



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

USNAINST 5700.1B
4/PAO
JUL 14 1999

USNA INSTRUCTION 5700.1B

From: Superintendent

Subj: VISIT PROGRAM

Ref: (a) COMDTMIDNINST 1601.7F
(b) USNAINST 5720.16

1. Purpose. To publish command policy for official visits to the Naval Academy. The visit program is designed to centralize management of all official visits, create a better understanding of the Naval Academy mission, and promote a positive image of the Naval Academy. The program will also help ensure that the same high degree of courtesy and professionalism, expected of the Naval Academy, is extended to each Superintendent-hosted visitor.
2. Cancellation. USNA Instruction 5700.1A. This is a complete revision of the directive and should be reviewed in its entirety. No special markings appear because changes are extensive.
3. Background. As a prominent academic institution attracting world-wide attention, the Naval Academy receives a large volume of requests for visits. With the creation and development of the Arnel-Leftwich Visitor Center in 1995, all requests for tours to the general public were transferred to the Visitor Center. The Public Affairs Office's Visit Services Officer now coordinates all official visits to the United States Naval Academy, upon tasking by the Superintendent's office.
4. Action. Official visitors to the Naval Academy are defined as guests of the Superintendent. Official visitors must submit a written request to the Superintendent (Attn: PAO). Such requests will be staffed and planned utilizing the guidelines of this instruction. The length and type of itinerary will be determined by the visitor's areas of interest and available time.

The staff of the Arnel-Leftwich Visitor Center will continue to provide tours to the general public and visitors who are not guests of the Superintendent.

5. Responsibilities

a. The Commandant of Midshipmen will:

- (1) Act on requests for midshipman escorts submitted in accordance with reference (a). Escort services will not conflict with academic or military duties.
- (2) Review visit itineraries that include Bancroft Hall, King Hall, and other areas under his purview and determine the propriety of the itinerary.

USNAINST 5700.1B

JUL 14 1999

b. The Public Affairs Officer will:

- (1) Review all requests for visits and tours.
- (2) Coordinate all activities with the Visit Services Officer.
- (3) Initiate correspondence and maintain a record of all such visits.

c. Division Directors/Department Heads will:

- (1) Forward or refer any visit requests received by their offices to the Public Affairs Officer with appropriate recommendations.
- (2) Make their physical facilities and educational resources available for display when essential to a visit itinerary. Such facilities tours will be conducted so as not to conflict with academic schedules.
- (3) Provide personnel to serve as project officers and/or escorts for visits to their academic facilities.

d. The Director, Candidate Guidance Office, will provide candidate guidance briefings when necessary.

e. The Visit Services Officer will:

- (1) Coordinate the itinerary for official visits. Provide a visit request to the Superintendent and Commandant, when appropriate, for visit approval/disapproval.
- (2) Ensure that a biography of all visitors is provided to the Superintendent and Commandant in advance.
- (3) Arrange for parking of all official visitors through the Security Department.
- (4) Initiate correspondence and maintain a record of all official visits.
- (5) Arrange for and assist in preparation of Command presentations when necessary.
- (6) Coordinate with the Food Services Officer for all requests to dine in King Hall.
- (7) Report the completion of all visits to the Public Affairs Officer with appropriate comments or feedback.
- (8) Be knowledgeable of the contents of this instruction and be conversant in the mission, history, and physical characteristics of the Naval Academy.

JUL 14 1999

(9) Provide welcome aboard packages to visitors when appropriate.

(10) Coordinate all requests from foreign nations with the Navy International Programs Office in Washington DC.

f. The Security Officer will provide reserved parking for visitors as requested by the Visit Service Officer.

g. The Armel-Leftwich Visitor Center will:

(1) Refer all requests for official visits to the Public Affairs Office.

(2) Continue to accommodate the needs of the visiting public and provide tours by walk-on visitors and tourists.

(3) Provide tour guides for visitors, on a case-by-case basis, when requested by the Public Affairs Office.

6. Use of facilities. Facilities at the Naval Academy exist for the moral, mental, and physical development of midshipmen. While visitors will be afforded every opportunity to see the Naval Academy, any activities that conflict with or degrade this mission will not normally be accommodated. Exceptions must be approved by the Deputy for Operations. The following guidance from reference (b) applies:

a. Billeting facilities are not available to transients or visitors. The Naval Academy cannot accommodate overnight group visits.

b. The midshipmen wardroom is not equipped to feed or cater to visitors. Opportunities to dine with the Brigade are extremely limited and are normally available only to guests of midshipmen, the Superintendent, or the Commandant.

c. Transportation units are dedicated to midshipman support and are available only to mission-related visitors.

d. Classrooms for visitor briefings will be arranged through the Schedules Officer.

e. Requests for visits by scouting organizations will be referred to the Scouting Liaison Officer.



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Deputy for Operations

Distribution:

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