



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

USNANOTE 5720  
28/Special Events

6 JUN 2012

USNA NOTICE 5720

From: Superintendent, United States Naval Academy

Subj: PARENTS' WEEKEND FOR THE CLASS OF 2016 (PW '16)

Encl: (1) Assignment of Responsibilities Compendium  
(2) Schedule of Events  
(3) Sequence of Events for Parents' Forum  
(4) Parents' Forum Participants

1. Purpose. To assign responsibilities and schedule events for Parents' Weekend 2016.

2. Information

a. Parents' Weekend for the Class of 2016 will be observed at the Naval Academy on Thursday, 9 August through Sunday, 12 August 2012. This weekend is an opportunity for the parents of members of the Class of 2016 to observe the progress of their sons and daughters through Plebe Summer and to gain an insight into the critical preparation for the disciplined, demanding life of a Midshipman. It also provides an opportunity for all Academy personnel to increase public awareness of the Naval Academy and its mission. Our predominant consideration is to create a favorable impression of the Academy in the minds of parents, families, and friends of the Class of 2016. We anticipate over 5,000 guests on the Yard over this four-day period.

b. The Welcome Aboard/Parents' Forum on Friday, 10 August, will include senior Academy/NAAA officials as delineated in enclosures (3) and (4).

c. The Uniform of the Day for PW '16 is Summer White/Service "C" for officers and senior enlisted; Service Dress White/Service "C" for E1-E6.

3. Responsibilities. Addressees will take appropriate action per enclosures (1) through (4).

4. Points of Contact

- a. Coordinator, PW '16:  
Ms. Catherine Noon, x31539
- b. Officer-in-Charge (OIC), 4/C Regiment:  
CDR David Guluzian, USN, x37100
- c. Officer-in-Charge, Welcome Aboard/Parents' Forum:  
LT Charles Scheller, USN, x31543
- d. Officer in Charge, Dahlgren Hall Exhibits and Displays:  
LT Joe Meyer, USN, x31518

/s/  
S. S. VAHSEN  
Chief of Staff

Distribution:  
All Non Mids (electronically)

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**ASSIGNMENT OF RESPONSIBILITIES COMPENDIUM**1. Superintendent

a. Temporary Additional Duty (TAD) Ensign Coordinator. Assign six TAD Ensigns to assemble parent packages in Halsey, Room 238, on Friday, 29 June (0700-1400). Assign TAD Ensigns for display setup and demonstration in Dahlgren Hall as follows: five on 7 August (1000-1400); six on Thursday, 9 August (1100-1800); eight on Friday, 10 August (0630-1300); and eight on Saturday, 11 August (0700-1200). TAD Ensigns should report to the Dahlgren Hall Class of '53 Area.

b. Director, Office of Special Events. Supervise overall Naval Academy planning and execution in support of PW '16.

c. Public Affairs Officer

(1) Design, produce, and arrange for printing the "Plebe Summer Book." Coordinate delivery and distribution with Public Works. Books must be delivered to the PW '16 Coordinator in Dahlgren Hall on Wednesday, 8 August, NLT 1600.

(2) Provide support and technical review of Plebe Summer Video.

(3) Coordinate with Alumni Hall and Multimedia Support Center (MSC) the showing of the Plebe Summer video at the Parents' Forum on Friday, 10 August.

(4) Coordinate all media coverage of weekend activities.

(5) Provide a Trident Online display in Dahlgren Hall.

d. Command Master Chief. Attend the Parents' Forum on Friday, 10 August, and meet with parents per enclosures (3) and (4).

e. Director, Alumni Hall. Make arrangements for the Parents' Forum on Friday, 10 August. Provide "No Parking" and "Reserved Parking" signs for the circular drive in front of Alumni Hall from 0800-1100, Friday, 10 August, and 0800-1300, Saturday, 11 August. Display signs for the Parents' Forum. Arrange for replenishing of paper products in the restrooms from Thursday through Sunday, 9-12 August.

2. Commandant of Midshipmen

a. Provide remarks and meet with parents at the Parents' Forum on Friday, 10 August, and meet with parents per enclosures (3) and (4).

b. Publish information on the PW '16 program to the Fourth Class Midshipmen not later than (NLT) 6 August.

c. Provide Naval Academy Band and Drum and Bugle Corps as listed in enclosure (2).

d. Coordinate Command Chaplain attendance at the Parents' Forum.

e. OIC, 4/C Regiment

(1) Ensure international Midshipmen are paired with families or sponsors.

(2) Direct foul weather plan for Midshipmen to meet parents on Friday following the Parents' Forum.

