



Navy Inactive Ships Program

The Navy's Agent for Ship Inactivation & Reutilization

INSTRUCTIONS FOR PREPARATION OF APPLICATION FOR DONATION OF CONDEMNED OR OBSOLETE SHIPBOARD MATERIAL

1. Applications for donable, condemned or obsolete shipboard material should be submitted to the following email address gary.kitchen@navy.mil or mailed to:

**Naval Sea Systems Command
ATTN: SEA 211 (Mr. Gary Kitchen)
1333 ISAAC HULL AVENUE, SE
WASHINGTON NAVY YARD, DC 20376**

2. Applications for obsolete material shall contain the following information:

- a. Type of combat material desired including the official Navy identification;
- b. Statement of the proposed use to be made of the material and where it will be located;
- c. Statement describing and confirming availability of an appropriate site and the facilities and personnel available for use in the storage maintenance and security of the material.
- d. Statement that the applicant agrees to protect and maintain the material, at its own expense, in condition satisfactory to the Department of the Navy, in accordance with instructions which the Department may issue, and that no expense shall result to the United States as a consequence of a transfer or as a consequence of such terms and conditions prescribed by the Department of the Navy;
- e. Statement that the applicant agrees to take delivery of the material "as is, where is" at its present location and to pay all charges incident to such delivery, including without limitation preparation of the material for removal, and, in the case of ordnance material, demilitarization, insurance, safety, and other installation costs at the applicant's site with the understanding that receipt of said material will occur within 30 days of notification of donation;
- f. Statement that the applicant agrees to inspection of the donated equipment by the responsible government agency and agrees that any misuse, improperly maintained or other negligent condition of the donated property shall give cause for the immediate return to the Government at the expense of the applicant;
- g. Certification that the applicant will comply with all Local, State and Federal gun control laws (Gun Control Act of 1968) on requests for ordnance material;
- h. Application from veterans' organizations must include a copy of their charter and must be submitted via their national headquarters for approval;

i. Certification by the donee that the donated equipment will not be rented, sold, or otherwise used for monetary gain;

j. Annual report to the Naval Sea Systems Command (PMS333) on the condition and location of the donated ordnance item;

k. Statement of financial resources currently available to the applicant to pay costs as described in “e” above;

l. If the applicant asserts that it is an incorporated museum, operated and maintained for educational purposes only, whose charter or articles of agreement denies it the right to operate for profit, it must submit: (i) a properly authenticated copy of the charter, certificate of incorporation, or articles of agreement made either by the Secretary of State or other appropriate officials of the state under the laws of which the applicant is incorporated or organized or other appropriate public official having custody of such charter, certificate of articles; and (ii) a copy of the organization’s by-laws; and, if the applicant is not incorporated, the citation of the law and a certified copy of the association’s charter under which it is empowered to hold property and to be bound by the acts of the proposed signatories to the donated property documents;

m. A copy of a determination by the Internal Revenue Service that the applicant is exempt from tax under the Internal Revenue Code;

n. A notarized copy of the resolution or other action of its governing board or membership authorizing the person signing the application to represent the organization and to sign on its behalf for the purpose of acquiring the obsolete material;

o. Assurance of compliance with Title VI of the Civil Rights Act of 1964 (Act of July 2, 1964 – Public Law 88 – 352). A copy of the form must be signed and returned.

3. Upon receipt, the Navy will determine the eligibility of the applicant to receive obsolete material by donation. If eligible, the formal application will be processed provided the applicant has presented evidence, satisfactory to the Government, that the applicant has adequate financial means to assure its ability to accomplish all of the obligations required to be assumed by the donee.