



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

USNAINST 5910.2F
1/Comdt
19 December 1986

USNA INSTRUCTION 5910.2F

From: Superintendent

Subj: USNA SCHEDULING SYSTEM

Ref: (a) USNAINST 1531.16S (R)
(b) USNAINST 5721.1A (R)
(c) USNAINST 5721.1 (A)
(d) USNAINST 1710.4H (R)
(e) USNAINST 1710.5E (R)
(f) USNAINST 1710.11B (R)
(g) COMDTMIDNINST 11100.4A (R)
(h) USNAINST 11100.2 (R)
(i) USNAINST 5511.1C (A)
(j) COMDTMIDNINST 1531.11G (A)

Encl: (1) Event Sponsors
(2) Procedures for Visiting Activities and Agencies
(3) Facilities Reference Chart

1. Purpose. To establish guidelines for the annual planning and scheduling of all major events held at the Naval Academy, and to issue procedures for the request and use of facilities which are normally reserved for lectures, presentations, meetings, social events, and visiting activities or agencies. Such activities as staff, faculty, division and departmental meetings, which involve only personnel attached to that organization, (department, division, etc.), are not within the purview of this instruction.

2. Cancellation. USNAINST 5910.2E

3. Background. The great number and variety of lectures, examinations, meetings, sporting and social events which occur annually at the Naval Academy have historically put excessive demands on available time and facilities. As a result, the scheduling of resources must be carefully managed. To achieve this goal, an annual Spring Scheduling Conference will be held to develop an effective long-range Master Calendar of Events and to coordinate midshipmen activities.

4. Action

a. Annually by 23 February, all USNA event sponsors will submit a list of requirements (R) under their respective areas of cognizance, as indicated in enclosure (1), to the Schedules Officer. These lists should reflect the most current information available, including any tentative dates or proposed events.

b. Annually in March, the USNA Planning Committee will conduct a scheduling conference establishing the Master Calendar of Events for the upcoming year (July through June) and to resolve any major conflicts involving timing or the use of facilities.

c. The following individuals or their representatives will attend the scheduling conference as members of the Planning Committee:

- (1) Commandant of Midshipmen - Committee Chairman
- (2) Academic Dean
- (3) Director of Athletics
- (4) Dean of Admissions
- (5) Deputy for Operations
- (6) Director of Professional Development
- (7) Senior Medical Officer
- (8) Director of Sailing
- (9) Commanding Officer, Naval Station, Annapolis
- (10) Marine Corps Representative
- (11) Schedules Officer - Committee Recorder

d. The Superintendent will resolve conflicts between events when agreement can't be reached by the Planning Committee.

e. After the Master Calendar has been published, all requests for the scheduling of additional events will be submitted in writing, via the Schedules Officer, to the appropriate approval authority. These requests should specify the event, time/date, preferred location and participation. Requests for events, which by necessity occur on short notice, may be made by telephone and will be processed as quickly as possible.

(1) All events requiring or expecting midshipmen participation must be approved by the Commandant of Midshipmen.

(2) All requests for events involving midshipmen which occur during academic or study hours or which are in direct support of or in conjunction with the academic curriculum must also be approved by the Academic Dean. Events sponsored by academic ECA's are governed by separate Commandant of Midshipmen instructions. Scheduling within academic reserve and registration periods will be accomplished by the Registrar per reference (a).

(3) Policies and procedures governing the Forrestal Lecture Series are contained in reference (b). Invitations for other visiting speakers will be made per reference (c).

(4) Requests for use of facilities by activities or agencies outside the Naval Academy will be made per enclosure (2). Procedures and facilities for Alumni Weekend are contained in reference (d).

(5) Rooms and lecture halls normally used for meetings, presentations, etc. are listed in enclosure (3) along with procedures governing their use. References (e) through (h) apply to the use of Hubbard Hall, Robert Crown Sailing Center, Halsey Field House, and the Hart Room.

A) (6) Reference (i) prescribes security regulations for classified lectures and conferences held at USNA.

5. Responsibilities. Specific duties and responsibilities are assigned as follows:

R) a. The Commandant of Midshipmen, as Chairman of the Planning Committee, will organize and conduct the scheduling conference as follows:

(1) Prior to the conference, prepare a "working schedule" based on the inputs received from event sponsors per subparagraph 4a of this instruction.

(2) Inform the Superintendent any unresolved conflicts arising out of the scheduling conference and report the final disposition of such conflicts to cognizant committee members.

(3) Prepare the USNA Master Calendar of Events, based on the outcome of the scheduling conference, for approval by the Superintendent. This calendar will be issued before the start of the fall semester each academic year.

(4) Establish and issue procedures for requesting, scheduling, and conducting professional training of midshipmen outside the academic curriculum per reference (j).

(5) Establish a central schedules office to monitor and coordinate all USNA events.

(6) Publish a Weekly Schedule of Events which will contain the location, date, time, and class participation for all major events open to midshipmen. This will be issued as the official schedule and will be coordinated with the Academic Dean prior to publication.