(3) Coordinate and supervise 4/C Regimental Commander's speaking role for the Parents' Forum.

(4) Ensure Tecumseh is painted and scaffolding is removed NLT 1600 on Wednesday, 8 August.

(5) Arrange for tours of Bancroft Hall and Plebe rooms on Friday, 10 August, from 1230-1400. Plebe Summer Company Officers and Midshipmen Chain of Command should be present in company area to meet parents.

f. Director, Division of Professional Development

(1) Provide two YPs and tour guides for general visits at Dewey Field Seawall IAW enclosure (2). Ensure brow is in place for access to YPs.

(2) Arrange for Robert Crown Sailing Center general visiting on 9-12 August.

(3) If available, arrange for a Ship Visit and tours departing from Fleet Landing. Provide the Office of Special Events with a flyer for the PW '16 Information Desk with a picture and description of the ship as well as tour dates and times NLT Wednesday, 8 August at 1600.

(4) Provide tour guides for the aviation and ship simulators in Luce Hall on Thursday, 9 August from 1300-1600 and Friday, 10 August, from 0800-1000.

g. Head, Midshipmen Supply Department

(1) Provide a representative in Dahlgren Hall at the Information Desk from 1245-1700, Thursday, 9 August, and from 0700-1000, Friday, 10 August, for ticket sales for noon meal in King Hall on 10 August.

(2) Provide noon meal in King Hall for the families of Midshipmen on Friday, 10 August. Arrange for tickets to be sold in King Hall by the Anchor prior to noon meal on Friday, 10 August.

3. Academic Dean & Provost

a. Provide remarks and meet with parents at the Parents' Forum on Friday, 10 August, per enclosures (3) and (4).

b. Ensure each academic division, including library and the academic center, furnishes a display in Dahlgren Hall.

(1) Displays are to be set up NLT 1600, Wednesday, 8 August.

(2) Assign a representative to man each departmental display from 1300-1800, on Thursday, 9 August, and 0700-1000 on Friday, 10 August.

(3) Break down displays no earlier than 1200 on Friday, 10 August. No items are to be left in Dahlgren Hall after 1600 on Friday, 10 August.

c. Director, Humanities and Social Sciences. Arrange for Professor Fred Harrod, History Department, to make "The History of the U.S. Naval Academy" presentation in Mahan Hall Auditorium on Friday, 10 August.

d. Director, Division of Engineering and Weapons. Appoint tour officer to coordinate assignment of staff for scheduled tours on Friday, 10 August, per enclosure (2).

e. Director, Division of Mathematics and Science. Appoint tour officer to coordinate assignment of staff for scheduled tours on Friday, 10 August, per enclosure (2).

f. Director, Multimedia Support Center (MSC)

(1) Provide audio visual support as required in Dahlgren Hall for check-in and displays.

(2) Provide signs for Parents' Forum in Alumni Hall, as required, per enclosure (4).

Enclosure (1)

(3) Produce Plebe Summer video presentation and coordinate viewing in Alumni Hall at the Parents' Forum on Friday, 10 August. Allow for advanced viewing by the Public Affairs Office.

4. Dean of Admissions

- a. Arrange for Leahy Hall general visiting on 9-12 August.
- b. Attend Parents' Forum on Friday, 10 August, and meet with parents per enclosures (3) and (4).

5. Deputy for Finance. Provide shuttle-bus service to and from the Navy-Marine Corps Memorial Stadium (NMCMS) beginning 0700, Thursday, 9 August, until 1400, Saturday, 11 August, as delineated in the Schedule of Events.

6. Deputy for Information Technology. Provide ITSD support for Academy exhibits and academic department displays in Dahlgren Hall on Thursday, 9 August, and Friday, 10 August. Set up will take place in Dahlgren Hall on Tuesday, 7 August and Wednesday, 8 August.

7. Commanding Officer, Naval Health Clinic, Annapolis

- a. Provide medical personnel for the Formal Parade on Saturday, 11 August.
- b. Provide medical and dental clinic displays for Dahlgren Hall.

8. NAAA/Director of Athletics

- a. Provide remarks and meet with parents at the Parents' Forum on Friday, 10 August, per enclosures (3) and (4).
- b. Ensure Physical Mission facilities are open and prepared for visiting during the weekend.

