and responsibilities include:

a. Gear locker custodian. Issue equipment and ensure proper custody receipts are filled out. Maintain an accurate inventory of gear locker equipment.

b. Fitness Space(s) personnel. Ensure Fitness Space guidelines are followed, all Fitness Space equipment is properly stowed, and Fitness Spaces are cleaned daily or as required.

c. Cash register operator/K22 operator. Ensure strict control of all cash/Navy Cash transactions occurring during his/her watch. Have a working knowledge of cash register/K22 operation. Ensure only those functions assigned operations are used. Complete the required daily documentation and present to the RSO.

d. Event staff. Assist in execution of MWR events and port visit tours as directed.

11. Afloat Recreation Specialist (Fun Boss) [For those ships authorized civilian support]. The Fun Boss is a civilian employee hired by Commander, Navy Installations Command upon approval of USS [SHIP NAME] chain of command. The Fun Boss will administratively report to their designated CNIC supervisor. While employed by CNIC, the Fun Boss operationally works for the ship and reports to [xxx]. The Fun Boss is the subject matter expert (SME) regarding recreation policies and programs and is onboard to advise and assist the RSO and RFC.

Per reference (a), specific duties and responsibilities for this position are listed in the corresponding CNIC position description.

12. Afloat Fitness Specialist (Fit Boss) [For those ships authorized civilian support]. The Fit Boss is a civilian employee hired by Commander, Navy Installations Command upon approval of USS [SHIP NAME] chain of command. The Fit Boss will administratively report to their designated CNIC supervisor. While employed by CNIC, the Fit Boss operationally works for the ship and reports to [xxx]. The Fit Boss is the subject matter expert (SME) regarding fitness policies and programs and is onboard to administer the ship's fitness program which is comprised of planning, developing, organizing, promoting, coordinating, executing, evaluating and supervising a comprehensive and total fitness program while ensuring excellence in customer service. Per reference (a), specific duties and responsibilities for this position are listed in the corresponding CNIC position description.

13. Financial Procedures. Proper handling and financial accounting procedures are essential to ensure each Sailor receives the maximum benefit from the Recreation Fund. All personnel handling MWR money or property shall adhere to reference (a) and the corresponding MWR SOPs referenced in this instruction.

14. Budget Preparation. The preparation of a comprehensive and realistic MWR budget is the key to effective financial management. The RSO, RFC [and Fun Boss, Fit Boss if on board] shall ensure an annual budget is prepared for the CO's approval utilizing guidance provided in reference (a). The RSO may at any time propose modifications to the fiscal year budget. Budget modifications must be approved by the CO. Expenditures not approved in the budget may not be made unless approved by the CO.

15. Recreation Fund Obligations. The purchase of goods or services are authorized using the processes listed in reference (a). NAF are designated for the benefit of authorized personnel. There is an individual fiduciary responsibility for properly using NAF and preventing, waste, loss and unauthorized use. Examples of prohibited expenditures are included in reference (a).

16. Discount Ticket and Ticket Rebate/Refund Program. Per reference (a), afloat recreation programs are authorized to run subsidized recreation ticket sales and ticket rebate programs. Management of this program will be executed per requirements listed in reference (a) and as defined in [SHIP] MWR SOP 0002 Discount Ticket and Ticket Rebate/Refund Program.

17. Tour Refund Policy. In the event of tour cancellation by MWR, the tour price will be refunded. If a tour is missed due to illness, the crew member must provide documentation signed by Medical. If a tour is missed due to a duty/shift change, the crew member must provide documentation signed by the Leading Chief Petty Officer or Division Officer from their Division. Refund requests must be submitted within seven days after leaving a port call. The RFC has the right to review and adjust refunds.

18. Unit Allocations/Divisional Party Funding. Unit allocation support for participating units within the command may be authorized when the needs of the ship's recreation program have

been met. This program will be executed per requirements listed in reference (a) and [SHIP] MWR SOP 0003 Unit Allocations/Divisional Party Funding.

19. Fitness Space Management. Fitness is mission essential to crew readiness. Guidelines for maintaining Fitness Spaces are defined in [SHIP] MWR SOP 0004 Fitness Space/Equipment Management.

20. Recreation Gear Issue

a. Policy. The RSO shall stock and replenish as necessary a range of recreational property varied enough to support the myriad of interests encountered on USS [SHIP NAME]. As examples the property should include but is not limited to board games, athletic equipment for both team and individual activities, and fishing gear. The RSO shall periodically publish a list of recreational material and athletic equipment available for checkout. Proper checkout procedures will be followed using the guidelines listed in [SHIP] MWR SOP 0005 Recreation Gear Issue. Convenient hours for gear issuance shall be established.

b. No rental fees shall be levied for the use of recreation equipment. MWR will, however, require reimbursement for loss of or damage to MWR equipment due to negligence. Value will be determined by the RSO using initial cost, replacement cost and fair depreciation. When equipment checked out to a divisional representative is lost or damaged and reimbursement is not provided by the responsible individual, the RSO may recoup the loss by deducting the amount of the lost or damaged item from the division's funds. A memo will be sent to the responsible HOD via the XO.

21. Recreation Vehicle Management. Per reference (a), when provided for in the MWR budget, NAF funds may be used to procure vehicles for Navy MWR purposes. Management of the [SHIP]'s recreation vehicle(s) will be executed per requirements listed in reference (a) and as defined in [SHIP] MWR SOP 0006 Recreation Vehicle Management.

22. Sports Clubs, Varsity Teams and Captain's Cup. Per reference (a), an organized sports program permits a wide range of activities to promote crew physical and mental fitness. Among these include informal sports, varsity teams (highly skilled players), intramural (within [SHIP] league play through Captain's Cup competition and/or intramural between commands) as well as special competition during port visits or while in homeport. While the RSO [and/or Fun Boss/Fit Boss] have overall coordination responsibility, assistance must be provided by qualified volunteers and division sports representatives. Management of the [SHIP]'s sports clubs and varsity teams program will be executed per requirements listed in reference (a) and as defined in [SHIP] MWR SOP 0007 Sports Clubs and Varsity Teams. Management of the [SHIP]'s Captain's Cup program will be executed per requirements listed in reference (a) and as defined in [SHIP] MWR SOP 0008 Captain's Cup. Individual participation in the All-Navy sports program is authorized and encouraged with chain of command approval.

23. Special Interest Groups. USS [SHIP NAME] encourages the formation of Special Interest Groups (SIGs) devoted to the pursuit of particular recreational activities. Management of the

[SHIP]'s Special Interest Group program will be executed per requirements listed in reference (a) and as defined in [SHIP] MWR SOP 0009 Special Interest Groups (SIGs).

24. Port Visit Tours

a. Policy. The RSO [and/or Fun Boss if onboard] is responsible for arranging all tours and recreation transportation during port calls. The RSO [Fun Boss] will be a member of the advance party sent by the ship to prepare for the visit.

b. Ticket Procedures. Tours shall be sold at the times and places directed by the RSO and controlled by means of tickets specially prepared for use by MWR. Cost of tickets sold to crew members can be subsidized by the Recreation Fund at a percentage determined by the RAB and approved by the CO within budget limitations. Management of the [SHIP]'s Port Visit Tour program will be executed per requirements listed in reference (a) and as defined in [SHIP] MWR SOP 0010 Port Visit Tours.

F. M. LAST

Distribution:



CNIC AFLOAT RECREATION AND FITNESS PROGRAM

SOP SAMPLES

Following are examples of SOPs and/or what might be included when writing an SOP. Tailor SOPs to your requirements.

