DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5060.6H
28/AO
JAN 6 2009

USNA INSTRUCTION 5060.6H

From: Superintendent

Subj: COMMISSIONING WEEK PLANNING COMMITTEE

Encl: (1) Commissioning Week Planning Committee Duties and Responsibilities

1. Purpose: To establish the membership and assign the responsibilities of the Committee.

2. Cancellation: USNAINST 5060.6G. This instruction is a complete revision and should be reviewed in its entirety.

3. Background: Annually, in late January, the Commissioning Week Planning Committee (CWPC) holds an initial planning conference for that year's Commissioning Week, using as its planning document a proposed Commissioning Week Schedule of Events furnished by the Commandant of Midshipmen. The Commissioning Week Schedule of Events includes all events on the USNA Master Schedule signed by the Superintendent and promulgated by the Director, Special Events. At subsequent meetings, the Committee uses the Schedule of Events to plan and coordinate Commissioning Week activities.

4. Membership: The Committee is chaired by the Director, Office of Special Events. The Committee consists of the following representatives:

Superintendent
- Flag Secretary
- Flag Lieutenant
- Public Affairs Officer
- Protocol Officer
- Administrative Officer
- Manager, Alumni Hall
- Deputy Director, Naval Academy Business Services Division
- Commanding Officer, Naval Health Clinic, Annapolis

Academic Dean and Provost
- Associate Dean for Faculty
- Registrar
- Director, Division of Humanities and Social Sciences
- Director, Multimedia Support Center

Commandant of Midshipmen
- Commandant's Operations Officer
- Director of Professional Development
- Command Chaplain
- Head, Physical Education Office
- Midshipmen Supply Officer
- Leader, Naval Academy Band
- First & Second Class Representatives

Commanding Officer, Naval Support Activity (NSA) Annapolis
- Deputy Installation Commanding Officer
- Security Officer

Naval Facilities Engineering Command (NAFAC)
- Public Works Officer, U.S. Naval Academy

Naval Academy Athletic Association (NAAA)

5. Action: General and specific functions of each member are listed in enclosure (1). Each member will, in addition to the responsibilities listed, maintain a continuity file of the previous year's schedules, notices, publications, etc., as appropriate.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

COMMISSIONING WEEK PLANNING COMMITTEE

DUTIES AND RESPONSIBILITIES

Superintendent

1. Director, Special Events

a. Publish the USNA Commissioning Week Master Schedule.

b. Prepare, coordinate, and publish all information concerning the Commissioning Week Schedule of Events.

c. With Flag Secretary, review and approve CWPC activities in preparation for Commissioning Week.

2. Flag Secretary

a. Inform CWPC of any special desires of the Superintendent.

b. Ensure all material concerning Commissioning Week events requiring the Superintendent's approval or signature is processed in a timely fashion.

3. Flag Lieutenant

a. Coordinate VIP transportation for all distinguished rostrum persons and high-ranking officers.

b. Coordinate logistics with commencement speaker and staff.

c. Coordinate portable communications for VIP guests and high-ranking officers.

4. Public Affairs Officer

a. General. Prepare news releases, arrange all photography, and assist members of the news media in their coverage of Commissioning Week.

b. Specific

(1) Prepare graduation and other event programs.

(2) Write news releases.

(3) Coordinate with Public Works to erect scaffolds for the press for all Commissioning Week activities.

(4) If required, arrange for commercial telephones at Stadium for graduation (phones limited for use by news media).

(5) Arrange for taking pictures of prize recipients and donors at Prizes and Awards Ceremony.

(6) Script phone messages for main USNA line.

(7) Script message and post updates on the Commissioning Week hotline.

(8) Serve as liaison with graduation speaker's press secretary.

5. Protocol Officer

a. General. Maintain communication with the CWPC to coordinate visits of numerous dignitaries during Commissioning Week.

b. Specific

(1) Supervise and brief ushers for canopy seating arrangements for all Commissioning Week parades.

(2) Coordinate Color Parade and graduation ticket requirements for Superintendent's guests and staff.

(3) Supervise seating plan and ushers for the Superintendent's section at graduation.

(4) Coordinate with the Academic Dean invitations for rostrum seating and seating arrangements.

(5) Oversee arrangements for Superintendent's garden parties for graduates and their guests.

(6) Supervise arrangements for graduation day luncheon at the Superintendent's quarters.