9. Commanding Officer, Naval Support Activity Annapolis

- a. Coordinate traffic control and parking during the weekend.
- b. Provide sufficient number of security personnel at NMCMS to check photo IDs and bags for shuttle crowds on Friday and Saturday from 0630-1000.
- c. Provide extra security presence near Dahlgren Hall during peak periods throughout the weekend, and near Alumni Hall for the Parents' Forum on Friday, 10 August.
- d. Provide security personnel for crowd control at all plebe formations in Tecumseh Court and prior to guests attending noon meal in King Hall at 1220 on Friday, 10 August.
- e. Provide security personnel for crowd and traffic control at the Formal Parade on Worden Field on Saturday, 11 August. Ensure appropriate security personnel are briefed and familiar with the route of the Brigade of Midshipmen from Tecumseh Court to Worden Field to ensure guests do not block the route.
- f. Reserve four parking spaces for handicapped visitors in the lots adjacent to Alumni Hall with appropriate signage.
- g. Execute the following actions for gate guards:
  - (1) Direct all parents to Dahlgren Hall for check-in when first arriving at the Academy.
  - (2) Ensure gate guards are familiar with handicapped facilities and are prepared to tell visitors about those facilities.

(3) Instruct guests entering the Yard with Midshipman Parent Passes (MPPs) on Thursday, Friday, and prior to 1100 on Saturday that they may not park except as necessary to pick up or drop off Midshipmen. After 1100 on Saturday and all day Sunday guests with MPPs may park on the Yard on a first-come, first-serve basis.

(4) Encourage all guests to walk onto the Yard or use the bus-shuttle service from NMCMS on Thursday, Friday, and prior to 1100 on Saturday.

10. Director, Naval Academy Business Services Division (NABSD)

- a. Provide a NABSD display in Dahlgren Hall.
- b. Provide a canteen at Worden Field for the Formal Parade.
- c. Provide overflow seating in Dahlgren Hall during Drydock Restaurant hours.
- d. Provide special hours for the Midshipmen Store, Visitor Center Gift Shop, and Drydock Restaurant.
- e. Arrange for security and personnel support for exhibits and displays in Dahlgren Hall on Wednesday through Friday, 8-10 August.

11. Public Works Officer

- a. Set up check-in and display areas in Dahlgren Hall (details, such as requirements for tables, chairs, and electrical lines will be furnished by OIC, Dahlgren Hall Displays) as needed and requested by the Class of 2016 Parents' Weekend Coordinator on Monday, 6 August, through Wednesday, 8 August, from 0800-1600. Provide on-site technical support as required on Thursday and Friday.
- b. Make arrangements to provide custodial services from Thursday, 9 August, to Sunday, 12 August, for all buildings visited by parents. Ensure that paper products are restocked and trash is removed from all restrooms.
- c. Coordinate with the Alumni Hall staff and OIC for setup of the Parents' Forum on Friday, 10 August.
- d. Maintain restrooms at Gate #3, Worden Field bandstand, and the academic and Physical Mission facilities in a constant state of cleanliness.
- e. Provide stands for signs of each letter of the alphabet to be placed at designated locations down Stribling Walk NLT 1200, Thursday, 9 August, to facilitate meeting of parents with Midshipmen. Coordinate placement of signs with PW '16 Coordinator. Ensure signs are freshly painted if not already in good condition.
- f. Provide three bleachers for viewing activities in Tecumseh Court Formation Area. Provide stanchions and ropes to cordon off the viewing area and for crowd control. Coordinate setup with OIC, 4/C Regiment.
- g. Provide two extra sets of bleachers and tented area for handicapped guests to view the Formal Parade. All bleachers should be in place and opened NLT 1600 on Friday, 10 August. The tent should also be in place NLT 0700 on Saturday, 11 August.
- h. Coordinate painting of Tecumseh with the 4/C Regiment OIC. Ensure scaffolding is removed from the area after painting is completed NLT 1600 on Wednesday, 8 August. Provide tarp to protect from rain.

**CLASS OF 2016 PARENTS' WEEKEND**

**SCHEDULE OF EVENTS**

**THURSDAY, AUGUST 9, 2012**

- 7:00 a.m. - 9:00 p.m. Drydock Restaurant open (Dahlgren Hall).
- 7:30 a.m. - 5:00 p.m. Midshipmen Store open (3<sup>rd</sup> Wing, Bancroft Hall).
- 7:30 a.m. - 5:00 p.m. Nimitz Library open for general visiting.
- 8:00 a.m. - 5:00 p.m. Leahy Hall (Admissions Office) open.
- 9:00 a.m. - 4:00 p.m. Main Chapel and Crypt of John Paul Jones open for general visiting.
- 9:00 a.m. - 5:00 p.m. Armel-Leftwich Visitor Center and Gift Shop open; tours depart from 9:30 a.m. to 3:00 p.m.
- 9:00 a.m. - 5:00 p.m. Naval Academy Museum and Gift Shop (Preble Hall) open for general visiting.
- 12:50 p.m. Catholic Mass, St. Andrew's Chapel.
- 1:00 p.m. - 4:00 p.m. Aviation and ship simulators open for tours (Luce Hall).
- 1:00 p.m. - 6:00 p.m. Information desk, nametags and Plebe Summer Book available in Dahlgren Hall. Academy informational exhibits and academic department displays with representatives.
- 6:30 p.m. - 7:30 p.m. Naval Academy Band concert, featuring the "Electric Brigade," on Radford Terrace. (Inclement weather: canceled.)