1. How To Write An SOP
2. Unit Allocations/Divisional Party Funding
3. Discount Ticket and Ticket Rebate/Refund Program
4. MWR Vehicle Usage

MORALE, WELFARE AND RECREATION
USS ANYSHIP

MWRSOP ####
DATE

MWR DEPARTMENT STANDARD OPERATING PROCEDURE ####

Subj: HOW TO WRITE AN SOP

Ref: (a) Any instructions that may pertain to the SOP

Encl: (1) Any information that may be subject to change (e.g., phone listings) that can be changed without canceling or redoing the entire SOP. This includes forms.

1. Purpose. The purpose area should discuss the need for the SOP origination. Why are we writing this SOP?
2. Scope. The scope is the personnel that the SOP pertains to. In other words, for gear issue employees, or all employees? Identify directly whom it will impact.
3. Procedure. This is the "how to" area. Basically, it should be like writing a recipe:
 - a. First, do this.
 - b. Then, do that.
 - c. End with the final result.
4. Any assistance necessary, please call the RSO.

//s//
F. M. LAST

MORALE, WELFARE AND RECREATION
USS [SHIP]

MWRSOP ####
DATE

USS [SHIP] MWR STANDARD OPERATING PROCEDURE ####

Subj: MWR UNIT ALLOCATION/DIVISIONAL FUNDING

Ref: (a) CNICINST 1710.5
(b) [SHIPINST]

Encl: (1) Divisional Funds Request Memo
(2) Divisional Funds Receipt and Monies Returned

1. Purpose. To provide guidelines for divisional or departmental parties.

2. Background. To ensure expenditures for parties, picnics, and alternate uses are reasonable, equitable, and comply with reference (a). The following guidelines apply:

a. Divisions are eligible for one Morale, Welfare, and Recreation (MWR) supported party during each quarter of the fiscal year. Embarked units of Marines or Navy staff personnel are also eligible, provided they are onboard for at least 30 days during a quarter, of which at least ten of the days are consecutive. Unused unit funds for embarked units or Navy staff personnel will be issued to their parent MWR command at their home base for credit to their MWR account.

b. If available funds permit, MWR will pay up to \$2.50 per person, per quarter, to subsidize the cost of an MWR approved divisional party. Divisions may accumulate funds for up to three consecutive quarters. All divisional party funds reset to \$0.00 at the close of each fiscal year. Funds will only be paid for members actually attending the party and for duty personnel, if separate plans are made and submitted for duty personnel. Those personnel who are Temporary Additional Duty (TAD) will be counted toward their TAD division.

c. To request MWR funds for a divisional or departmental party, a Division Officer must submit to the Recreation Services Officer (RSO), via the HOD and Recreation Funds Custodian (RFC), enclosure (1) along with an accurate muster

report (RADM report) of personnel attending the party. Requests shall be submitted a minimum of ten days in advance. Upon completion of the party, the Division Officer shall submit enclosure (2) with all receipts and any remaining funds to the RSO within one week. Failure to account for expended funds may result in a denial of funds for the next requested party. MWR funds shall not be used to pay sales tax. Tax-free purchases may be made at the Commissary and Navy Exchange. The fiscal year deadline to request funds is 15 September. Any requests received after this date are subject to approval by the RSO/RFC.

d. If available, an MWR vehicle may be used to transport food and personnel for an MWR approved party or event. Request forms for use of the MWR vehicle are available from the MWR ticket window.

3. Responsibility.

a. Recreation Fund Custodian. The RFC shall maintain the Divisional Funding Ledger. A separate ledger shall be maintained for each division and squadron.

b. Division Officers. Determine the attire to be worn for the event.

c. Officer in Charge. Each division will have an Officer/Chief Petty Officer in charge of the party to maintain good order and discipline.

4. Alternate Use of Party Funds. A division may elect to spend its share of MWR party funds on an alternate purpose, provided that the funds are for the betterment of all hands in the division. Requests for such use will be submitted using enclosure (1) and receipts will be returned with enclosure (2).

5. Cancelled Party Funds. All unused party funds shall be returned to the MWR Funds Custodian or RSO in the form of a Navy Cash Card payment, within one week of the event's completion.

F. M. LAST

MEMORANDUM

From: _____ Division Officer, USS [SHIP NAME]
To: Recreation Services Officer, USS [SHIP NAME]
Via: (1) _____ Department Head, USS [SHIP NAME]
(2) Funds Custodian, USS [SHIP NAME]

Subj: DIVISIONAL ACTIVITY FUNDS REQUEST

Encl: (1) Copy of RADM Muster Report

1. Morale, Welfare, and Recreation Funds are requested in support of _____ Division activity, to be held on _____ (date), at _____ (location). Below is an itemized budget list of proposed expenditures, indicating the purchase price of each:

Table with 3 columns: ITEM, ITEM PRICE, EXTENDED PRICE. The table is currently empty.

Total: _____

2. Type of Activity. _____

3. I certify that all MWR Fund monies obtained in support of this activity will be expended as reported above. Money provided for these activities cannot be used to pay for sales tax. Any sales tax incurred is the responsibility of the individual expending the monies. It is recommended that Government Facilities (i.e. the NEX and the Commissary) be used in order to avoid this situation.

4. All receipts and unexpended monies must be returned to [SHIP] MWR within one week following completion of the event. Failure to do so will jeopardize future release of divisional funds.

5. The Division Party/Refund Request Chit should be made out to _____ (Must be E6 or above), J-Dial: _____. Member will take the form to Disbursing where the funds will

MORALE, WELFARE AND RECREATION
USS [SHIP]

MWRSOP ###
[Date]

USS [SHIP] MWR STANDARD OPERATING PROCEDURE ###

Subj: MWR DISCOUNT TICKET AND TICKET REBATE/REFUND PROGRAM

Ref: (a) CNICINST 1710.5
(b) [SHIPINST]

1. Purpose. To establish procedures for the discount ticket program, including the distribution and accounting of ticket rebates.

2. General. Per references (a) and (b), afloat unit recreation programs that have discount ticket and ticket rebate programs are authorized to receive Morale, Welfare, and Recreation (MWR) subsidies for ticket purchases based on the guidelines below.

3. Responsibilities.

a. Recreation Services Officer (RSO).

(1) Per references (a) and (b), the RSO is responsible for implementing the discount ticket and ticket rebate programs.

(2) For tickets sold onboard, the RSO is responsible for determining ticket prices and ensuring they meet budget requirements. Typical ticket subsidies are set between 20 and 30 percent of ticket cost. Ticket subsidies for specialty items may exceed 30 percent, provided they are approved within the budget and/or by the Commanding Officer.

(3) The RSO is responsible for final verification of the ticket stubs, receipts turned in for rebate, and authorization of purchase orders for the amount turned in.

(4) The RFC makes the decision on disbursements of refunds.

b. Fun Boss [if onboard]. Per reference (a), the Fun Boss is responsible for working with the RSO to implement discount ticket and ticket rebate programs.

c. MWR Cashier. The MWR Cashier, under the supervision of the RSO, shall maintain a ticket rebate log that includes crewmember names, event information, and ticket prices.

4. Eligibility and Rates. All crewmembers attached to [SHIP] are eligible for this program. Typical rebates are up to ## percent of the ticketed price, up to a maximum of \$##.00 per ticket.

5. Availability of Funds. The ticket rebate/refund program shall be subject to the availability of funds, with a monthly limit of \$XXX.00 for total rebates/refunds. Rebates/refunds above the monthly limit may be considered, subject to the availability of funds.

