



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1601.4F  
4/PROTOCOL  
5 April 1990

USNA INSTRUCTION 1601.4F

From: Superintendent

Subj: ESCORT OFFICERS FOR THE NAVAL ACADEMY

1. Purpose. To set forth the specific duties of escort officers and to publish the policy concerning their assignment.

2. Cancellation. USNA Instruction 1601.4E

3. Background. Officers of academic divisions are assigned from a duty list as escort officers to act as official representatives of the Naval Academy. They are to extend a personal welcome to visitors and to offer them every possible courtesy on behalf of the Superintendent. While assigned, an escort is expected to be familiar with scheduled events at the Naval Academy, the status of certain projects in progress, and the overall function and interrelationship of the various divisions, departments, and activities within the command. He/she is not expected to act as a guide with a detailed knowledge of every point of interest.

4. Policy. Escort officers will be assigned duties under the following circumstances: (A)

a. All military funerals/memorial services held at the Naval Academy. Services in the Main Chapel require a minimum of two escorts. Services in St. Andrew's Chapel require one. (R)

b. Visits with expressed Congressional interest, whether or not the Congressman actually accompanies the group.

c. Visits by government officials or community leaders deserving special courtesies.

d. Visits by foreign government officials. When necessary, an attempt will be made to assign an escort who can converse in the visitors' languages.

e. Other circumstances which warrant the assignment of the escort officer.

5. Action

a. Division Directors. Division Directors will be advised of the periods during which they will be required to provide escort officers. A duty list will be published by a separate notice, USNANOTE 1601, and each division will submit one copy of its Escort Officer Duty Officer List to each of the following: (1) Protocol Officer, (2) Naval Academy Duty Officer, (3) Security Officer, (4) Visitor Services Officer, (5) switchboard operator. Lists are to be submitted five days before the beginning of each duty period. Division Directors will assign two officers daily to be available for escort duty (one primary, one alternate). This list should include the full name, rank, service, office, and phone number of each escort officer. Instructor duty takes precedence over escort duty, and Division Directors should make sure that escort duty assignments do not conflict with teaching schedules. (R)

b. Escort Officers. The period of duty for escort officers extends from 0800 on the day assigned to the following day. Escort officers should be available on 15 minutes notice. When not in their offices or at home, the escort officers will keep the switchboard operator informed of their whereabouts. Unless otherwise stipulated, uniform for escort officers is uniform of the day.

c. Visitor Services Officer. The Visitor Services Officer will make sure the escort officer designated for the specific visit is properly briefed. (R)

d. Security Officer. The Security Officer will make sure the escort officer(s) designated for funeral duties report to the Chapel. They will be briefed by the presiding Chaplain.

  
B. A. SPOFFORD  
Deputy for Operations

Distribution:  
AA  
Protocol (3)