



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

USNANOTE 5200
28/SpecEvents

SEP 8 2010

USNA NOTICE 5200

From: Superintendent

Subj: BUSINESS RULES FOR THE OFFICE OF SPECIAL EVENTS

Encl: (1) Special Events Business Rules

1. Purpose. To delineate Approved Business Rules for the Office of Special Events.
2. Discussion. The Office of Special Events is the central point of contact for all outside requests for visits, tours, and many other events at the United States Naval Academy (USNA). Under the direction of the Superintendent, the Director of Special Events has the authority to gather input from other USNA departments and to assess whether a request should be supported on the Yard. Some events occur on a regularly recurring schedule. This notice establishes rules for dealing with those events.
3. Cancellation. This notice remains in effect until superseded.

/S/
M. H. MILLER

Distribution:
All Non Mids (electronically)

SPECIAL EVENTS (SE) BUSINESS RULES

SEP 8 2010

Event / Visitor	Est.	Rule
Restricted Events		
Navy Criminal Investigative Service (NCIS) Cold Case Conference	7/12/07	No longer permitted to be held here.
NCIS Training in Karate Room	7/30/07	They are allowed to use our training room, but only on a not to interfere basis. Special Events should be contacted first and will coordinate with the Naval Academy Athletic Association (NAAA) Scheduling Officer.
Circuit Clerks	7/30/07	No future accommodation.
Marshall Center	7/30/07	They are authorized tours and briefings but may not eat in King Hall.
Eating with Mids	7/30/07	Only allowed with approval by either Superintendent or Commandant.
USNA Alumni Association Quarterly Meeting	8/6/07	Allowed on a not to interfere basis, typically in Bo Coppedge.
Eastport Yacht Club Lights Parade	8/20/07	No support will be provided for the Lights Parade beyond normal operations.
Fireworks	2009	No fireworks are permitted to be launched from USNA.
Wedding Receptions	3/23/10	Wedding Receptions may be arranged at the Naval Academy Club through Naval Academy Business Services Division (NABSD) or Alumni Hall through the Facility Manager without vetting through SE except for notification for inclusion on the Master Schedule.
Boy Scout Business Rules		
Scout Day	10/31/07	All support will be NAAA's responsibility. No support from other USNA departments is authorized.
National Eagle Scout Association (NESA)	10/31/07	All NESA events must be run through Commandant Operations and SE for approval.
Scout Troop Requests	3/10/08	No accommodations of any kind will be made for individual scout troops.
Reunion Business Rules		
Use of Mahan Hall for Military Reunions through the Visitor Center	8/28/07	Military Reunion Groups with attendance over 110 are authorized the use of Mahan Hall, scheduled through the Visitor Center and coordinated with the Mahan Hall Facility Manager.
Company Break-Out Meetings	8/29/07	Company break-out meetings are disapproved unless exceptional circumstances are present and approved by the Superintendent.
Lab Tours for Reunion Classes	10/20/08	Reunion Classes are authorized to arrange lab deck tours as long as the Department Head of either Engineering & Weapons or Math & Science agrees and provides a staff member to coordinate the entire lab deck tour for the respective department.
Recurring Events		
Naval Staff College International Students	12/26/07	Future visits are automatically approved for a standard itinerary which includes: Command, Academic and Professional Development Briefs, Yard Tour, Lab Deck Tour, shopping at the Midshipmen Store and lunch at the Naval Academy Club or the Drydock Restaurant. Executed on: 3/08, 10/08, 3/09, 11/09, 3/10.

Naval Postgraduate School International Program	1/30/08	Future visits are automatically approved for a standard itinerary which includes: Command and Academic Briefs, Yard Tour, Lab Deck Tour, Shopping at the Midshipmen Store and lunch at the Naval Academy Club or Drydock Restaurant. Executed on: 3/08, 9/08, 3/09, 9/09, 3/10.
Naval Supply School International Officers	2/7/08	Future visits are automatically approved for a standard itinerary which includes: view Noon Meal Formation, SE Yard Tour, lunch at the Naval Academy Club or the Drydock Restaurant with USNA Supply Officers, and time to shop at the Midshipmen Store or Visitor Center. Also, the requested date must not interfere with other scheduled Yard events. Executed on: 4/08, 7/08, 10/08, 4/09, 7/09.
Naval Command College International Students	3/10/08	Future visits are automatically approved for a standard itinerary which includes: Welcome by Supe/Dant, Command Brief, Lab Deck Tour, shopping in the Midshipmen Store, Yard Tour. Executed on: 5/08, 4/09, 3/10.
National Association of Secondary School Principals (NASPP)	8/12/08	Future visits are automatically approved as long as they are supported by the Stockdale Center and/or Admissions. Executed on: 11/08, 11/09.
Latin American Air Force Cadets	9/17/08	Future visits are automatically approved for an SE Yard Tour and lunch in King Hall with members of the Latin American Studies Club. They are required to pay for lunch. Executed on: 10/08, 10/09.
Naval Air Systems Command (NAVAIR) Sailor of the Year (SOY) Candidate Tours	2/6/09	SE provided an SE Yard tour for NAVAIR SOY candidates. Executed on: 3/08, 3/09. Future NAVAIR SOY candidates will be handled through USNA Chief Petty Officer Association.
United States Marine Corps (USMC) Poolie Functions	2/9/09	Future events are approved within the following parameters: <ul style="list-style-type: none"> - They must use SE as the initial point of contact. - All Saturday events must start no later than noon with limited setup possibly beginning earlier on a not to interfere basis with Saturday Morning Training. - They may not have any reserved parking or special access to USNA. Any vehicles allowed on the Yard must have Department of Defense decals. - They can bring in meals ready to eat and water but all other snacks/meals must be purchased through NABSD. - There must always be an appropriate medical plan and first aid gear in place to accommodate the size of the group participating. - We will consider requests from smaller groups as occasional weather alternatives for their monthly physical training. If the recruiting station requests conflict with each other they must work it out among themselves. - Each request must include a comprehensive list of all facilities to include athletic fields and the Yard in general. - They must leave our facilities as clean or cleaner than when they arrived. - We require at least three weeks' notice for these requests. Executed on: 4/08, 2/09, 4/09, 1/10.