6. Policy.

a. Tickets presented for rebates must be for events that [SHIP] MWR or the base MWR ticket office do not carry or are sold out.

b. Ticket stubs and receipts showing the event attended, date of event, purchase price of the ticket, and name of the person using the ticket must be clearly shown and submitted to [SHIP] MWR no later than 30 days following the date of the event. Tickets that are of questionable validity or are not submitted within 30 days following the event will not receive a rebate. Any questions about eligibility and validity of tickets will be determined by the RSO and RFC.

c. Funds transfers for approved rebates shall be conducted at Disbursing.

d. Refunds for tickets purchased from MWR shall be given on a very limited basis. Acceptable circumstances for refunds are as follows: events cancelled by MWR, Temporary Additional Duty (TAD), Sick in Quarters (SIQ), or emergency/convalescent leave. Funds transfers for approved refunds shall be conducted at Disbursing using the Navy Cash Refund Chit.

7. Authorized and Prohibited Items for Rebate. Examples of authorized and prohibited items are as follows:

a. Authorized Items. Concert or show tickets that [SHIP] MWR or base MWR do not sell, including professional sporting events, college sporting events, ballroom dancing lessons, hunting licenses, fishing licenses, etc.

b. Prohibited Items.

(1) If [SHIP] MWR or base MWR sells tickets for an event, tickets for those same events purchased elsewhere will not be rebated (i.e. movie passes, Disney World tickets, theater shows), unless they are purchased before MWR offers them for sale.

(2) Rebates will not be provided for golf cart rentals, ski rental equipment, taxes or surcharges, parking fees, transportation, lodging, food and beverage expenses, camps for dependents, YMCA or fitness center memberships, or any other ticket/service that is already available through [SHIP] MWR or base MWR.

8. Review. The FC, RSO, and Fun Boss are responsible for reviewing and updating this standard operating procedure annually.

F. M. LAST NAME

MORALE, WELFARE AND RECREATION
USS [SHIP]

MWRSOP ####
DATE

USS [SHIP NAME] MWR STANDARD OPERATING PROCEDURE ####

Subj: MORALE, WELFARE AND RECREATION (MWR) VEHICLE USAGE

Ref: (a) CNICINST 1710.5

Encl: (1) Vehicle Status Log
(2) Van Use Driver Report
(3) Accident Report Information

1. Purpose. To promulgate policies and procedures governing the use of the ship's Morale Welfare and Recreation (MWR) vehicle(s). Personnel accepting custody of MWR vehicles will adhere to the guidelines in this instruction.

2. Policy. Per reference (a), it is the policy of [SHIP NAME] to provide use of MWR vehicles to those personnel and events which benefit the majority of the crew recreationally. The following guidelines and responsibilities outline the use of MWR vehicles onboard [SHIP NAME].

3. Responsibilities

a. Recreation Services Officer (RSO). The Recreation Services Officer shall supervise the custodianship, accountability, and operation of MWR vehicles.

b. MWR Leading Petty Officer (LPO).

(1) The MWR LPO shall be responsible to the RSO for maintaining the cleanliness, material condition, upkeep, and maintenance of MWR vehicles. He/she shall provide a weekly report, enclosure (1), to the RSO on the condition of each MWR vehicle.

(2) The MWR LPO shall be responsible for the maintenance of [SHIP NAME]'s MWR vehicles per the owner's manual. Work shall be performed by a licensed automotive service technician whenever possible, but not before receiving approval from the RSO/RFC.

(3) The MWR LPO shall be responsible for custody of the keys to [SHIP NAME]'s MWR vehicles. Personnel authorized to

operate the [SHIP NAME] MWR van shall check keys out from the MWR LPO.

4. Vehicle Use

a. MWR vehicles shall only be operated by members of [SHIP NAME] who are authorized to do so and possess a valid, state issued driver's license to operate a motor vehicle in the United States. Under no circumstances shall a MWR vehicle be operated by civilian personnel who are not employees of the government or authorized in writing by the Commanding Officer.

b. MWR vehicles shall only be used for official MWR purposes. The use of MWR vehicles for the following purposes is strictly prohibited:

(1) Transportation between domicile and the ship or base.

(2) Transportation for official Navy business not associated with recreational programs.

c. Overnight and trips greater than 200 miles from the command shall be approved by the Executive Officer via the Recreation Services Officer.

d. Operators shall be responsible for the condition of MWR vehicles while in their possession. Operators shall complete enclosure (2) upon commencement and conclusion of their use.

5. Accident Procedures

a. In the event of a motor vehicle accident, the immediate concerns are the health and safety of those personnel involved in the accident (both military and civilian) and the condition of the vehicle.

b. The operator and Senior Officer present are the only occupants of the vehicle authorized to discuss a motor vehicle accident with authorities. Under no circumstances shall an occupant, operator, or Senior Officer present discuss who is at fault in a motor vehicle accident. Appropriate authorities will investigate.

MWRSOP ###
DATE

d. The Command Duty Officer and RSO are to be notified of accidents or vehicle breakdowns as soon as possible. A formal report shall be submitted to the Safety Officer, as required.

e. The operator shall complete enclosure (3) at the scene of the accident or as soon as possible and turn it over to the RSO upon return to the ship.

7. Review and Responsibility. The RSO is responsible for the annual review and update of this Standard Operating Procedure.

F. M. LAST

Distribution:
[SHIP] All Hands
Recreation Services Officer
MWR Van

MWRSOP ###
DATE

[SHIP NAME] MWR VAN USE DRIVER REPORT

DRIVER:			DATE:		
STARTING GAS AMOUNT:			MILEAGE AT START:		
FINISHING GAS AMOUNT:			MILEAGE AT FINISH:		
DID YOU FILL TANK AT PWD STATION: Y OR N			OFF BASE FILL RECEIPTS PROVIDED: Y OR N		
SAFETY INSPECTION OF VAN TO BE DONE PRIOR TO STARTING DAILY ROUTE					
Safety Checklist				Problems/Actions Taken	
YES	NO	Emergency Lights			
YES	NO	Lights			
YES	NO	Blinkers			
YES	NO	Wipers			
YES	NO	Coolant			
YES	NO	Oil			
YES	NO	Tires			
Front	PSI	D:	P:		
Rear	PSI	D:	P:		
VISUAL INSPECTION OF VAN TO BE DONE PRIOR TO STARTING DAILY ROUTE					
Visual Damage				Description	
YES	NO	Right Side			
YES	NO	Left Side			
YES	NO	Back			
YES	NO	Front			
Name/Rate:					
Signature:			Date:		
TURN OVER INSPECTION					
CLEANLINESS	YES	NO			
DAMAGE	YES	NO			
Turn Over Notes:					
Name/Rate:					
Signature:			Date:		

**MOTOR VEHICLE
ACCIDENT REPORT**Please read the
Privacy Act State-
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME <i>(Last, first, middle)</i>			2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS					4b. WORK TELEPHONE NUMBER ()	
5. TAG OR IDENTIFICATION NUMBER		6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE		9. MODEL
11. DESCRIBE VEHICLE DAMAGE						10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION II - OTHER VEHICLE DATA *(Use Section VIII if additional space is needed.)*

12. DRIVER'S NAME <i>(Last, first, middle)</i>			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS			
14a. DRIVER'S WORK ADDRESS					14b. WORK TELEPHONE NUMBER ()	
15a. DRIVER'S HOME ADDRESS					15b. HOME TELEPHONE NUMBER ()	
16. DESCRIBE VEHICLE DAMAGE					17. ESTIMATED REPAIR COST \$	
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE		20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS					22b. POLICY NUMBER	
					22c. TELEPHONE NUMBER ()	
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		24a. OWNER'S NAME(S) <i>(Last, first, middle)</i>			24b. TELEPHONE NUMBER ()	
25. OWNER'S ADDRESS(ES)						