6. Administrative Officer

a. General. Serve as the representative of the Administrative Department, Office of the Superintendent, on the Commissioning Week Planning Committee and for Commissioning Week activities.

b. Specific

(1) Provide administrative support to include duplication and distribution of all general documents pertaining to Commissioning Week and provide copies of all documents to members of the CWPC. Keep current reference file on all orders, correspondence, notices, etc., pertaining to Commissioning Week.

(2) Prepare USNANOTE 5060, Subj: Usher/Escort Requirements for Commissioning Week 2009.

(3) Coordinate with appropriate action officer the preparation and duplication of Superintendent's letter to parents, notices, memos, and brochures.

(4) Assembles contents of packages mailed to parents of graduates and coordinates mailing procedures.

(5) Prepare USNANOTE 5060, Subj: Request for Comments on Commissioning Week 2009 and Recommendations for Commissioning Week 2010.

7. Manager, Alumni Hall. Provide support for all functions held in Alumni Hall and Mahan Hall Auditoriums including Glee Club concerts, academic awards ceremonies, Prizes and Awards Ceremony, and, if required, Indoor Graduation and Commissioning Ceremony.

8. Deputy Director, Naval Academy Business Services Division

a. Ensure shopping facilities are available for midshipmen and their guests and hours are listed in the Commissioning Week Schedule of Events.

b. Ensure canteen wagons are available for midshipmen and their guests and hours are listed in the Commissioning Week Program of Events.

c. Ensure Drydock Restaurant hours are listed in the Commissioning Week Schedule of Events.

d. Arrange catering for various dances, receptions and ceremonies throughout the yard.

e. Arrange for daily pick-up and delivery of laundry to the Brigade of Midshipmen.

9. Senior Medical Officer, Naval Health Clinic Annapolis

a. General. Provide medical coverage for the Brigade of Midshipmen. Emergency medical treatment is available from the USNA Fire Department, x33333.

b. Specific

(1) Maintain a working schedule of events requiring medical coverage and assign personnel to those events.

(2) Contact the Branch Dental Clinic for assignment of dental technicians or attendants.

(3) Be prepared to provide medical services for all unscheduled events such as helicopter arrivals and departures.

(4) Ensure first-aid boxes at stadium and "mount-out" boxes are adequately stocked.

Academic Dean and Provost

1. Associate Dean for Faculty

a. General. Responsible for coordinating all activities leading to and including the graduation exercise. There are seven basic areas of concern in preparing for the graduation exercise:

(1) Academic procession and academic regalia.

(2) Faculty seating and tickets.

(3) Graduation diplomas.

(4) Rostrum procession.

(5) Graduation script.

(6) Alternate weather plan.

(7) Stadium plan.

b. Specific

(1) Academic procession and academic regalia. Publish USNANOTE 5060; Subj: Information Concerning Academic Procession at Graduation Exercises and Commissioning Ceremonies, in late February. This note identifies the Grand Marshall and describes procedures for ordering caps and gowns.

(2) Faculty seating and tickets. Distribute tickets to faculty attending the Commissioning Ceremony.

(3) Graduation diplomas. Coordinate with the Registrar to make sure diplomas are prepared properly and delivered to the appropriate site. Diplomas are to be in the correct order for distribution at the ceremony.

(4) Graduation script. Prepare Graduation Script Notebooks as follows:

(a) Superintendent – underline Superintendent's portion in red.

(b) Commandant of Midshipmen – underline Commandant's portion in green.

(c) Academic Dean and Provost – underline Dean's portion in blue.

(d) Podium Script – color code all participants in the master script.

(e) Distribute copies of the script as soon as possible, with the understanding that it is not final until the day of commissioning. Advance copies of the script (which are very likely to change in some way) are required for the principal participants as identified by the Flag Secretary.

(5) Alternate weather plan and stadium plan. The alternate weather plan is the arrangement for having the Commissioning Ceremony indoors. The Stadium plan is the arrangement for having the Commissioning Ceremony outdoors. These plans are published by the Grand Marshall in early May.

2. Registrar

a. General. Provide material for the program for graduation exercises and commissioning ceremonies.

b. Specific

(1) Prizes and Awards Ceremony. Prepare annual SPECIAL ORDER announcing prizes.

(2) Graduation and Commissioning Ceremony

(a) Prepare list of "with distinction" graduates in order of merit.

(b) Prepare lists of other graduates alphabetically by company.

(c) Order diplomas with appropriate degrees and citations ("distinction," "merit," etc.)

(d) Check diplomas and commissions.

(e) Order diploma/commission cases.