(7) Control the scheduling and use of all rooms, as specified in enclosure (3), which are normally reserved for meetings and professional presentations.

(8) Make sure mandatory events involving midshipmen, as requested through the Schedules Officer, are closely checked to minimize scheduling conflicts for individual midshipmen.

b. The Academic Dean will establish and issue procedures for the routing of requests for those events which require Academic Dean approval to effect proper coordination with the Commandant of Midshipmen.

c. The Deputy for Operations will:

(1) Represent the Superintendent on all matters relating to items in the Master Calendar.

(2) Act as the Superintendent's approval authority on requests submitted by activities or agencies outside the Naval Academy for the use of USNA facilities.

d. All other event sponsors and USNA organizations will:

(1) Make sure their respective requests for events are submitted per paragraph 4 of this instruction.

(2) Make sure those events which involve midshipmen are terminated by 2000 on Sunday through Friday, except when prior approval of the Academic Dean and Commandant of Midshipmen has been obtained.


W. D. STRAIGHT
Deputy for Operations

Distribution:
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EVENT SPONSORS

Listed below are Naval Academy officials along with events that they sponsor and which fall under the purview of this instruction. This list is to be considered as a guide only and is not all inclusive.

SUPERINTENDENT

Superintendent's Calls
Superintendent's Conference
Forrestal Lectures
Board of Visitors Meetings
Graduation Exercises
Special Events (i.e. Alumni Weekend, Messiah Performance, etc.)
Academic Advisory Board Sessions

ACADEMIC DEAN

Academic Calendar (as established by the Objective Review Board)
Reserve Periods
Marking Periods
Holidays
Special Examination Scheduling
Majors Briefings/Selections
Trident Scholar Programs
Academic Conferences and Seminars
Validation/Achievement Exams

COMMANDANT OF MIDSHIPMEN

Commandant's Calls
Induction Day
Midshipmen Leave Periods
Extracurricular Activities
Drills and Parades
Commissioning Week
Band Concerts
Fourth Class Parents' Weekend
Intramural Periods
PE Testing
Navy Junior Activities

DEAN OF ADMISSIONS

Examination Scheduling within the Curriculum
Orientation Day
USNA Information Officer Training Sessions
Educator Visits
Engineering/Science Seminars
Operations Information
Pre-Registration and Registration Periods

DIRECTOR OF PROFESSIONAL DEVELOPMENT

Major Professional Tests and Competitions
Service Selection
Summer Cruise
Professional Training Periods

DIRECTOR OF ATHLETICS

NAAA Activities and Events

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SENIOR MEDICAL OFFICER

Annual Medical/Dental Exams
Pre-Commissioning Physicals
Inoculation Programs

DIRECTOR OF SAILING

Sailing Squadron Events (competitions, regattas, etc.)
Sailing Squadron Lecture Series

DEPUTY FOR OPERATIONS

Officially Approved Conferences
Official VIP Visits

PROCEDURES FOR VISITING ACTIVITIES AND AGENCIES

1. Requests for use of Naval Academy facilities by activities or agencies outside the Naval Academy will be submitted in writing to the Superintendent for review and approval.

a. Deputy for Operations. Upon receiving a written request for use of Naval Academy facilities, the Deputy for Operations will:

(1) Determine the appropriateness and feasibility of the request by coordinating arrangements with the Schedules Officer/Public Affairs Officer and other agencies as necessary. (R)

(2) Upon approval, appoint a project officer for the event.

b. Project Officer. When appointed, the project officer will:

(1) Communicate with the requesting activity/agency to obtain all available information concerning the proposed event.

(2) As appropriate, draft a USNA Notice to outline responsibilities and procedures for the event. This notice should be ready for distribution at least 2 weeks before the event and should include the assignment of specific responsibilities to agencies of the Academy; e.g., Public Works Officer, Public Affairs Officer and Club Manager. The notice, when appropriate, should include a USNA account number so that all costs incurred may be properly charged. When visitors can be accommodated consistent with security requirements and size of the assigned spaces, the notice should include an invitation to interested observers of the Naval Academy staff or faculty. The notice, or a basic itinerary when a notice isn't required, should be sent to the Deputy for Operations, Public Affairs Officer, and the Schedules Officer for information. (R)

(3) Coordinate with the First Lieutenant of the USNA organization(s) most affected by the proposed event to make sure of minimum disruption of the tenant organization's normal routine, to establish the degree and the kind of technical support, and to include the use of audiovisual equipment and briefings on the use of sound and lighting systems. (D)

(4) Provide initial liaison with the following offices to acquaint them with the needs of the requesting agency. The project officer is responsible for overseeing the issuing of USNA taskings and for the submission of appropriate tasking requests, both of which must be agreed upon by the requesting agency. The following list provides support offices which assist in the coordination of visits:

(a) Public Works Officer. Provides transportation, construction of signs, installation of telephones, set-up PA systems, recording systems, and delivery and setup of tables, chairs, chalkboards, etc. Pursuant to paragraph 1b(2), submit NAVDOCKS 2351 for the scheduling and financing of requested services.

