



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

USNAINST 5721.2A  
4/Exec Asst  
17 FEB 1987

USNA INSTRUCTION 5721.2A

From: Superintendent

Subj: POLICY CONCERNING VISITING SPEAKERS

Ref: (a) USNAINST 5721.1A  
(b) USNAINST 5910.2E.

1. Purpose. To publish the Superintendent's policy on visiting speakers (except Forrestal lecturers). Procedures for administration of the Forrestal Lecture Series are contained in reference (a). Reference (b) contains guidelines for the annual planning and scheduling of all major events held at the Naval Academy, and issues procedures for the request and use of facilities normally reserved for lectures, presentations, meetings, social events and visiting activities or agencies. (R)
2. Cancellation. USNAINST 5721.2 (R)
3. Background. The appearance of guest speakers at the Naval Academy is important to the command in the performance of its mission to educate midshipmen. The identification of speakers who can make the greatest contribution to the educational process is the responsibility of individual members of the faculty and staff within their respective areas of expertise. Because of the various competing demands upon the time and attention of the midshipmen, the selection of speakers invited to appear at the Naval Academy requires coordination. (R)
4. Policy. The prerogative of inviting guest speakers to appear at the Naval Academy rests with the Superintendent. This prerogative will normally be exercised through the Commandant of Midshipmen and the Academic Dean acting within their respective areas of cognizance. (R)
5. Action (R)
  - a. For invitations to Flag Officers, equivalent civilian officials, and other speakers (including distinguished members of the private sector) whose appearance could be expected to generate media attention, the following procedures will apply:
    - (1) The Superintendent will issue such invitations.
    - (2) The Superintendent's permission to invite a guest speaker should be obtained for the proposed event before the extension of a tentative invitation or commitment to the speaker.
    - (3) Submit the visit request to the Superintendent via the Commandant of Midshipmen or the Academic Dean, as appropriate.
    - (4) Include an appropriate letter of invitation for the Superintendent's signature with the visit request.
    - (5) The text of this letter should reflect, through prior liaison with the Flag Lieutenant, whether or not the Superintendent will be able to attend the function in question. If the Superintendent's schedule prevents attendance, add a statement similar to the following:

"I regret I am unable to join you due to a previous commitment, but I can assure you that you (and your party) will find the evening most enjoyable."
  - b. For the Naval Academy Chapel and other religious oriented meetings:
    - (1) Speakers at the Chapel will be invited with the approval of the Superintendent. Procedures of paragraph 5.a. apply.
    - (2) Speakers at other religious oriented meetings or events will be invited with the approval of the Command Chaplain.
  - c. When invited by a member of the faculty:
    - (1) Speakers who will appear only in class will be invited with approval of the Department Chairperson.

USNAINST 5721.2A  
17 FEB 1987

- (2) Speakers who will address whole courses or multiple sections will be invited with approval of the Division Director.
  - (3) Speakers who will present a topic of interest to the entire Brigade on a voluntary basis and/or whose appearance is announced in Academy-wide media will be invited with the approval of the Academic Dean.
  - (4) Speakers invited to address organized groups, such as the Marine Technology Society or Sigma Pi Sigma, where voluntary attendance of any member of the Brigade may be anticipated, will be invited with the approval of the Academic Dean or the Commandant of Midshipmen, as appropriate. Where participation is expected to be limited to members of the group itself, the Division Director may approve the speaker.
- A) (5) Invitations to lecture at events that will require special exceptions for academic or Brigade routine should be forwarded for approval to the appropriate authority via the Academic Dean when the academic routine may be affected or the Commandant of Midshipmen when the Brigade may be affected. Lectures should be scheduled to minimize conflicts of this type whenever possible.
- d. When invited by a member of the Commandant's staff, by a midshipman organization, or by an individual midshipman:
    - (1) Approval will be requested from the Commandant of Midshipmen via the appropriate chain of command.
    - (2) Detailed procedures for such approval will be published by Commandant of Midshipmen Instruction.
- R) e. The Superintendent will be informed of all invitations made by individuals with delegated authority. Such information can be provided on a situational basis using a copy of the applicable correspondence, or by submission of a composite memorandum or schedule/calendar of events. Notification is required 30 days before an event to ensure no inadvertent schedule conflicts or deviations from prescribed procedures have occurred.
- R) 6. The foregoing delegations of approval authority notwithstanding, the Superintendent has the ultimate right of approval over the visit of persons to the Naval Academy who will address midshipmen.

  
R. F. MARIOTT

Distribution:  
AA