(f) Prepare diplomas and commissions for delivery (in the cases and in proper order).

(g) Have diplomas and commissions delivered to stadium (Alumni Hall) and arranged on rostrum for distribution.

(h) Prepare program for graduation exercises.

(i) Send invitations to Senators and Congressmen.

(j) Distribute graduation tickets to Senators and Congressmen.

3. Director, Division of Humanities and Social Sciences

a. General. Responsible for the coordination of all activities leading to and including the Prizes and Awards Ceremony. There are several areas of concern in preparing for the ceremony.

b. Specific

(1) Provide material for the program for the presentation of Prizes and Awards Ceremony.

(2) Correspond with donors/presenters.

(3) Order, pick up, and engrave prizes.

(4) Prepare prizes for presentation.

(5) Prepare order of presentation list.

(6) Prepare script for presentation ceremony.

(7) Arrange reception (coordinate with Protocol Officer and Midshipmen Food Service).

(8) Distribute Color Parade tickets and parking passes to donors.

(9) Arrange platform seating of donors and escorts.

(10) Brief escorts and ushers on procedures.

(11) Brief donors and escorts before ceremony.

4. Director, Multimedia Support Center

a. General. Provide equipment and videotape services in support of all Commissioning Week activities.

b. Specific

(1) Make arrangements for live broadcast of the graduation activities and identify cable television providing coverage.

(2) Videotape all important events as stated by the Public Affairs Office.

(3) Provide adequately trained staff to provide live coverage of the graduation program.

(4) Make arrangements for viewing graduation in Alumni Hall at the Stadium on the large screens for those who have outdoor graduation tickets only.

Commandant of Midshipmen

1. Commandant's Operations Officer

a. General

(1) Prepare working schedule to be presented at the initial meeting of the CWPC.

(2) Prepare and organize the seating arrangement for midshipmen at graduation.

b. Specific. Responsible for the following Commissioning Week events and activities:

(1) Ring Dance reception, dinner, dance and fireworks display.

(2) Brigade Change of Command Ceremony/Bell-Ringing Ceremony.

(3) Color Parade.

(4) Color Honoree support.

(5) Dedication Parade.

(6) Graduation rehearsals.

(7) Graduation Ball.

(8) Ticketing for Color Parade and graduation.

(9) Interpreter for hearing impaired for graduation ceremony.

2. Director, Division of Professional Development

a. General. Coordinate fleet unit visit, Yard Patrol (YP) Static Display, and management of officer manpower to support Commissioning Week.

b. Specific

(1) Ship Visit. Prepare a Naval Academy request to COMLANTFLT for a ship visit at USNA during Commissioning Week. The Division's Ship Visit Officer is responsible for all logistics and administration concerned with the visit and coordinates his/her efforts with the Division of Professional Development CWPC representative.

(2) Yard Patrol (YP) Static Display. Responsible for all preparations and officer support for YP Static Display in the event of a ship visit cancellation.

(3) Officer Support. Manage all officer requirements (from the Division of Professional Development) to support the aforementioned activities. Make enlisted personnel support assignments for Commissioning Week events, as required.

(4) Gun Salutes. Perform gun salutes utilizing saluting battery.

(5) Sailing Awards. Conduct Naval Academy Sailing Awards Ceremony.

(6) Blue Angels Public Address System. Coordinate with Public Works for the public address system centered at the upper deck of the Sailing Center for use by the Blue Angels commentator and the Naval Review commentators.

(7) Recreational Sailing. Organize and support a schedule of recreational sailing.

3. Command Chaplain

a. Update procedures dealing with Protestant, Catholic, and Jewish Baccalaureate Services.

b. Provide times of all religious services and wedding rehearsals to the Commandant's Operations Officer for the Commissioning Week Schedule of Events.

c. Contact Officer-in-Charge of ushers to arrange suitable number of midshipmen ushers for all services.

4. Head, Physical Education Department

a. General. Provide facilities and fields for Commissioning Week events (i.e., Ring Dance, 1/C Family Picnic, and the Blue Angels flight rehearsal and demonstration). The Head of the Department will be the Senior Usher for graduation. Senior Usher is responsible for briefing the ushers before graduation and for supervising them during the ceremony. In addition, as Deputy Director of Athletics, provide support for "N" reception for varsity "N" winners.

b. Specific

(1) In March of each year, provide to the Administrative Officer the number of midshipmen and officer ushers required for graduation, and specify the times and dates for the brief of the ushers. This information will be published in USNANOTE 5060 by the Administrative Officer. The senior usher will brief all officer ushers and company representatives on the Thursday prior to Commissioning Week concerning the fair weather and foul weather graduation plans.