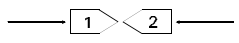




SECTION III - KILLED OR INJURED *(Use Section VIII if additional space is needed.)*

26. NAME <i>(Last, first, middle)</i>					27. SEX	28. DATE OF BIRTH
29. ADDRESS						
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY	
34. TRANSPORTED BY		35. TRANSPORTED TO				
36. NAME <i>(Last, first, middle)</i>					37. SEX	38. DATE OF BIRTH
39. ADDRESS						
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY	
44. TRANSPORTED BY		45. TRANSPORTED TO				

46. Pedestrian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN <i>(SW corner to NE corner, etc.)</i>	
			FROM	TO
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT <i>(Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)</i>			

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection: Kind of locality (industrial, business, residential, open country, etc.); Road description).
49. TIME OF ACCIDENT AM PM	

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED <i>Use one of these outlines to sketch the scene. Write in street or highway names or numbers.</i>		51. POINT OF IMPACT <i>(Check one for each vehicle)</i>																												
<p>a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.</p> <p>Example: </p> <p>b. Use solid line to show path before accident and broken line after the accident </p> <p>c. Show pedestrian by </p> <p>d. Show railroad by </p> <p>e. Place arrow in this circle to indicate NORTH </p>		<table border="1"> <thead> <tr> <th>FED</th> <th>2</th> <th>AREA</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>a. FRONT</td></tr> <tr><td></td><td></td><td>b. R. FRONT</td></tr> <tr><td></td><td></td><td>c. L. FRONT</td></tr> <tr><td></td><td></td><td>d. REAR</td></tr> <tr><td></td><td></td><td>e. R. REAR</td></tr> <tr><td></td><td></td><td>f. L. REAR</td></tr> <tr><td></td><td></td><td>g. R. SIDE</td></tr> <tr><td></td><td></td><td>h. L. SIDE</td></tr> </tbody> </table>		FED	2	AREA			a. FRONT			b. R. FRONT			c. L. FRONT			d. REAR			e. R. REAR			f. L. REAR			g. R. SIDE			h. L. SIDE
FED	2	AREA																												
		a. FRONT																												
		b. R. FRONT																												
		c. L. FRONT																												
		d. REAR																												
		e. R. REAR																												
		f. L. REAR																												
		g. R. SIDE																												
		h. L. SIDE																												

52. DESCRIBE WHAT HAPPENED (Refer to vehicles "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

A	53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER ()	55. HOME TELEPHONE NUMBER ()
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER ()	60. HOME TELEPHONE NUMBER ()
	61. BUSINESS ADDRESS	62. HOME ADDRESS	

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ()	63c. HOME TELEPHONE NUMBER ()
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ()	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ()
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER	71b. DRIVER'S SIGNATURE AND DATE
-------------------------------	----------------------------------

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN	73. DESTINATION
------------	-----------------

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME (Circle one) a.m. p.m.	76. ACCIDENT OCCURRED	DATE	TIME (Circle one) a.m. p.m.
----------------	------	-----------------------------------	-----------------------	------	-----------------------------------

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)	78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	---

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)	80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED. <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
--	--

81. COMPLETED BY DRIVER'S SUPERVISOR	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY <input type="checkbox"/> YES <input type="checkbox"/> NO	b. COMMENTS
--------------------------------------	---	-------------

82a. NAME AND TITLE OF SUPERVISOR	82b. SUPERVISOR'S SIGNATURE AND DATE	82c. TELEPHONE NUMBER ()
-----------------------------------	--------------------------------------	---------------------------------

SECTION XI - ACCIDENT INVESTIGATION DATA

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. YES NO (If "Yes", explain below.)

84. PERSONS INTERVIEWED

NAME		DATE	NAME		DATE
a.			c.		
b.			d.		

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR

88. ACCIDENT REVIEWING OFFICIAL

a. SIGNATURE AND DATE

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

b. NAME (First, middle, last)

c. TITLE

c. TITLE

d. OFFICE

d. OFFICE

e. OFFICE TELEPHONE NUMBER
()

e. OFFICE TELEPHONE NUMBER
()



CNIC AFLOAT RECREATION AND FITNESS PROGRAM

5050 SAMPLES

Following are examples of 5050s used for different ships. Remember that with regard to MWR – 5050s are typically SOPs for specific events. Tailor them to meet your requirements. It's good to touch base with different departments and discuss the needs for the event before typing the 5050 so that everyone is aware of the requirements and clear on capabilities.

- 1. Holiday Party**
- 2. Steel Beach Picnic/45 Day Beer Day**
- 3. Command Outing to Local Sports Event**
- 4. Navy Entertainment Show to Ship**

[SHIP]NOTE 5050
MWR
[Date]

USS [SHIP] NOTICE 5050

From: Commanding Officer, USS [SHIP]

Subj: USS [SHIP] HOLIDAY PARTY

Encl: (1) Schedule of Events
(2) Menu

1. Purpose. To provide guidance and assign responsibilities for the smooth execution of the command's holiday party on Tuesday, 21 November [Year] from 1800 to 2400.

2. Background. The USS [SHIP] holiday party will be held at [Hotel Name], Norfolk, VA. The last day to purchase tickets will be 3 November [Year].

3. Action. Ticket prices will be 10 dollars for E1 to E6, 15 dollars for E7 to O3 and 20 dollars for O4 to O6. To ensure an enjoyable and safe holiday party, the schedule of events, enclosure (1), and the following amplifying guidelines and responsibilities are provided:

a. Department Heads. Departments should encourage attendance by all personnel.

b. S-7/Morale, Welfare and Recreation (MWR) Division. Arrange for entertainment and coordinate with catering staff. Oversee all aspects of the event.

c. Medical. Coordinate with the [Hotel Name] and the City of Norfolk for medical coverage at the event.

d. Security. Coordinate with Norfolk Police Department and Hotel Security for response plan in the event of an emergency. Assist with on-site security to include prohibiting unauthorized access to the venue, monitor conduct of personnel in attendance, promptly remove any personnel whose behavior is not in accordance with Command Liberty Policy, and execute security pre-planned responses per pre-approved Anti-Terrorism Force Protection Special Event Plan.

e. Supply Department. The Supply Department Duty Officer will coordinate duty section party on the barge. The Supply Duty Officer (SDO) will conduct prize drawing on the barge and will ensure all duty section personnel have a ticket for the prize drawing. MWR will order and prepay for pizza for the party. The SDO will be responsible for coordinating pick up of the pizza, getting it onboard and distribution on the Mess Decks. Supply Department will be responsible for providing drinks and regular meal service for the duty section and for those Sailors who live onboard.

f. Duty Senior Enlisted. Provide individuals to drive the shuttle between the ship and holiday party venue.

g. Shore Patrol. A shore patrol unit will be comprised of Duty Personnel and will be on site to assist the security personnel in crowd control and general discipline.

h. Media. Provide photographic coverage of the event for the command.

i. Command Religious Ministries Department (CRMD). Provide blessing before the meal.

j. First Class Petty Officers Association (FCPOA). The FCPOA will contact the Norfolk area taxi companies to assure the Safe Ride program has been cleared for their companies. In addition, the FCPOA will have taxi cabs standing by starting at 2230 for individuals wishing to utilize a cab home.

4. Attire. Attire is semi-formal. Items not authorized are:

- a. Excessively short shorts, skirts or dresses.
- b. Any clothing that is sheer or exposes any portion of the midriff.
- c. Jeans, t-shirts, ballcaps.
- d. All rules and regulations for attending a command sponsored event apply.

