

THE FOLLOWING E-MAIL WAS SENT TO ME FROM GATHERINGS PLUS. THESE ARE THE RULES THAT HAVE TO BE FOLLOWED TO TOUR THE BASE. MAKE SURE YOU HAVE PROPER ID'S.

I wanted to share this with you regarding rules at the naval station. Of course, our service will take care of getting you there, scheduling the tour and lunch arrangements, but want you to be aware of what their "policies" are now.

Thank you for your interest in wanting to visit Naval Station Mayport. PLEASE READ THIS EMAIL IN ITS ENTIRETY.

We schedule tours **three months out** due to scheduling purposes. We will be happy to try and arrange a tour for your group. Ship tours and helicopter squadron tours are available if operational commitments permit. We **cannot guarantee** the availability of the ship or helicopter squadron and often will not have one identified until just days before the visit. Only **one**, Ship or Squadron, will be facilitated by our office. To increase the opportunity of getting a tour, we request to the squadrons and ships attached to NS Mayport. Our recommendation is that you accept the first available. If you hold out for a specific platform you risk losing an opportunity all together.

Our security procedures require that we obtain a list of each person entering the station **72 hours in advance** of the event. Please provide one list of personnel-additions will not be accepted after the 72-hour cutoff. Please also ensure that each person over 18 years has two forms of identification one being a picture ID with him or her. A state driver's license or identification card is preferred.

Someone from the public affairs office will meet and escort you upon arrival. When the bus arrives at the Naval Station, guests may be asked to exit the bus and **produce identification**. Please let us know the type of transportation you will be using (e.g. tour bus, school bus, etc.). We **do not provide transportation** on the installation and tour groups must come in **one bus** and not multiple personal vehicles. We also require the name of the bus driver and that he/she have a valid driver's license, current valid insurance and a current registration and be able to produce all upon request.

Please advise members to wear comfortable shoes; slacks and flat-heeled shoes are recommended for women. The tour will involve climbing and can be strenuous for some. Those persons who use a wheelchair, walkers, canes, or have difficulty standing or walking for long periods should not expect to tour a ship. Vehicles are not permitted within the pier or airfield areas so it may be necessary to walk a short distance to the ship or helicopter hangar.

**Other guidelines include:**

- . **No children under the age of 10**
- . **No backpacks or bags larger than a woman's handbag will be allowed**
- . **No photography of ships, aircraft or security personnel will be permitted. Photography is allowed on board the ships but is up to the discretion of the ships' commanding officer.**

If you would like, your itinerary can include lunch at the Ocean Breeze Conference Center or CPO Club. Please contact Ms. Libby Swim at the conference center to make your luncheon arrangements. Her telephone number is (904) 270-5313.

Another option for luncheon arrangements can include lunch at the Oasis Galley (civilian groups will need the base **commanding officer's permission**). Please contact our Food Service Officer to make lunch arrangements at **least two weeks** from tour date. The telephone number is (904) 270-5373. All groups that dine on base are **required** to pay. The meals are **not free**.

Also the Damage Control school has options of participation in a Wet Trainer or witnessing a Firefighting demonstration. If you would like to set this up please contact DC1 Washington for the Wet Trainer at (904) 270-5454 and/or ABH1 Washington for the Firefighting demonstration at (904) 270-6413.

If lodging arrangements are needed we have the Navy Gateway Inn & Suites and the Navy Lodge. The Navy Gateway Inn & Suites number is (904) 270-5707 x423. The Navy Lodge number is (904) 247-3964.

Please keep in mind that it is the **tour group's responsibility** to schedule lunch, wet trainer demonstration or lodging with the above personnel. The Public Affairs Office is **not responsible** for those options-we **only** schedule the tour portion.