



Newport News
Shipbuilding

memo

NNS/SCM_8569/O53

To: Freight Carriers and Suppliers
From: Barry Fallon and Marcia Capelli, Freight Traffic Office
Date: December 3, 2021
Subject: Holiday Shutdown

Huntington Ingalls Newport News Shipbuilding will be closed for the Holiday from Thursday, December 23, 2021 through January 2, 2022 and will reopen on Monday, January 3, 2022.

Escort service for entering the yard at Newport News will stop at 10:00 pm on December 22, 2021.

Newport News Shipbuilding will not be accepting deliveries from 2:30 p.m. December 22, 2021 through January 2, 2022, with the following exceptions.

Last day for deliveries at Main Receiving, 2175 Aluminum Avenue, Bldg. B, Hampton, VA 23661, will be on December 20, 2021 at 2:30 pm for (Locals, LTL, TL) carriers. **UPS and FEDEX deliveries will be accepted until 2:30 p.m. on December 22nd** and **Only UPS and FEDEX small parcel shipments** will be accepted on **December 28th and 29th from 6:00 am until 2:30 p.m.**

Last day for deliveries at West Park Lane 300 and 500, Hampton, VA 23666, will be on December 20, 2021 at 2:30 pm for (Locals, LTL, TL) carriers. **UPS and FEDEX deliveries will be accepted until 2:30 p.m. on December 22nd**. **Only UPS and FEDEX small parcel shipments** will be accepted on **December 28th and 29th from 6:00 am until 2:30 p.m.** at West Park Lane 300.

Local Carriers will be advised to ***HOLD*** any Less-Than-Truckload (LTL) shipments during the shutdown for delivery until January 3, 2022. NO shipments will be received after December 20, 2021 unless priority expedited and prior approval is obtained from Ray Shazier (757) 871-2290.

Any suppliers or carrier attempting to make Truck Load (TL) deliveries during the holiday shutdown period should be directed, by Security, to return to Receiving after January 2, 2022 or contact Craig Smith at Miller Transfer to make arrangements for delivery. The hours of operation are **7:30-3:30 Weekdays and 7:30 - Noon on Christmas Eve and New Year's Eve.**

Craig Smith
757-636-9644
norfolksales@millertransfer.com
1301 Victory Blvd
Portsmouth, VA 23702

The NNS Treasury office, located in Building 520 (230 41st Street), will be closed from December 23rd through January 2nd. Please email DL NN Cash Management (NNCashMGT@hii-co.com) to schedule deliveries/pickups.

The Payroll Department mailing address is 4101 Washington Avenue, Bldg. 802/1 Suite 128, Newport News VA 23607 and the address for deliveries is 5200 Mercury Blvd, suite 128 Hampton VA 23605. Payroll will be closed throughout shutdown with the exception of December 28 from 7:30 am to 1:00 pm and December 31st from 7:30 am to 1:00 pm. Please call Willa Williams (757) 634-5912 for deliveries/pickups.

The Mailroom will be closed December 23rd through January 2nd, but will be open December 28th and the 29th from 6:00 am to 2:30 pm, POC is Georgina Whitehead (757) 688-1707.

The Tool Room, Shipping, and the Foundry will be closed December 23rd through January 2nd.

Facilities will be closed throughout shutdown with the exception of December 27th and the 28th from 6:00 am to 2:30 pm and the POC is Pat Nicholson (757) 510-0589.

To avoid demurrage during the Holiday Shutdown, rail cars must be received, unloaded, and released to the railroad by Friday, December 17, 2021.

For additional questions, concerns or arranging of special deliveries over the shutdown please contact:

Diane J. Grigsby	(757) 380-4965 Office	—
Traffic Administrator 3	(757) 570-6520 Cell	
Newport News Shipbuilding	(757) 380-2980 Fax	
4101 Washington Avenue	Email: diane.j.grigsby@hii-nns.com	
Newport News, VA 23607		

You can also access **24/7** support by pushing the Customer Support button on the O53 Logistics homepage.

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