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4. Phase III: Mooring, Tow, Maintenance, and Curatorial/Museum Plans

a. Submission of Phase III Documentation. The Mooring, Tow, Maintenance, and Curatorial/Museum Plans must be submitted to the Naval Sea Systems Command, Navy Inactive Ships Program (PMS 333) (hereinafter "NAVSEA PMS 333") as instructed in a notification to the applicant regarding acceptability of the Phase II Documentation submission, in hard copy and electronically. Applicants are discouraged from photocopying, cutting and pasting, and generally providing information which is easily accessible via the internet and/or is already in the public domain. Original content which is specific to the vessel being donated is of greatest importance to the evaluators. The principal authors of the Mooring, Towing, Maintenance, and Curatorial/Museum Plans must be identified with their experience and qualifications, and relationship to the applicant's organization.

b. Update of Phase II Documentation. It is anticipated that various Business/Financial and Environmental Plan data may change during Phase III documentation preparation. Therefore, any updates to the Business/Financial and Environmental Plans submitted in Phase II may be included in the Phase III Documentation submission as change pages with the changes highlighted. Portions of the Phase II documents that are not updated should not be resubmitted. The applicant is responsible for ensuring that the Phase II and Phase III documents together represent a complete, comprehensive ship donation application, and that there are no conflicts between the Phase II and Phase III documents.

c. Deadline for Submission. Applicants must submit Phase III documentation to NAVSEA PMS 333 within six (6) months of the notification to the applicant regarding acceptability of the Phase II documentation submission for the subject vessel. The Mooring, Tow, Maintenance, and Curatorial/Museum Plans must fully address all of the minimum requirements for donation as detailed below to be considered a viable plan and in order for the Navy to proceed with a recommendation for award of a ship donation transfer contract.

d. Phase III Requirements. The applicant must complete and submit a Mooring Plan, Tow Plan, Maintenance Plan, and Curatorial/Museum Plan, as they apply to the proposed ship museum/memorial, addressing the below minimum requirements for the submission of Phase III documents. The below minimum

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requirements are also contained in Appendix C Phase III Checklist. The completed Phase III Checklist must be submitted by the applicant to verify that all aspects of these requirements are included in their Phase III submission.

e. Mooring Plan

(1) Mooring Plan Requirements. A detailed Mooring Plan identifies a permanent, long-term mooring location that is capable of withstanding a 100-year storm condition without damage to the vessel, its mooring system, or neighboring facilities.

(2) Mooring Design Requirements. The proper design requires the services of a registered professional engineer with a background in marine construction and mooring system design. Since the Mooring Plan is such an important part of the donation application, the preparation of the Mooring Plan by a registered professional is required. Mooring design must be in accordance with United States Guard mooring requirements for the proposed permanent mooring location or Interim Technical Guidance - Mooring Service Type III (Heavy Weather Moorings) dated May 3, 2000 and Technical Report 6012-OCN Rev B U.S. Navy Heavy Weather Mooring Safety Requirements located on-line at: http://www.wbdg.org/ccb/NAVFAC/INTCRIT/fy00_04.pdf and UFC 4-159-03 Design: Mooring (replaced MIL-HDBK 1026/4) located on-line at: http://www.wbdg.org/ccb/DOD/UFC/ufc_4_159_03.pdf.

The Mooring Plan must include all necessary information and calculations to assure that the ship will be safely moored, including:

- (a) Letter of endorsement from the United States Coast Guard Captain of the Port where the vessel will be moored;
- (b) Details of vessel characteristics (length, width, draft, displacement, wind areas, strength of ship fittings, etc.);
- (c) Design criteria for the site (winds, currents, water levels, waves, etc.);
- (d) Soils data (if required);
- (e) Bathymetric data;

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- (f) Existing conditions (such as condition of existing facilities);
- (g) Engineering drawings/sketches;
- (h) Cost estimates;
- (i) Permits (note that Army Corps of Engineers and other permits are required for permanent moorings); and
- (j) Calculations of wind and current forces/moments.

f. Tow Plan

(1) Tow Plan Requirements. The applicant must provide a detailed Tow Plan that conforms to the Navy Tow Manual requirements and criteria found at this link: www.supsalv.org/pdf/towman.pdf. In addition to the Tow Plan, the applicant is required to submit the completed Navy Tow Manual Appendix H, "Checklist for Preparing and Rigging a Tow," also found at the above link.