**FRIDAY, AUGUST 10, 2012**

- 7:00 a.m. - ~~9:00~~ p.m. Drydock Restaurant open (Dahlgren Hall).
- 7:00 a.m. - 10:00 a.m. Academy informational exhibits and academic department displays with representatives in Dahlgren Hall.
- 7:00 a.m. - 1:00 p.m. Information desk, nametags and Plebe Summer Book available in Dahlgren Hall.
- 7:30 a.m. - 5:00 p.m. Midshipmen Store open (3<sup>rd</sup> Wing, Bancroft Hall).
- 7:30 a.m. - 5:00 p.m. Nimitz Library open for general visiting.
- 7:45 a.m. - 8:10 a.m. Morning Colors Ceremony; music by the Naval Academy Band (Tecumseh Court).
- 8:00 a.m. Tours of Division of Mathematics and Sciences and Division of Engineering and Weapons laboratories. Tours depart from in front of Chauvenet Hall, Room 100, every 5 minutes and will last approximately 1 hour. Last tour leaves at 8:30 a.m.
- 8:00 a.m. - 10:00 a.m. Aviation and ship simulators open for tours (Luce Hall).

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8:00 a.m. - 5:00 p.m. Leahy Hall (Admissions Office) open.

8:10 a.m. Morning Quarters Formation (Tecumseh Court).

8:30 a.m. - 9:30 a.m. "The History of the U.S. Naval Academy" presentation in Mahan Hall Auditorium, by Professor Fred Harrod, History Department.

9:00 a.m. - 4:00 p.m. Main Chapel (and crypt of John Paul Jones) open for general visiting.

9:00 a.m. - 5:00 p.m. Armel-Leftwich Visitor Center and Gift Shop open; tours depart from 9:30 a.m. to 3:00 p.m.

9:00 a.m. - 5:00 p.m. Naval Academy Museum and Gift Shop (Preble Hall) open for general visiting.

9:00 a.m. - 5:00 p.m. Wesley A. Brown Field House and Macdonough Hall open for general visiting.

10:00 a.m. - 10:15 a.m. Naval Academy Band presents music inside Alumni Hall.

10:15 a.m. - 11:30 a.m. Plebe Summer video presentation followed by Welcome Aboard/ Parents' Forum in Alumni Hall by the Superintendent, Commandant, Academic Dean and Provost, and Athletic Director. These USNA officials, the Director of Admissions, Command Chaplain, and Command Master Chief will be available to answer questions after the Forum.

12:10 p.m. Noon formation in Tecumseh Court (Inclement weather: canceled. Midshipmen will form up on the Alumni Arena floor and be dismissed by company to meet parents in designated sections.) Town liberty for the Class of 2016 commences after formation and expires at 10:00 p.m.

12:15 p.m. Midshipmen meet with parents at prearranged places (alphabetical signs) positioned along Stribling Walk. (Inclement weather: Alumni Hall). Late arrivals may leave a message for midshipmen at Main Office, Bancroft Hall.

12:20 p.m. Noon meal (non-mandatory) in King Hall for Midshipmen (dine for free) and their guests who have purchased tickets in advance.

12:30 p.m. - 2:00 p.m. Tour of Bancroft Hall and Plebe's room. Plebe Summer Company Officers and Midshipman Chain of Command present in company areas to meet parents.

12:50 p.m. Catholic Mass, St. Andrew's Chapel.

1:30 p.m. - 4:30 p.m. Academy's Yard Patrol Craft (YP) available for visiting at Dewey Field Seawall.

7:15 p.m. Jewish Sabbath Service, Miller Chapel, Levy Center.

10:00 p.m. Town liberty expires for the Class of 2016.

