



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

USNAINST 5060.6L  
28/AO

JANUARY 17 2012

USNA INSTRUCTION 5060.6L

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 5060.6K. 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 Program of Events. The Commissioning Week Program 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 Program 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

- Military Personnel Officer
- Flag Secretary
- Public Affairs Officer
- Protocol Officer
- Administrative Officer
- Manager, Alumni Hall

Academic Dean and Provost

- CAPT Schulz, Oceanography Department
- 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
- Midshipmen Supply Officer
- Leader, Naval Academy Band
- First & Second Class Representatives

Deputy for Finance

- Deputy Director, Naval Academy Business Services Division
- Transportation Coordinator

Information Technology Services

Commanding Officer, Naval Health Clinic Annapolis

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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)  
- Head, Physical Education Office

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/  
S. S. VAHSEN  
Chief of Staff

Distribution:  
All Non Mids (electronically)

**COMMISSIONING WEEK PLANNING COMMITTEE (CWPC)**

**DUTIES AND RESPONSIBILITIES**

**Superintendent**

1. Military Personnel Officer. Publish the Uniform of the Day for military personnel assigned to the U.S. Naval Academy complex.

2. Director, Special Events

a. Publish the USNA Commissioning Week Master Schedule.

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

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

3. Flag Secretary

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

b. Coordinate logistics with commencement speaker and staff.

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) Prepare news releases.

(3) Coordinate with Public Works to erect scaffolds for the press for applicable 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 receptions for graduates and their guests.

6. Administrative Officer

- a. 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.
- b. Prepare USNANOTE 5060, Subj: Usher/Escort Requirements for Commissioning Week 2010.
- c. Coordinate with appropriate action officer the preparation and duplication of Superintendent's letter to parents, notices, memos, and brochures.
- d. Assemble contents of packages mailed to parents of graduates and coordinate mailing procedures.

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 Color Parade as well as Indoor Graduation and Commissioning Ceremony.

**Deputy for Finance**

1. Deputy Director, Naval Academy Business Services Division

- a. Ensure shopping facilities are available for Midshipmen and their guests; provide hours of operation for inclusion in the Commissioning Week Program of Events.
- b. Ensure concessions are available for Midshipmen and their guests; provide hours of operation for inclusion in the Commissioning Week Program of Events.
- c. Provide Drydock Restaurant hours for inclusion in the Commissioning Week Program 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.
- f. Support Commissioning Week events held in Dahlgren Hall.

2. Transportation Coordinator

- a. Provide shuttle bus transportation in support of Commissioning Week in accordance with direction from the CWPC Chairman.
- b. Promulgate the shuttle bus transportation schedule.

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**Information Technology Services.** Responsible for all voice, video, and data communications infrastructure. Provide live webcast and video on-demand coverage of the Graduation Ceremony through a link on the USNA Public Site.

**Senior Medical Officer, Naval Health Clinic Annapolis**

- a. Maintain a working schedule of events requiring medical coverage and assign personnel to those events.
- b. Contact the Branch Dental Clinic for assignment of dental technicians or attendants.
- c. Be prepared to provide medical services for all unscheduled events such as helicopter arrivals and departures.
- d. Ensure first-aid boxes at stadium and "mount-out" boxes are adequately stocked.

**Academic Dean and Provost**

1. CAPT Schulz, Oceanography Department

a. General. Responsible for coordinating all activities leading to and including the graduation exercise.

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 ensure 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 may change) are required for the principal participants as identified by the Flag Secretary.

(5) Stadium and alternate weather plans. Prepare the stadium and alternate weather (indoor) Commissioning Ceremony plans. These plans are published by the Grand Marshall in early May.

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2. Registrar

a. General. Provide information and material for applicable Commissioning Week 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 and coordinate delivery of diplomas and commissions (in the cases and in proper order) to stadium (Alumni Hall) and arrange on rostrum for distribution.

(g) Prepare program for graduation exercises.

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.

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) Arrange platform seating of donors and escorts.

(9) Brief escorts and ushers on procedures.

(10) 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 delineated 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. Designate the Action Officer and assign responsibilities for the Herndon Climb.

2. Commandant's Operations Officer

a. General

(1) Prepare detailed Brigade schedule for Commissioning Week for initial meeting of the CWPC.

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

(3) Oversee ECA performances during Commissioning Week.

(4) Promulgate the Uniform of the Day to the Brigade of Midshipmen during Commissioning Week.

(5) Provide ushers to secure Worden Field in support of the Color Parade and USMC Battle Color Detachment Performance.

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

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

(2) 8<sup>th</sup> & I Silent Platoon Performance.

(3) Brigade Change of Command Ceremony.

(4) Color Parade.

(5) Color Honoree support.

(6) Graduation rehearsals.

(7) Graduation Ball.

(8) Ticketing for Color Parade and graduation.

(9) Blue Angels fly over at graduation

(10) Graduation ceremony interpreter for hearing impaired.

(11) Commissioning Week calling tree.

3. 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 CFFC for a ship visit at USNA during Commissioning Week. Coordinate all logistics and administration concerned with the visit.

(2) Yard Patrol (YP) Static Display. Provide YP Static.

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

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

(5) Inter-Service Commissioning Ceremonies. Notify the CWPC Chairman of any Inter-Service Commissioning Ceremonies to add to the Program of Events. Designate an Action Officer for each ceremony who will take full responsibility for the event including pick up and return of ceremonial Service Flag(s) to the Alumni Hall Manager.

4. Command Chaplain

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

b. Contact Officer-in-Charge of ushers to arrange suitable number of Midshipmen ushers for all services.

5. Midshipmen Supply Officer

a. Responsible for Brigade meals scheduled in King Hall.

b. Stage bottled water for the Brigade of Midshipmen the day before graduation at NMCS.

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

6. Leader, Naval Academy Band

a. Perform at the Superintendent's Receptions, Ring Dance, Color Parade, Prizes and Awards Ceremony, Graduation Ball, graduation, designated awards ceremonies, and designated Morning Colors.

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

7. Midshipmen First Class and Second Class Representatives

a. Represent their respective classes at the CWPC meetings upon request of the Commandant's Operations Officer.

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 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 and other Federal and State personal protective agencies who are tasked with protecting the attending keynote speaker or VIP attendees.

b. Specific

(1) Prepare NSAANAPOLISNOTE 5560, Subj: Traffic and Parking Notice for Commissioning Week 2012.

(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 Security Force Personnel as required and coordinate with NDW for additional resources for security inside the graduation site and for Yard protection during Commissioning Week.

(5) Provide Security Force Personnel for traffic management and crowd control during outdoor events on the Yard during Commissioning Week.

(6) Coordinate required security actions with all agencies involving graduation day site protection; schedule Security Force 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 Fire Department for emergency medical treatment for parents and visitors.

**Naval Facilities Engineering Command (NAFAC)**. Provide support for all functions requiring contractor set-ups, equipment, labor, and custodial services as requested by appropriate coordinators.

**Naval Academy Athletic Association (NAAA)**. Provide facilities and fields for Commissioning Week events. Provide support for "N" reception for varsity "N" winners. Provide parking plan at NMCS for Commissioning Week activities.

1. Head, Physical Education Department

a. General. Designate the Senior Usher for graduation. Senior Usher is responsible for briefing the ushers before graduation and supervising them during the ceremony.

b. Specific

(1) In March, provide to the Administrative Officer the number of Midshipmen and officer ushers required for graduation; 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 during the May Intersessional Period 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 April, 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 Officer 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 (Alumni Hall if alternate weather plan in effect) on graduation day. Move to designated areas and unload for distribution to Midshipmen and guests.

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