**Itinerary for A Typical at Sea Overnight Embark on USS Truman**

**Day One:**

Arrive Norfolk International Airport (ORF) no later than 5 pm local. Guests are responsible for their own airline transportation to ORF. Remain overnight at a local hotel with group reservations secured by the Foundation. Guests are responsible for their own ground transportation to hotel from airport.

A block of rooms will be secured at a local hotel close to Norfolk Naval Base. Please make you own reservations by calling the hotel directly and say, “I would like to MAKE a reservation for the USS Harry S Truman Foundation GROUP.”

You will have to make two separate reservations. One for day 1 and one for day 3. You will be spending day 2 on the ship. That means you will have to check out on day 2 and then check back in on day 3.

6:00 pm - Depart hotel via group ground transportation to a local restaurant for a no-host group “introductory” dinner. Transportation will be secured by the Foundation.

9:00 pm – Group ground transportation back to hotel.

**Day Two:**

Check out of hotel. Depart hotel two hours prior to flight to USS Truman. Group ground transportation to the Tours and Information Center and to Naval Air Station Norfolk Airfield will be secured by the Foundation. Recommend you leave laptops with the “beach” coordinator during your ship’s visit.

Meet Navy aircrew for flight brief to USS Truman. Obtain and dawn flight gear, board Navy aircraft and depart to USS Truman. Depending on the ship’s location, flight time will be between 1-2 hours.

Upon arrested landing onboard USS Truman, the group will be met and escorted to a location where the group will be greeted by USS Truman leadership. The guests will have an opportunity to relax and get refreshed before the “tour” begins. Remain overnight onboard USS Truman.

**Day Three:**

Continue the ship’s tour. At approximately 2:00 pm the group will be led to the flight deck and depart USS Truman via Navy aircraft for Naval Air Station Norfolk. Flight time to Norfolk will be between 1-2 hours.

Upon arrival Norfolk, group ground transportation will transport the guests to the hotel. Check into hotel.

6:00 pm - Depart hotel via group ground transportation to a local restaurant for no-host group “debrief" dinner.

9:00 pm - Depart restaurant for hotel via group ground transportation

**Day Four:**

Check out of hotel. Guests depart Norfolk airport for home.  Transportation to the airport will be the responsibility of each individual.

**Miscellaneous:**

 Point of Contact:  The Foundation will have an on-scene point of contact coordinator in Norfolk during your visit.  The point of contact will not embark but remain in Norfolk to help coordinate the visit from the “beach”.  The on-site beach coordinator will provide each guest with his/her contact information. Once you arrive onboard USS Truman, the ship will provide the group with sponsors and guides.

Transportation:  Each guest is responsible for their own airline reservation and ground transportation to/from the airport to the hotel.  Ground transportation to/from the restaurants and to/from the Naval Air Station will be secured for the group by the Foundation.

Dinners in Norfolk:  There will be two group no-host dinners, one on day one and the second dinner on day three.   Dress slacks and shirts are appropriate attire. For one dinner, sport coats are appropriate. Jeans are not acceptable at either dinner. Each attendee will be responsible for the cost of his/her dinner.

 Ground Transportation:   Group ground transportation while in Norfolk will be secured by the Foundation and the cost will be shared by the group.

 Lodging: A group of rooms will be secured by the Foundation at a local hotel in Norfolk for the period of your visit. Each guest is responsible for paying for their own lodging.  Please do not try to secure your reservation until you are provided with a group reservation number or group name.  Ensure to identify yourself as a member of the USS Truman Foundation Group.

Forms:  Each guest will receive several forms (via email) from the Navy that must be completed and send back prior to embarkation. These include, embarkation, next of kin, medical and release of liability forms.

 Medication:  Take all medication with you to the ship.

 Luggage:  Travel lightly.  You will be taking your luggage with you to the ship.  A small carry on duffle bag or small soft sided suitcase is recommended.

 Attire Onboard Ship:  The ship is considered an ‘industrial’ environment, so please wear long pants. Jeans are acceptable, but please no shorts. Cotton pants/slacks and shirts are recommended.  Tennis shoes are ok, but whatever shoe you wear, please ensure that the soles are rubber, not leather because the decks can be slippery at times.  Recommend you take a small flashlight and shower shoes.  Towels will be provided for you in your staterooms.

 Sleeping Onboard Ship: Embarks will be berthed in two-person officer quarters. Rooms are small with bunk bed accommodations.

Cash:  Please ensure you have a minimum of $60 in cash to pay for your meals onboard the ship.  The cash will be surrendered to the ship’s personnel upon arrival.

 Ship’s Store: You will have an opportunity to visit the Ship’s store to purchase gifts and USS Truman memorabilia. **PLEASE BRING CASH TO COVER ALL COSTS. CREDIT CARDS AND CHECKS ARE NOT ACCEPTED ABOARD THE CARRIER.**

 Alcohol: All U.S. Navy ships are "dry" - alcohol is **NOT** permitted aboard and will be confiscated upon check-in.

 Cell Phone:  The ship will be outside of cell phone coverage.  However, there will be ship to shore communications available in case of emergency.  Please be advised that effective immediately, **Samsung Galaxy Note 7 is prohibited** on all DOD owned and controlled aircraft in accordance with FAA and Department of Transportation Guidance.

Cameras: Cameras are allowed, so take as many pictures as you wish. The ship’s guides will inform you when and where cameras are not allowed.  It is recommended that you leave your computers with the beach coordinator during your visit to the ship.

 Shipboard:  Your guides will be taking you from bow to stern and from the bowels of the ship to the bridge.  You will also have the opportunity to visit the flight deck and observe aircraft launches and recoveries.  The ship ladders are steep.  So, watch your step and take your time.  You will be having meals with the officers, chief petty officers and enlisted men and women.  The Captain will welcome you to the bridge to see how the ship is run and navigated.  Please do not hesitate to ask as many questions as you wish.  On the flight deck, please stay together as a group and with your guides.  It will be noisy, windy and a lot of aircraft will be moving in close proximity to one another.

 Embarks will be responsible for the following expenses:

* + - Airline transportation to/from Norfolk airport (ORF)
		- “Uber” transportation to/from airport to the hotel
		- Hotel – two nights
		- Two dinners
		- Group bus transportation while in Norfolk
		- Meals on ship - $60 each, CASH only
		- Ship memorabilia and souvenirs purchased onboard - CASH only

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