5. Transportation. Duty van will provide transportation for Sailors living on the ship. Van pick up times will be disseminated prior to the party. Duty section personnel will be

assigned to drive the vans. Duty section will ensure there are two vans available to operate throughout the event.

6. Parking. Parking is available at the South Garage which is located at [Address], Norfolk VA.

7. Review. The primary point of contact is RSO.

F. M. LAST

Distribution:

Schedule of Events

0800 - MWR Holiday Party Volunteers begin set up of the reception area

1800 - Cocktail hour

1845 - Attendees must be seated at table

1900 - Dinner service begins

- CO Welcoming remarks
- Prayer offered
- DJ to play dinner music

2000 - 2nd and 3rd Place Grand Prize drawings

2000 - Evening entertainment begins

- Casino opens
- DJ plays dance music

2200 - 1st Place Grand Prize drawing

2300 - Bar service cashier stations closed

2315 - Last call

0000 - Event concludes

Menu

Main Course

Roasted New York Sirloin with Red Pepper Bordelaise Chicken
Piccata with a White Wine Lemon Caper Sauce
Southern Fried Pork Chops with Red Eye Pan Gravy

Accompanied By

Sautéed Broccoli
Rice Pilaf
Roasted Baby Potatoes
Roasted Fall Vegetables
Freshly Baked Dinner Rolls and Assorted Breads

Salads

Crisp Greens and Garden Vegetables with Garlic Croutons
Two Additional Chef Salads complimenting selections

Dessert

Dessert Buffet to include an assortment of Holiday Cakes, Pies
and Cookies

[SHIP]NOTE 5050
[Date]

USS [SHIP] NOTICE 5050

From: Commanding Officer, USS [SHIP]

Subj: USS [SHIP] MORALE DAY AND FLIGHT DECK MOVIE NIGHT

Ref: (a) CNICINST 1710.5

Encl: (1) Schedule of Events
(2) Hangar Bay Layout

1. Purpose. To promulgate procedures, responsibilities, and a schedule of events for USS [SHIP] Morale Day and Flight Deck Movie Night.

2. Discussion. Morale Day will be held onboard USS [SHIP]'s flight deck as a gesture of thanks to the Marines and Sailors for 45 continuous days of arduous operations. Individual crew members and embarked units will be permitted to consume two 12-ounce cans of beer responsibly. Non-alcoholic beverages and water will be available in keeping with the Right Spirit for non-drinkers and personnel under the age of 18.

3. Action. To ensure an enjoyable and safe Morale Day, the following guidelines and responsibilities are established:

a. The Recreation Services Officer (RSO)/[Fun Boss] and CMDCM [Name] have been assigned as the overall Event Coordinators.

b. MWR. Provide athletic activities and entertainment as necessary in support of the USS [SHIP] Morale Day and MWR Flight Deck Movie Night.

c. Administrative Department. Ensure notice is delivered to all departments. Provide an updated personnel roster.

d. Supply Department. Provide the trash cans, bags, and tri-walls with liners.

e. C5I/MWR. Provide music and sound system in the hangar bay during beer distribution hours. Provide and stage the

necessary movie and sound system in the designated flight deck area by 1700.

f. Security Department. Provide surveillance in case of any incidents in or around the Beer Garden.

g. Operations Department. Provide still and video documentation of the event. Coordinate with necessary units onboard to schedule a "No Fly Day".

h. AIMD Department. Provide ten white sheets sewn together and install grommets at each corner of the finished item (qty. 4). Provide line for sheets (movie screen) to be hung on island.

i. Air Department. Ensure all aircraft are moved forward of the island and flight deck is staged to support MWR athletic activities. Ensure all equipment in hangar bay is cleared in the location designated for distribution and consumption. Ensure barriers are in place for Flight Deck Movie Night. Once AIMD has fabricated the movie screen, hang overlapping the No. # portside on the island structure.

4. Beer Distribution. Alcohol will not be consumed by personnel involved in distribution during their assigned watch.

a. Members choosing to consume alcohol must have their ID card. Once age has been verified, member will enter the beer distribution area, receive two cans of beer, and then proceed to the designated consumption area.

b. All beer cans shall be opened immediately upon distribution. All alcohol will be consumed in the designated alcohol consumption area. Once beer is consumed, member must depart the designated area.

c. Members without ID cards, in a restricted status (verified by MAA's) or enrolled in DAPA will not be allowed to consume alcohol. Restricted personnel will remain in the uniform of the day.

d. Personnel going on watch need to consume beer rations at least [number] hours before going on watch.

e. Drinking age for this event is 18 years and older.

f. As a warning to all hands, "You are only authorized to consume your own beer." Any member caught stealing or giving beer to another member will be held accountable under the UCMJ.

5. Monitors/Supervision.

a. There will be a minimum of 40 monitors. Twenty (E6 through E8) and twenty (Navy O-1 through O-3 and Marine Officers alike) will be in the designated area at any given time. Monitors will be rotated at intervals not to exceed 60 minutes during beer drinking hours, and maintain a vigilant watch to make this an enjoyable and safe event.

b. Overall supervision is the responsibility of every Navy and Marine Corps E-6 and above. Leaders need to ensure alcohol consumption rules and boundaries are strictly adhered to at all times.

6. Uniform. Fun Day participants are authorized to wear physical fitness (PT) attire per [SHIP] Gym and PT policy. Additionally, NWU/Clean coveralls may be worn if desired.

7. Alternate Morale Time. All personnel will be afforded the opportunity to consume two beers. For those on watch or duty and unable to drink during the prescribed beer consumption hours, an alternate morale time will take place on the port side of the mess decks from 2000-2200. The Mess Decks area will be cordoned off for participants only. No other personnel will be allowed to enter the area. TV or music will be provided for participants. There will be ten E-6 through E-9 and ten Officers present to monitor the beer drinking area during this time.

a. Those watch standers wishing to participate in the alternate drinking time must notify their Leading Chief Petty Officers (LCPOs) / Senior Non-Commissioned Officers (SNCOs) prior to the Alternate Morale Time.

[SHIP]NOTE 5050
[Date]

b. Departmental LCPOs and SNCOs will consolidate a list of those wishing to participate and forward to the Command Master Chief.

8. Cancellation Contingency. This notice is cancelled upon completion of the event, or if superseded by another notice with same subject.

F. M. LAST

SCHEDULE OF EVENTS

1200 Muster all Surveillance Team Members (40-man) in the Hangar Bay.

1200 Establish beer consumption exclusion zone, per enclosure (3).

1200 SECO meet in the Hangar Bay with all personnel assigned to beer garden.

1230 Set up designated beer distribution staff, man table/set up.

1300 Commence beer distribution

1400 Muster MWR Fun Day working party personnel, not actually on watch.

1400 Commence set up. Move all staged MWR items to the flight deck.

1500 Commence MWR fun day festivities.

1630 Beer distribution ends. Tear down and clean up.

1800 MWR Fun Day ends. Designated personnel complete clean up and tear down of all supporting items.

1800 Post flight deck clean up.

ALTERNATE MORALE TIME

1900 Muster all Surveillance Team Members (20-Man) on the Mess Decks.

1900 Establish beer consumption exclusion zone on the Mess Decks. Enter portside chow-line near FSO's office. Once beer has been consumed, all members will exit I-10 P-Way. All remaining entrances/exits will be secured until completion of beer distribution.