(b) Security Officer. Coordinates security per the classification level of event, (if applicable), parking and traffic arrangements, helo arrivals/departures, classified material handling/storage, and meets with the Annapolis Police/U.S. Marine detachment as necessary. Reference (i) describes security regulations for meetings approved at USNA.

(c) Administrative Officer. Provides project information concerning available administrative support, which includes procedures for using copy center service. No clerical support or word processing equipment is available.

(d) Scheduling Officer. Secure reservations of meeting rooms. See enclosure (3).

(e) Educational Resources Center. Provides films on the Naval Academy and projection equipment. Submit requests for technicians to Director, ERC, Stop 10f.

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A) (f) Public Affairs Officer. Provides group tour assistance, USNA informational materials and presentations, publicity and news media liaison, and still photography support. Normal point of contact is the Visit Services Officer at extension 2291, Yard Mail Stop 1g.

(5) Oversee restoration of USNA facilities upon completion of the event. It is suggested that a coordination meeting be setup by project officer to coordinate all aspects of the meeting and to make sure understanding of all regulations and arrangements with the requestor agency.

(6) Submit after-action reports in writing to the Visitor Services Officer, Stop 1g, not later than 30 days after the conclusion of sponsored event. Negative reports may be submitted by phone.

FACILITIES REFERENCE CHART

ASSEMBLY AREA (NOTE 1)	SCHEDULING OFFICE	PA SYSTEM AUDIOVISUAL AIDS	ROSTRUMS CHAIRS	JANITOR	HEAT & AIR COND.	SEATING AVAILABLE
Manan Hall	Office of Comdt	Public Works ERC	Public Works	Public Works	Public Works	956
Mitscner Hall	Office of Comdt	Public Works ERC	Public Works	Public Works	Public Works	675
Memorial Smoke Hall	Office of Comdt	Bancroft Hall 1st LT	Public Works	Bancroft Hall 1st LT	Bancroft Hall 1st LT	522
Comdt's Conf Room	Office of Comdt	Bancroft Hall 1st LT	Bancroft Hall 1st LT	Bancroft Hall 1st LT	Bancroft Hall 1st LT	25 chairs
Dahlgren Hall	Office of Comdt	Public Works/ERC	Public Works	Public Works	Bancroft Hall 1st LT	800 chairs
Hart Room	Office of Comdt	N/A	Public Works	N/A	Public Works	293 chairs
(NOTE 2)						
Michelson and Chauvenet Complex	Office of the Commandant (Note 3)	First LT Math & Science (ext 3059)	N/A	Public Works	N/A	Room Lecture Halls: M103 150 M117 201 C116 82 C117 82 C216 428 Conference Rms: M316 30 M330 30 M348 30 C313 35
Nimitz Library	U.S. & Int'l Studies (ext 2309) (Note 4)	Public Works/ERC	Public Works	N/A	N/A	Room N42 93 N44 93
Annapolis Room Nimitz Library	Exec.Asst to Ac Dean (ext 2500-2401)(Note 5)	Public Works/ERC	Public Works	N/A	N/A	24 chairs and tables
Rickover Hall	(Note 6)	Public Works/ERC	Public Works	Public Works	N/A	Room Lecture Halls: R102 250 R103 110 Conference Rm: R301 80
Luce Hall Planetarium	Chart Room X2907	Chart Room X2907	N/A	N/A	N/A	140

ASSEMBLY AREA	SCHEDULING OFFICE	SUPPORT ELEMENTS
Officers' and Faculty Club	Manager (263-8280)	NOT APPLICABLE
Hubbard Hall	Naval Academy Athletic Association	SEE USNA INSTRUCTION 1710.5E
Robert Crown Sailing Center	C.O., Naval Station, Annapolis	SEE USNA INSTRUCTION 1710.11B
Chaplain's Center	Admin Chaplain (ext 2881)	Consult with Administrative Chaplain on a case by case basis

Audio/visual aid equipment, if required, may be obtained from the First Lieutenant of the building in which the assembly area is located, or may be checked out from ERC.

NOTES:

- (1) Use of all facilities during Homecoming Weekend is governed by USNA INSTRUCTION 1710.4H.
- (2) See COMDTMIDNINST 11100.4A for details.
- (3) M117, M316, M330, M348 and C313 are scheduled by the Division of Math and Science, extension 2297. The foyers of Michelson and Chauvenet Hall can be scheduled by contacting the Schedules Officer at extension 4019.
- (4) N42 and N44 can be reserved for use after 1500.
- (5) The Annapolis Room is the Academic Dean's Conference Room. It will normally be used only for meetings sponsored by the Superintendent, the Academic Dean, or the Librarian.
- (6) R301 is the Superintendent's Conference Room and the Division of Engineering and Weapons Conference Room. It will normally be used only for meetings and conferences sponsored by the Superintendent, the Academic Dean, or the Chairperson of a Department in the Division of Engineering and Weapons. R301 and R103 will be scheduled by the Director, Division of Engineering and Weapons, extension 2391/2491. R102 will be scheduled by the Schedules Officer, extension 4019.