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Sea Perch Showcase	3/6/09	Future events are approved as long as Engineering & Weapons, Admissions, and Oceanography sponsor them and organize them. They are allowed to have buses drive them onto USNA, but are not authorized reserved parking. Executed on: 5/08, 5/09.
Anne Arundel Police Department (AAPD) Maritime Force Protection Swim Training	3/16/08	The AAPD has permission to use one of our pools on a not to interfere basis to complete their annual pool training requirements. They must provide their own lifeguards. Special Events should be contacted first and will coordinate with NAAA Scheduling Officer for the use of Lejeune and/or MacDonough Hall pools. Executed on: 4/09.
Colombian Air Force Academy	7/9/09	Future visits are automatically approved for their standard itinerary which includes: a Command Brief, Academic Brief, Professional Development Brief, Greeting by the Commandant, Shopping at the Mid Store, and a military discipline and training brief. Executed on: 9/07, 9/08. The event scheduled for 9/09 was canceled.
Defense Institute of International Legal Studies (DIILS)	11/13/09	Future visits are automatically approved for a standard itinerary which includes: briefs from the Leadership, Ethics, and Law (LEL) Department in Luce Hall, meet and greets by senior LEL officers and lunch at the Naval Academy Club. Executed on: 12/09
Veritas Forum	1/25/10	Future events are automatically approved provided they do not start before 1215 so that midshipman can attend noon meal formation. Executed on: 3/09, 3/10.
Induction Day (I-Day) Plebe Family Picnic	2/2/10	The Alumni Association is authorized to set up a tent on Worden Field to host a picnic for plebe parents on I-Day. Must contact SE for situational awareness. Executed on: 7/07, 7/08, 7/09.
Alternative Fuels Program review Conference	3/4/10	Professor Patrick Caton (Mech E) is authorized to host this annual meeting as long as it stays within the original scope. Must contact SE for situational awareness. Executed on: 11/08, 11/09.
USMC Historical Company Demonstrations	2/3/10	Future visits are automatically approved for a standard itinerary which includes: Static display in the Hart Room, Flame thrower demonstration on Farragut Field, and a live fire demonstration on the pistol range. Executed on: 4/08, 4/09, 4/10.
Navy Alternate Fuels Program Review	3/4/10	Future visits are automatically approved for a standard itinerary which includes: Three day conference for 30-40 individuals (including some from the Office of Naval Research, non-US counterparts, and USNA engineering faculty). Participants will park at the Stadium and take a shuttle to Gate 1. Participants will provide for their own meals, and Midshipmen Engineering Majors will be encouraged to attend sessions as their schedules permit. Facility use is on a not to interfere basis with events supporting the mission of USNA. Executed on: 11/08, 11/09.
Maury Project	3/31/10	Future visits are automatically approved for a standard itinerary which includes: Mooring of National Oceanic Atmospheric Administration's (NOAA) oceanographic vessel, to include shore services, for a maximum of three days; usage of Oceanography Department classrooms/facilities, to include Chauvenet Hall, Room 100, on a not to interfere basis with Plebe Summer; usage of YP 686; one reserved parking spot in the vicinity of the Chauvenet Hall Lab Deck entrance. Executed on: 7/08, 7/09, 7/10.

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Wounded Warrior Soldier Ride	4/16/10	Future visits are automatically approved for a standard itinerary which includes: Entering through Gate 8 and exiting through Gate 1 with a route consisting of: Boyer Road, Outside Perimeter Road, McNair Road, Parker Road, Simms Road, Santee Road, and Turner Road. The ride will last approximately 15 minutes. Executed on: 4/08, 3/09, 5/10.
Einstein Fellows	4/26/10	Future visits are automatically approved for a standard itinerary which includes: Chemistry & Physics Lab tour and YP-686 ride. Executed on: 5/09, 5/10.
International Surface Warfare Officers School (ISWOS)	6/3/10	Future visits are automatically approved for a standard itinerary which includes: tour of USNA (to include Chapel, Crypt, Sample Midshipmen Room, Memorial Hall) and Command Brief. Executed on: 6/09, 11/09, 6/10.
Another Link In the Chain (ALITC) Class Reaffirmation Ceremony	6/17/10	Future visits are automatically approved for a service call setup which includes chairs, podium, and microphone in Memorial Hall. This reaffirmation ceremony will be held on I-Day on a not-to-interfere basis and should last approximately 45 minutes. Executed on: 7/08, 7/09, 7/10.
German Armed Forces Youth Information Officers	8/18/10	Future visits are automatically approved for a standard itinerary which includes: viewing Noon Meal Formation, tour of USNA (to include Chapel, Crypt, Sample Midshipmen Room, and Memorial Hall), Command Brief, and shopping at the Midshipmen Store. They are not allowed to eat lunch in King Hall. Executed on: 9/08, 10/09.
Danish Parliament	8/20/10	Future visits are automatically approved for a standard itinerary which includes: tour of USNA (to include Chapel, Crypt, Sample Midshipmen Room, Memorial Hall) and viewing Noon Meal Formation. Executed on: 9/09, 10/09.