1900 SECO meet on the Mess Decks with all personnel assigned to beer garden.

1930 Set up designated beer distribution staff, man table/set up.

2000 Commence beer distribution.

2200 Beer distribution ends. Tear down and clean up.

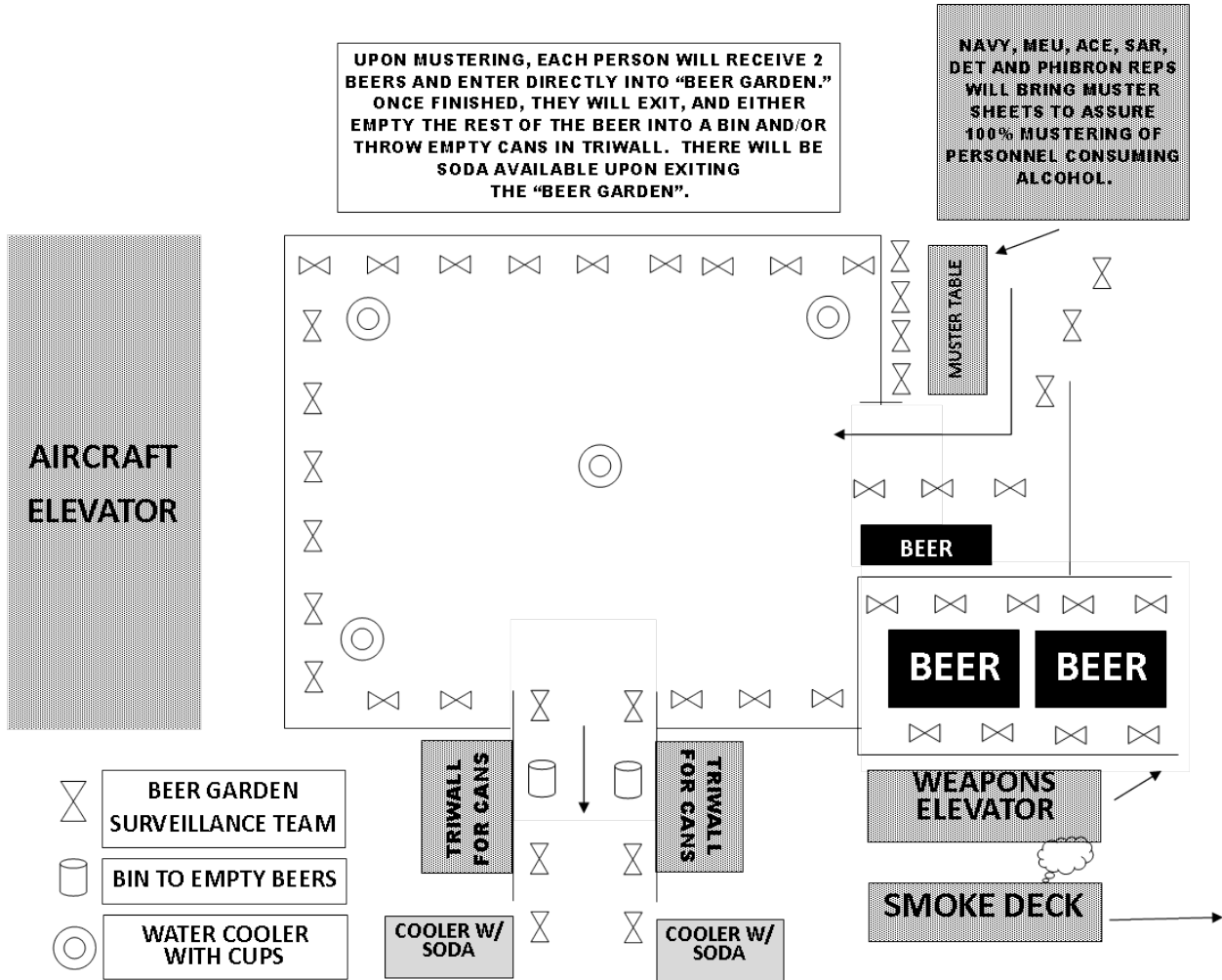
CONTINUATION OF MORALE DAY

1700 C5I ensures all movie and sound system equipment is staged on the flight deck for the Flight Deck Movie.

1700 Air Department ensures all barriers are set for Flight Deck movie crowd control.

1900 Begin movie on Flight Deck.

2100 Movie ends. Tear down and clean up.



[SHIP]NOTE 5050
[Date]

[SHIP] NOTICE 5050

From: Commanding Officer, USS [SHIP]

Subj: [SHIP] DAY WITH TIDES BASEBALL, 8 JUNE [YEAR]

1. Purpose. To promulgate information for "[SHIP] Day with Tides Baseball" at Harbor Park in Norfolk, VA, from 1115-1600 on 8 June [Year].

2. Discussion. Crewmembers, their families and guests are invited to participate. However, if crewmembers do not attend the game, it will be a normal workday. All personnel attending the ballgame will muster with their department representative at the park at 1115. There will be mandatory departmental muster of all non-participants at 1400 on 8 June [Year]. The entry fee for the crew, dependents and guests is \$5.00 per ticket. Parking at Harbor Park is \$4.00 per vehicle. This is NOT included in the ticket price.

3. Responsibilities.

a. Coordinator. [Name], Fun Boss, J-####.

b. Admin Department

MWR. Coordinate collection of money and distribution of tickets. Notify Tides representative of the count by 6 June [Year].

c. Media Department. Provide photographic coverage of the event. Publish [Ship Paper] article.

d. Supply Department. Supply will provide one bus and one 12-passenger van for personnel from the ship (departing at 1000) to Harbor Park.

e. Departmental Leading Chief Petty Officers. Furnish the following to the Fun Boss no later than 1200, 6 June [Year]:

(1) The number of sailors requiring transportation to the game.

(2) The name of an E-6 or above who will be at the ballpark to muster departmental personnel at 1030, 8 June [Year].

(3) Names for drivers (bus and 12-passenger van). Tickets and parking fee will be provided for drivers. In order to ensure that personnel have ample time to purchase refreshments and muster with their department, drivers will ensure that personnel arrive at the ballpark by 1100.

4. Departmental Muster. In pre-designated areas of the left outfield parking lot, departments will hold muster at 1115. All personnel will muster with their department/divisional representative. Division LCPOs will present muster reports to the Department LCPO by 1200.

5. Attire. Participants attending the event are authorized to wear proper civilian attire per military regulations.

6. Directions to Harbor Park are as follows:

a. From Williamsburg, VA: Take I-64E toward Norfolk, exit at South Tidewater Drive (exit #277A). Turn left onto Brambleton Avenue and then a right onto Marshal Avenue. Turn left onto Claiborne Avenue. After taking a right on Park Avenue, Harbor Park is miles down the road.

b. From Virginia Beach: Take I-264W toward downtown Norfolk. Take the Waterside/Harbor Park off-ramp, left exit #11. Take first left once leaving the highway, which will lead to stadium parking.

c. From Suffolk: Take I-264 toward downtown Norfolk. Follow signs to Waterside Drive. At the traffic light at the bottom of the ramp, take a right turn onto St. Paul's Boulevard. Take next right turn on Union Street and follow it to stadium parking areas.

F. M. LAST

Distribution:

[SHIP]NOTE 5050
[Date]

[SHIP] NOTICE 5050

From: Commanding Officer, USS [SHIP]

Subj: NAVY ENTERTAINMENT TOUR, AVATAR CREW DV EMBARK
(R01N) ON 27-28 JANUARY XXXX

Encl: (1) List of Guests
(2) Schedule of Events
(3) Hangar Bay 2 and Aft Mess Decks Bay 3 Layout

1. Purpose. To promulgate information and assign responsibilities.

2. Discussion. Six Navy Entertainment guests, including the director of the blockbuster hit *Avatar*, will visit [SHIP] on 27 January to sign autographs, tour the aircraft carrier, and provide the motion picture *Avatar*. This is an excellent opportunity to demonstrate the unique contribution the [SHIP] Strike Group team is making to our national defense and to showcase the professionalism of our Sailors, as well as entertain the crew.

