



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

OPNAVINST 5450.342A
DNS-H
2 Sep 2014

OPNAV INSTRUCTION 5450.342A

From: Chief of Naval Operations

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL HISTORY AND
HERITAGE COMMAND

Ref: (a) OPNAVINST 5750.4E
(b) OPNAVINST 4001.1F
(c) OPNAVINST 4740.2G
(d) OPNAVINST 5750.12K
(e) OPNAVINST 5750.13A
(f) OPNAVINST 5754.1C
(g) OPNAVINST 5726.8A
(h) SECNAVINST 5031.1C
(i) 32 CFR 767
(j) OPNAVINST 5400.44A
(k) SECNAVINST 4000.35A
(l) OPNAVINST 5030.4G
(m) 36 CFR 60
(n) OPNAVINST 3100.7C

Encl: (1) Mission and Functions of NAVHISTHERITAGECOM

1. Purpose. To publish the mission and functions of Naval History and Heritage Command (NAVHISTHERITAGECOM) under the mission established by references (a) through (n). This revision aligns the structure of NAVHISTHERITAGECOM mission, functions, and tasks with other similar Navy organizations, more clearly articulates core functions, and clarifies the command and control (supported and supporting) relationships of NAVHISTHERITAGECOM. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5450.342.

3. Status and Command Relationships. NAVHISTHERITAGECOM is a shore activity in an active status under a director. NAVHISTHERITAGECOM is an echelon 2 command reporting to the Chief of Naval Operations (CNO) through the Director, Navy Staff (DNS).

Command: NAVHISTHERITAGECOM

Echelon

1 CNO

2 NAVHISTHERITAGECOM

4. Command, Tenant, Supported and Supporting Activities and Detachments

a. NAVHISTHERITAGECOM is the immediate superior in command of:

- (1) National Museum of the U.S. Navy;
- (2) Naval History and Heritage Command Detachment Boston;
- (3) National Museum of the American Sailor;
- (4) Hampton Roads Naval Museum;
- (5) National Museum of Naval Aviation;
- (6) Naval Museum Northwest
 - (a) Naval Undersea Museum
 - (b) Puget Sound Navy Museum;
- (7) Naval War College Museum;
- (8) U.S. Navy Seabee Museum;
- (9) U.S. Navy Submarine Force Museum/Historic Ship Nautilus (attack submarine (nuclear propulsion) (SSN)) 571; and
- (10) U.S. Naval Academy Museum.

b. Receives support from:

- (1) Commander, Navy Installations Command;

- (2) Commander, Naval Sea Systems Command (NAVSEASYSKOM);
- (3) Commander, Naval Air Systems Command;
- (4) Field Support Activity Washington, DC; and
- (5) Navy Reserve Combat Documentation Detachment 206.

5. Action. In accomplishing the assigned mission, the Director, NAVHISTHERITAGECOM will ensure performance of the functions in enclosure (1).

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.



S. H. SWIFT
Director, Navy Staff

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MISSION AND FUNCTIONS OF NAVHISTHERITAGECOM

1. Mission. NAVHISTHERITAGECOM serves as the Navy's institutional memory by preserving, acquiring, producing, and disseminating history and heritage products and resources through Navy historical, archival, museum, curatorial, art, and underwater archaeological programs

2. Functions

a. Serves as principal advisor for SECNAV, CNO, and DNS on historical matters. Supervises, manages and provides guidance to the Navy and echelon 2 commands on historical and heritage programs.

b. Serves as the curator for the Navy. Manages, collects, conserves, protects, and controls Navy historic properties (except real property), art and artifacts, collectively called "heritage assets."

c. Budgets, accounts, and reports for programs assigned, and establishes and reconciles obligations and monitors expenditures of appropriated funds allocated to finance approved programs.

d. Performs inspector general inspection, investigation, command evaluation, management control, audit liaison.

e. Develops, reviews, and implements policies related to the preservation and protection of Department of the Navy (DON) sunken military craft and associated contents.

f. Ensures DON compliance with Federal laws and regulations in matters pertaining to sunken military craft and associated contents, including fulfilling obligations per the Sunken Military Craft Act and the National Historic Preservation Act.

g. Serves as the center of expertise and principal technical advisor within the DON in matters related to the archaeological investigation, evaluation, identification, excavation, conservation and curation of departmental submerged cultural resources.

h. Manages the central historic artifact repository for the U.S. Navy by identifying, collecting, preserving and interpreting the material history and heritage of the U.S. Navy, in addition to lending artifacts to Navy museums and commands as well as to a wide variety of eligible borrowers outside the Navy.

i. Collects, creates, documents, preserves and exhibits art that is significant to the history of the Navy for service personnel and for the public in addition to lending art to qualified venues.

j. Provides support and oversight to the nine official Navy museums which serve as a focal point of Navy-owned and operated history and heritage exhibits.

k. Collects, preserves, and interprets historic naval artifacts through exhibits and public programs that educate and inspire naval personnel and the public.

l. Develops policies and procedures for preservation of the United States Ship Constitution; conducts annual inspections; and performs all maintenance, repair, and restoration.

m. Provides program management for the historic ship Nautilus.

n. Manages the accountability of the historic aircraft loan program and conducts inspections to ensure the aircraft are in acceptable material condition.

o. Serves as archivist of the Navy. Collects, protects, and maintains select official records of the U.S Navy, both classified and unclassified, and documents of significant historical value, ensuring access to these documents by Navy leadership and personnel, Federal Government entities, and the public.

p. Serves as the executive agent for Office of the Chief of Naval Operations (OPNAV) in the development, review, tracking and implementation of the command operations report program and the Navy Deck Log Program.

q. Provides determination of eligibility and ineligibility to NAVSEASYSKOM, Navy Inactive Ships Office (SEA-21I) to support NAVSEASYSKOM compliance of the National Historic Preservation Act of 1960.

r. Serves as subject matter expert for Navy for ship naming and other ceremonies related to the commissioning and decommissioning of Navy vessels.

s. Maintains oral histories by collecting, preserving, analyzing, and publishing the experiences of Navy leadership and personnel.

t. Maintains the Dictionary of American Naval Fighting Ships.

u. Interprets, analyzes, and disseminates the Navy's history in its full scope, including contemporary operations, which impact current naval decision making. Prepares and publishes historical knowledge products.

v. Provides reference and research assistance to Navy leadership and personnel, Congress, the Department of Defense, Federal Government agencies, scholarly researchers, veterans, and the public.

w. Responds to Freedom of Information Act requests, ensuring public access to releasable records.

x. Operates and manages the Navy Department library which collects, preserves, and electronically publishes books, serials, documents and manuscripts of significant historical value.

y. Promotes the study and understanding of American naval history in academia and among the public; and promotes naval and maritime history by supporting outside research in naval history and related fields through publishing, grants, scholarships, and collaboration with other government and private institutions.

z. Approves Navy aviation command insignias.

aa. Serves as subject matter expert for all U.S. Navy historical commemorations, events and activities. Plans,

develops and undertakes initiatives that enable the command to implement a comprehensive outreach program, including publicizing events and commemorations and producing quality outreach products for civilian and military distribution.

ab. Conceptualizes, plans, coordinates and supports U.S. Navy outreach as directed, planned, and requested by the Navy Office of Community Outreach, including the commemorations of U.S. Navy Birthday and Battle of Midway. Identifies, develops, plans, coordinates, and implements commemorative events in conjunction with U.S. Fleet Forces, Chief of Information, and other activities as required or directed.