(2) Request diagrams of the graduation seating arrangements from the Public Works Officer.

(3) Communicate with the Commandant's Operations Office Staff and Protocol Officer regarding seating arrangements and ticket colors. Obtain one copy of each ticket for training.

(4) In May, publish instructions for crowd control and usher conduct at the graduation ceremonies. Include in this publication the usher uniform and the number of midshipman ushers required at each location.

(5) Ensure all ushers wear Service Dress White with gloves on graduation day.

(6) Prior to brief for graduation ushers, meet with a Commandant's Operations Office representative and Protocol Officer concerning special seating instructions.

(7) Review graduation seating diagrams with Protocol Officer, Public Works staff, and Alumni Hall representatives.

(8) Schedule bus transportation for ushers to the graduation site.

(9) Brief officer ushers using diagrams of seating arrangements at both Alumni Hall and Stadium.

(10) Secure necessary communications equipment with Commandant's Operations Office.

(11) On graduation morning, conduct a final graduation ceremony brief for all ushers.

(12) Pick up boxes of graduation programs from pre-designated areas in the Stadium on graduation day. Move to designated areas and unload for distribution to midshipmen and guests. Follow same plan in Alumni Hall if foul weather alternative is required.

(13) Ensure all ushers remain on station until at least 20 minutes following the termination of the graduation ceremonies.

5. Midshipmen Supply Officer

a. Responsible for Brigade meals and special dining requirements scheduled in King Hall.

b. Provide refreshments for Ring Dance, and as directed by the Commandant of Midshipmen.

6. Leader, Naval Academy Band

a. Perform at the Superintendent's Garden Parties, Ring Dance, Color Parade, Dedication Parade, Pre-Blue Angels Flight Demonstration Concert, Prizes and Awards Ceremony, Bell-Ringing Ceremony (as required), Graduation Ball, graduation, designated awards ceremonies, and designated Morning Colors.

b. Conduct the Trident Brass Concert and Chapel Walk Concert.

7. Midshipman Information Systems Officer. Provide mailing labels, by Company, to the Superintendent's Administrative Officer for mail outs to the parent's of the Class of 2009. Labels should be provided by 15 February 2009.

8. First Class and Second Class Representatives

a. Representing their respective classes at the CWPC meetings.

b. Assist the Commandant's Operations Officer in the planning and execution of Brigade activities during Commissioning Week, as required.

Commanding Officer, Naval Support Activity Annapolis

1. Deputy Installation Commanding Officer

a. Coordinate base operations functions throughout Commissioning Week.

b. Provide parking for recreational vehicles and trailers, as necessary.

2. Security Officer

a. General. Coordinate the physical security effort including parade route clearance, traffic flow management, crowd control, helicopter arrival/departure, and VIP parking arrangements on the Yard. Externally, coordinate the activities of the Annapolis city police, state police, and other public safety agencies regarding traffic flow, street intersection control, and parking either at the Stadium (fair weather) or at Alumni Hall (foul weather) for graduation day ceremonies. Naval Academy point of contact for the Secret Service, State Department, and other outside personal protective agencies who are tasked with protecting the attending keynote speaker or VIP attendees.

b. Specific

(1) Prepare USNANOTE 5560, Subj: Traffic and Parking Notice for Commissioning Week 2009.

(2) Prepare and promulgate road closure notifications, as necessary.

(3) Brief Navy enlisted personnel detailed to assist in parking at the ceremony site on graduation day. Coordinate with the personnel and city/state police regarding parking passes, location of VIP parking, etc.

(4) Schedule as many USNA Security Police as required and coordinate with NDW for additional personnel resources for security inside the graduation ceremony site and for Yard protection during Commissioning Week activities.

(5) Coordinate required security actions with all agencies involving graduation day site protection; schedule USNA Security Police on overnight details inside the Stadium/Alumni Hall; ensure bomb dog sweep if required; lay out VIP helicopter landing zone and ensure sweep down of same; man command post for central communications; set up Admiral/VIP motorcade routes and escort vehicles; inform city police of Brigade march-over times (to Stadium) for traffic control purposes; and coordinate support from USNA Fire Department for emergency medical treatment for parents and visitors.

Naval Facilities Engineering Command (NAFAC). Provide support for all functions requiring labor, facilities, utilities, and transportation as requested by appropriate coordinators.