3. Action

a. Department Heads/Squadron COs/Squadron OICs

(1) Ensure the contents of this notice are promulgated to all hands. Department Heads are encouraged to communicate directly with the PAO and Fun Boss to coordinate required action.

(2) Provide escorts and briefers as required. Review enclosure (2) of this notice, ensuring briefers are provided for the listed areas and spaces at the designated times.

(3) Ensure spaces are in 5.0 condition, paying particular attention to those spaces listed on the tour route and heads on or near the tour route.

b. Escorts. Responsible for the safety of their group at all times, except while visitors are on the flight deck under the supervision of Air Department representatives. The period of duty for the escorts is the entire duration of the embark.

The escort officers will conduct an advance walk-through of the tour route and be prepared to brief any space in the absence of a departmental representative. Escorts will meet with the PAO prior to embark for a briefing and meet guests upon arrival. The Escorts are assigned as follows:

<u>Escort</u>	<u>Department</u>	<u>Hydra</u>
Fun Boss	MWR	####
LCDR XXXX	Media	####
CWO2 XXXX	Combat Systems	####
MC1 XXXX	Media	####

c. Safety Officer. Review this notice and evaluate schedule of events per enclosure (2) to ensure safety hazards are identified and corrected.

d. Operations Officer. Coordinate air transportation for the arrival and departure of the guests.

e. Security Officer. Provide appropriate security personnel for autograph session per enclosure (2).

f. Air Officer

(1) Provide escorts for flight deck portions of embark per enclosure (2).

(2) Ensure sufficient space in Hangar Bay 2 for the 1630 autograph session and an anticipated 1,200 Sailors for viewing of Avatar.

(3) Ensure Hangar Bay 2 is clean and ready for guests by 1200, 27 January. Coordinate with Navigation to dress Hangar Bay 2 with large U.S. flag and large [SHIP] flag as displayed in enclosure (3) NLT than 1200, 27 January.

(4) Darken Hangar Bay 2 for movie viewing after remarks at 1800.

g. Supply Officer

(1) Provide meals per enclosure (2).

(2) Ensure Aft Mess Decks, Bay 3 is ready and available for the 2100 autograph session per enclosures (2) and (3) by 2030.

(3) Provide water for autograph sessions.

(4) Provide two eight-foot tables and skirting for autograph sessions per enclosures (2) and (3).

(5) Provide pipe and drape for photo backdrop for autograph session.

h. Senior Medical Officer. Provide corpsman for standby support upon group's arrival.

i. MWR/Fun Boss, H-####.

(1) Coordinate the "meet and greet" opportunities and other aspects of visit with PAO.

(2) Set up Cinema At Sea screen and sound system for viewing of *Avatar* NLT 1630.

(3) Devise and advertise method for Sailors to win "reserved seating" for premiere showing.

(4) Coordinate with HM1 XXXX to ensure working party sets up chairs per enclosure (3).

k. Public Affairs Officer (LCDR XXXX, J-####/H-####).

(1) Coordinate the visit in conjunction with MWR.

(2) Provide a copy of all captured imagery to Navy Entertainment.

(3) Coordinate with MWR for select Sailors to attend arrival reception.

(4) Provide b-roll of COD landing, flight deck, autograph signings, and interaction with the crew.

(5) Capture sound bytes from tour guests about what the military means to them; their excitement about being on the ship/tour.

(6) Capture sound bytes from some of the crew on their reaction to the film.

(7) Capture group photo while the movie is showing from the sliding padeye control station in Hangar Bay 2.

l. Chief Engineer

(1) Ensure Hangar Bay 2 sound system works and provide a microphone for remarks.

(2) Provide sound system support during movie showing.

m. Ship's Secretary

(1) Coordinate use of IPC for group's arrival and departure.

(2) Prepare IPC for overnight stay of Avatar Director.

n. [SHIP] Command Master Chief. Establish 100 man working party to set up chairs by 1700 and breakdown after the movie per enclosure (3). Ensure additional chairs from RELMIN are picked up and returned to/from foc'sle after movie. Working party will muster with HM1 XXXX in Hangar Bay 2 at 1630.

o. RELMIN. Provide additional folding chairs for movie viewing.

4. Uniform. Clean working Uniform of the Day.

5. General Quarters, Man Overboard and actual casualties

a. General Quarters. Actual GQ: Escorts muster DVs in CO's Inport Cabin (03-160-3-Q; J-####). GQ Drill: DVs observe drill in Hangar Bay. DV escorts carry required gear but do not don battle dress for drills.

[SHIP]NOTE 5050
[Date]

b. Man Overboard. Actual or Drill: Escorts muster all DVs in CO's Inport Cabin (03-160-3-Q; J-####) and report status to PAO. Escort must notify parent department of whereabouts.

c. Shipboard Casualty. Actual or Drill: Escorts continue tour, re-routing as required to avoid area of casualty.

6. Cancellation. This notice is cancelled upon completion of the event.

/s/
F. M. LAST

Distribution:

[SHIP]NOTE 5050
[Date]

List of Guests

[Name]

Director of motion picture Avatar
Stateroom: Captain's IPC

[Name]

Navy Entertainment Coordinator
Stateroom: NORMANDY, 03-89-4, J-####

[Name]

Producer of motion picture Avatar
Stateroom: SWORD, 03-89-1, J-####

[Name]

Actor in motion picture Avatar
Stateroom: JUNO, 03-89-3, J-####

[Name]

Actress in motion picture Avatar
Stateroom: UTAH, 03-89-6, J-####

[Name]

Fox Entertainment
Stateroom: GOLD, 03-89-5, J-####

Schedule of Events

Wednesday, 27 January

- 1045: PAO/MWR briefing to escort officers and Departmental Briefers in TV Studio.
- 1200: Arrive [SHIP]. Met by XO. Greeted by CO. Proceed to CO's Inport Cabin for welcome reception with select Sailors.
- 1220: Baggage positioned in CO's passage way next to CO Admin.
- 1230: EEBD brief by damage control representative in IPC.
- 1245: Don safety gear and meet Air Department flight deck escort officers for safety brief in IPC.
- 1255: Observe flight operations/Flight Deck photo.
- 1300: Baggage delivered to DV rooms.
- 1330: Begin ship tour.
- 1330: Navigation Bridge.
- 1345: Primary Flight Control.
- 1400: Observe flight operations.
- 1430: Group 1: Helo to USS [SHIP] for meet and greet
If three seats available: [Names] Avatar Director, Avatar Actor, and Avatar Actor. If two seats available: Avatar Director and Avatar Actor.
Group 2: Flight Deck tour: [Names] Navy Entertainment Coordinator, Fox Entertainment representative and Avatar Producer.
- 1430: CDC.
- 1445: Foc'sle.
- 1500: AIMD
- 1520: Comfort break (WR3L).
- 1540: Jet shop.
- 1600: Helo returns with Group 1 from USS [SHIP].
- 1600: Comfort break in DV staterooms.
- 1630: Autograph signing in Hangar Bay 2.
- 1630: 100 man working party musters in Hangar Bay 2 with HM1 XXXX.
- 1745: [SHIP] Media interviews.
- 1800: Remarks before premiere showing of *Avatar* in Hangar Bay 2, premiere showing of *Avatar* in Hangar Bay 2 (Run time 161 mins)
- 1815: Dinner in WR3L with selected Sailors and leadership.
- 1945: [AIR WING] Brief in Ready Room 2.
- 2015: Comfort break in DV Staterooms.