g. Maintenance Plan

(1) Maintenance Plan Requirements. The applicant must provide a detailed Maintenance Plan that addresses long-term and short-term maintenance requirements. The Maintenance Plan must document the existing material condition of the vessel being sought, and identification of the specific restoration work and repairs to be accomplished as part of the acquisition/start-up costs, the specific restoration work and repairs to be accomplished in phases after the initial opening of the proposed ship museum/memorial to the public, and the recurring maintenance to be accomplished annually as part of the operating and support costs. At a minimum, provide detailed information and supporting documentation in the following areas:

- (a) Ship Preservation Plan/Schedule (daily, yearly, and long-term);
- (b) Position descriptions of key maintenance staff;
- (c) Composition and qualifications of professional maintenance staff;
- (d) Cathodic protection system;

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(e) Dry-docking plan and periodicity for dry-docking the ship if waterborne storage is planned, along with identification of currently available dry-docking facilities suitable for the vessel being sought;

(f) Underwater Hull Inspection Plan;

(g) Fire/flood/intrusion Alarm Plan;

(h) Emergency Response Plan;

(i) Pest Control Plan;

(j) Security Plan;

(k) Policies and procedures for integration of volunteer labor for ship maintenance activities; and

(l) Maintenance Dredging Plan and periodicity for maintenance dredging.

h. Curatorial/Museum Plan. The applicant must provide a detailed Curatorial/Museum Plan that addresses the organization's collection policy, exhibit plans, and collection management procedures.

(1) General Curatorial/Museum Plan Requirements. The plan must describe items such as storage facilities, security protection of artifacts, curatorial resources, and the qualifications of the proposed professional museum staff.

(2) Curatorial Staff. A professional curator on staff and adequate curatorial support is required. The Curatorial/Museum Plan must include the position description requirements of the professional curator and, if proposed, curator's staff. If specific individuals have been identified, include resumes showing prior museum experience and education meeting the position description requirements. Adequate curatorial support equates to proper facilities, storage materials, and professional staff.

(3) Collection Management Plan. The application must include a Collection Management Plan. Key elements of a successful Collection Management Plan include:

(a) Statement of purpose (mission statement)

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(b) Scope and description of artifact collections

(c) What types of artifacts will be collected? Will the collection be limited to items relating to the specific ship?

(d) Will the museum have a broader collection scope?

(e) Access to the collection: Which staff members will have access to the collections?

(f) Will researchers be given access to collections? If so, what guidelines will be followed to safeguard the items?

(g) Authority and responsibility regarding museum collection activity and collection management activity

(h) Documentation: Deed of Gift, loan forms, and Memorandum for the Record, etc.

(i) Acquisition of collections: Accessioning policy and procedure

(j) Disposal of collections: Deaccessioning policy and procedure

(k) Risk management and insurance

(l) Collections care and storage: Provide a brief provisional plan for storing artifacts not on exhibit. Include information on storage area, exhibits, etc.

(m) Collection control: Security, inventory, and tracking

(n) Collections in temporary custody: Short and longer-term loans

(o) Lending collections: Loans (outgoing and incoming)

(4) Historic Management Plan. An application must include a Historical Management Plan. Elements of a Historical Management Plan include:

(a) Description of the historical context in which the vessel will be displayed, as the primary artifact;

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(b) The historical subject matter which will be dealt with in the exhibits; and

(c) Tentative exhibits plan.

(5) Curatorial/Museum Plan Resources. Operating a museum and caring for museum collections are much more complex than most people realize. The ever-increasing sophistication and complexity of the museum business demands that those persons responsible for the care and exhibit of museum type collections must be familiar with the basic literature of the profession. There is a considerable amount of literature available on all aspects of museum operations. The below is provided to identify some readily available sources of museum literature and information and to acquaint the reader with some useful museum publications.

(a) The American Association of Museums, 1575 Eye Street NW, Suite 400, Washington, DC 20005, Web Site: <http://www.aam-us.org>. The American Association of Museums (AAM) is the largest museum professional organization in the United States. Their professional journal, Museum, is an excellent source of information on what is happening in the museum profession. They also have a very large annual conference. On a regular basis, the AAM issues an extensive catalog of publications relating to all aspects of the museum profession.

(b) The American Association for State and Local History, 1717 Church Street, Nashville, TN 37203-2991, Web Site: <http://www.aaslh.org>. The American Association of State and Local History (AASLH) is both a history and a museum professional organization. Its emphasis is that portion of the American museum and historical communities - primarily smaller museums and historical organizations - that specialize in local or regional history. Their quarterly publication, History News, is a very useful reference source for those working in this venue. They too have an annual conference. The books offered by this organization are available through Altamira Press, A Division of Sage Publications, Inc., 1630 North Main Street, Suite 367, Walnut Creek, CA 94596. Various other publications are available directly through AASLH.

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