



**Newport News  
Shipbuilding**  
A Division of HII

# memo

To: Distribution A  
From: Barry Fallon and Kathy Alexander, Freight Traffic Office  
Date: December 5, 2022  
Subject: Holiday Shutdown

Huntington Ingalls Newport News Shipbuilding will be closed for the Holiday from Friday, December 23, 2022 through January 2, 2023 and will reopen on Tuesday, January 3, 2023.

Escort Service for entering the yard at Newport News will stop at 6 p.m. on December 22, 2022.

Newport News Shipbuilding will not be accepting deliveries from 3:30 p.m. December 22, 2022 through January 2, 2023, with the following exceptions:

Last day for deliveries at Main Receiving, 2175 Aluminum Avenue, Hampton, VA 23661, Bldg. B, will be 3:30 p.m. on December 19, 2022 for all carriers (LTL and TL).

Local Carriers will be advised to hold any Less-Than-Truckload (LTL) shipments during the shutdown for delivery until January 3, 2023. NO shipments will be received after December 22, 2022 unless priority expedited and prior approval 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, 2023 or contact Miller Transfer to make arrangements for delivery. The hours of operation are:  
**7:30 a.m. – 3:30 p.m. Weekdays and 7:30 a.m. – Noon on Christmas Eve and New Year's Eve.**

Craig Smith  
757-636-9644  
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Portsmouth, VA 23702

The NNS Treasury office, located at Building 520 (230 41<sup>st</sup> Street), will be closed from December 23, 2022 through January 2, 2023. Please email DL NN Cash Management ([NNCashMGT@hi-co.com](mailto:NNCashMGT@hi-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. Please call Willa Williams (757) 634-5912 for deliveries/pickups, if needed.

The Mailroom will be closed December 23, 2022 through January 2, 2023 but will be open December 28<sup>th</sup> and 29<sup>th</sup> from 6:00 a.m. to 3:30 p.m., POC is Jonathan Soloman (757) 663-9213.

The Tool Room, Shipping, West Park 300, West Park 500 and the Foundry will be closed December 23, 2022 through January 2, 2023.

Facilities will be closed throughout shutdown with the exception of December 28<sup>th</sup> and 29<sup>th</sup> from 6:00 a.m. to 2:30 p.m. and the POC is Dontrell Powell (757) 688-7792.

To avoid demurrage during the Holiday Shutdown, rail cars must be received, unloaded, and released to the railroad by Friday, December 16, 2022.

For additional questions or concerns over the shutdown period 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: <a href="mailto:diane.j.grigsby@hi-nns.com">diane.j.grigsby@hi-nns.com</a>
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