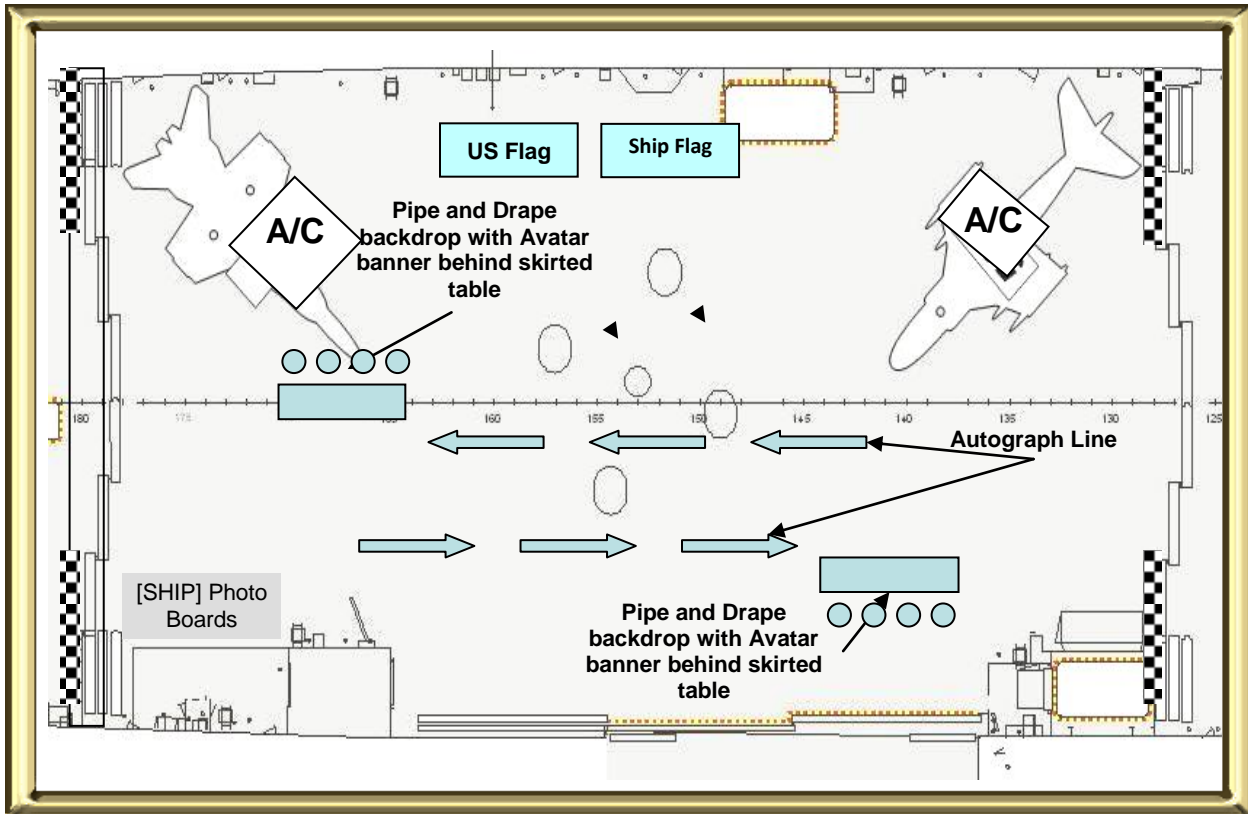
[SHIP]NOTE 5050
[Date]

2050: Hangar Bay 2 for movie wrap up.
2100: Autograph signing in Aft Mess Decks, Bay 3.
2230: Midrats.
TBD: Retire to staterooms.

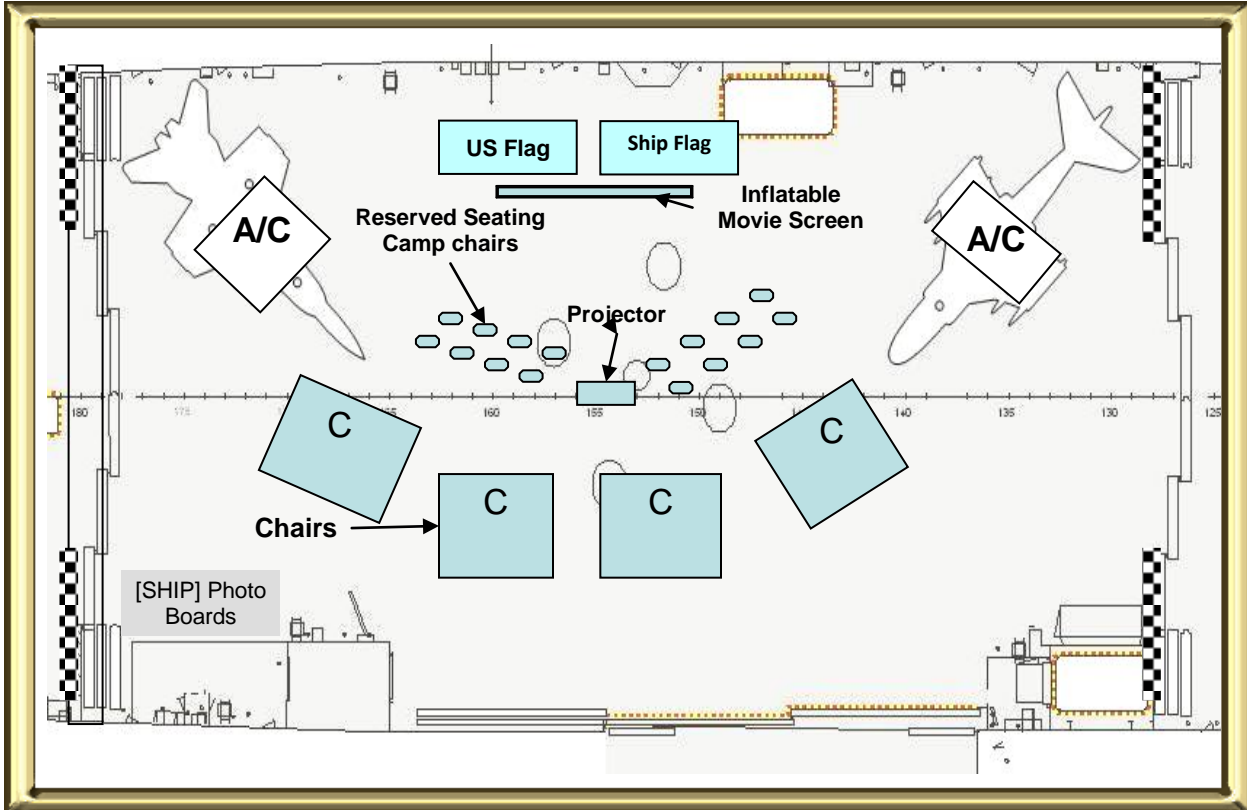
Thursday, 28 January

0645: Breakfast in Chief's Mess. Meet with CMC.
0730: Final pack out in DV staterooms.
0745: Aircraft Static Display.
0800: Supply reps collect luggage from DV staterooms for
delivery to ATO shack.
0850: Farewells in CO's IPC.
0915: ATO Brief.
0930: COD departs.

Hangar Bay 2 Layout Autograph Signing



Hangar Bay 2 Layout Movie



Aft Mess Decks (Bay 3) Layout

