



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

Ch. 1 (2-19-91)

USNAINST 5720.16
4/SJA
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USNA INSTRUCTION 5720.16

From: Superintendent

Subj: USE OF NAVAL ACADEMY FACILITIES AND EQUIPMENT BY NON-NAVAL ACADEMY GROUPS, ORGANIZATIONS, AND AGENCIES (FEDERAL AND NON-FEDERAL)

Ref: (a) DODINST 1000.15 (NOTAL)
(b) SECNAVINST 5720.44A
(c) OPNAVINST 5510.1H
(d) OPNAVINST 5760.2C
(e) OPNAVINST 5760.4A
(f) CNET 1040.2B (NOTAL)
(g) OPNAVINST 5760.5A
(h) Management of Transportation Equipment, NAVFAC P-300, CH 4-1
(i) USNAINST 1710.5E
(j) ~~License Agreement NAAA (NOTAL)~~ USNAINST 1100.2E
(k) ~~USNAINST 7020.3 WITH 1~~ LICENSE AGREEMENT NAAA (NOTAL)
(L) USNAINST 7020.3 WITH 1

1. Purpose. To establish procedures and policy guidelines for responding to requests for the use of Naval Academy facilities and/or equipment by non-Naval Academy groups, organizations, and agencies (both Federal and non-Federal).

2. Background. The primary mission of the Naval Academy involves the moral, mental, and physical development of midshipmen. All activities occurring at the Naval Academy must support this function. Activities which impinge on, conflict with, or degrade the primary mission area will not normally be accommodated. With the increase of the size of the Brigade, the expanded summer school program, and the homeporting of professional training cruises, the Academy is fully used on a year-round basis. The times when the Brigade is absent are to be used as leave periods for personnel, for routine progressive maintenance, and to accommodate activities which directly support the primary mission, for example, Naval Academy sponsored Summer Seminars and Blue and Gold Officer Training. The use of Naval Academy facilities and/or equipment by outside groups, even of Department of Defense (DOD) origin, cannot adversely affect the primary mission of the Academy.

3. Discussion

a. Current DOD regulations, embodied in references (a) through (g), clearly state, that activities on Federal installations cannot be in competition with the private sector, cannot confer a selective benefit to individuals and groups, and should not even give the appearance of engaging in these activities. Fund-raising events of any type, except as provided for in paragraph 0414i of reference (b) regarding recognized-joint, or other authorized, campaigns, are not permitted.

b. Normally, the Naval Academy does not provide messing, billeting facilities and/or transportation for transients or visitors of any category. The midshipmen wardroom is not equipped or permitted to feed or cater to other than midshipmen, and no other messing and/or billeting facilities are available. Transportation units are dedicated to Academy and midshipmen support. Because the Naval Academy is not staffed, organized, or funded to operate as a conference facility, support for nonmission related activities of any nature which draws personnel and material resources away from mission related use on a basis that is nonrecapturable cannot be permitted. Reference (h) strictly states the use of government owned equipment for other than official purposes.

4. Policy

a. All events scheduled at the Naval Academy must support the primary mission of the Naval Academy and must be endorsed by one of the following: **SEE REFERENCE J**

(1) Commandant of Midshipmen for all events involving midshipmen time or facilities.

(2) Academic Dean for all events involving the academic program and faculty.

(3) The Athletic Director for all requests for use of Hubbard Hall and the Naval Academy Golf Course. See reference (i).

(4) Head, Physical Education Department for all requests for use of athletic facilities by athletic organizations.

(5) Deputy for Operations For all other events including community relations events. Community relations events should be generally "one time" affairs which add to the good working relationships between the Academy and the Annapolis community and do not involve other than minor use of Academy resources.

b. Approval Authority. The Deputy for Operations is the approval authority for all events and requests involving the use of Naval Academy facilities and equipment by non-Naval Academy groups.

c. Security Requirement. Conferences and meetings of a classified nature will not, in general, be held at the Academy by outside groups; however, if such a meeting would be authorized due to special circumstances, the conference will meet the full requirements of reference (c). The conference sponsor will provide all security personnel, and the Deputy for Operations will be the final approval authority of the adequacy of the security arrangements.

d. General Visitors. Pursuant to reference (K), general visitors are to be under the purview of the Naval Academy Athletic Association (NAAA). Outside agencies conducting Naval Academy walking and mobile tours for hire are to be controlled by NAAA as the licensed agent for the Naval Academy for such matters. Midshipmen and staff will not be assigned tour guide responsibilities as part of their official duties.

e. Food and Beverage Service. The Officers' and Faculty Club has the first bid on all catering, food, and beverage services at events in Naval Academy facilities. Service of alcoholic beverages outside of quarters and designated club areas must be approved by the Deputy for Operations.

f. Navy Youth Programs and Navy Supported Youth Organizations. Navy policy concerning administration and support of Navy youth programs and Navy supported youth organizations is contained in reference (d). Support of organized youth sports/recreation organizations will be consistent with reference (d) and this instruction.

g. Funding. All direct and indirect costs of any conference held at the Naval Academy by a Federal group will be borne by the host command with adequate funding data being provided in advance to cover the issuance of requisite job orders. The procedures and policies concerning performance of work or services for non-Federal purposes are contained in reference (L).

h. Additional Provisions. Organizations not complying with the conditions of use agreed upon will not be eligible for consideration of future use of facilities. The fact that an organization has used Naval Academy facilities one or more times in the past does not automatically give that organization a vested right to future use. No use is automatically approved. A separate, written request must be made for each period and for each event.

5. Action

a. The conference or meeting sponsor is responsible for all details of planning, contracting, execution, and account closing through its project officer. The Naval Academy will provide a liaison officer as a point of contact for the sponsoring organization conference project officer.

b. The Deputy for Operations will assist the Protocol Officer, the Commandant, and the Academic Dean in reviewing requests for facilities use. All factors of precedent, legality, leave, energy use, maintenance, support services, and mission requirements will be considered.

c. The Deputy for Operations will approve all requests for the use of Naval Academy owned equipment.

Distribution:
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c-1 "The liaison officer will make sure participants are informed that anyone desiring special accommodations should identify their need(s) by notifying the Naval Academy point of contact not later than two weeks in advance of conference date."

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