**SATURDAY, AUGUST 11, 2012**

|                         |   |
|-------------------------|---|
| 7:30 a.m. - 4:00 p.m.   | Midshipmen Store open (3rd Wing, Bancroft Hall).  |
| 7:45 a.m. - 8:10 a.m.   | Morning Colors Ceremony; music by the Naval Academy Band (Tecumseh Court).  |
| 8:00 a.m. - 9:00 a.m.   | Information desk, nametags and Plebe Summer Book available in Dahlgren Hall.  |
| 8:00 a.m. - 3:00 p.m.   | Drydock Restaurant open (Dahlgren Hall).  |
| 8:00 a.m. - 5:00 p.m.   | Nimitz Library open for general visiting.   |
| 9:00 a.m.               | Formation for parade; Naval Academy Band accompaniment. (Tecumseh Court)  |
| 9:00 a.m. - 12:00 p.m.  | Leahy Hall (Admissions Office) open.  |
| 9:00 a.m. - 4:00 p.m.   | Main Chapel (and crypt of John Paul Jones) open for general visiting.   |
| 9:00 a.m. - 5:00 p.m.   | Armel-Leftwich Visitor Center and Gift Shop open; tours depart from 9:30 a.m. to 3:00 p.m.  |
| 9:00 a.m. - 5:00 p.m.   | Naval Academy Museum and Gift Shop (Preble Hall) open for general visiting.   |
| 9:30 a.m. - 10:30 a.m.  | Formal Parade on Worden Field. (Inclement weather: canceled.)<br><i>Please do not walk on Worden Field before or during the parade.</i> |
| 10:30 a.m.              | Town liberty for the Class of 2016. Liberty will commence following the Formal Parade. Plebes will be dismissed from Bancroft Hall.     |
| 10:35 a.m. - 10:50 a.m. | Plebe Drum and Bugle Corps Performance in Mahan Hall  |
| 12:00 p.m. - 5:00 p.m.  | Wesley A. Brown Field House and Macdonough Hall open for general visiting.  |
| 12:30 p.m. - 3:30 p.m.  | Academy's Yard Patrol Craft (YP) available for visiting at Dewey Field Seawall.   |
| Midnight                | Town liberty expires for Class of 2016.   |

**SUNDAY, AUGUST 12, 2012**

|                       |  |
|-----------------------|--|
| 8:00 a.m.             | Town liberty begins for Class of 2016.                     |
| 8:00 a.m. - 5:00 p.m. | Nimitz Library open for general visiting.                  |
| 8:00 a.m. - 3:00 p.m. | Drydock Restaurant open (Dahlgren Hall).                   |
| 8:15 a.m.             | Protestant Holy Communion Service, St. Andrew's Chapel.    |
| 9:00 a.m.             | Catholic Mass, Main Chapel.                                |
| 9:00 a.m.             | Protestant Contemporary Worship, Mitscher Hall Auditorium. |

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9:00 a.m. - 4:00 p.m. Midshipmen Store open (3rd Wing, Bancroft Hall).

9:00 a.m. - 5:00 p.m. Armel-Leftwich Visitor Center and Gift Shop open; tours from 12:00 p.m. to 3:00 p.m.

11:00 a.m. Protestant Worship, Main Chapel.

11:00 a.m. - 5:00 p.m. Naval Academy Museum and Gift Shop (Preble Hall) open for general visiting.

11:30 a.m. Catholic Mass, St. Andrew's Chapel.

12:30 p.m. - 3:30 p.m. Academy's Yard Patrol Craft (YP) available for visiting at Dewey Field Seawall.

1:00 p.m. - 4:00 p.m. Main Chapel (and crypt of John Paul Jones) open for general visiting.

1:00 p.m. - 5:00 p.m. Wesley A. Brown, Field House and Macdonough Hall open for general visiting.

6:00 p.m. Liberty expires for the class of 2016. Mandatory evening meal formation to follow in Tecumseh Court. End of Parents' Weekend. (Inclement weather formation will be in Bancroft Hall company areas.)

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**SEQUENCE OF EVENTS FOR**  
**WELCOME ABOARD/PARENTS' FORUM**  
**FRIDAY, 10 AUGUST 2012**  
**ALUMNI HALL**

1000 – 1015 Naval Academy Band plays  
1015 – 1035 Plebe Summer video plays  
1025 – 1035 Official Party meets in VIP Room  
1035 – 1036 4/C Regimental Commander remarks and introduction of Superintendent  
1036 – 1045 Superintendent remarks  
1045 – 1115 Commandant, Academic Dean and Athletic Director remarks  
1115 – 1130 Parents meet with Academy officials on arena floor

ROSTRUM SEATING

Podium

4 2                      1 3

1. Superintendent
2. Commandant
3. Academic Dean and Provost
4. Athletic Director

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**PARENTS' FORUM PARTICIPANTS**

**Seated on the Rostrum**

Superintendent

Commandant

Academic Dean and Provost

Director of Athletics

**Seated to the left of Rostrum in designated Arena Seating**

Dean of Admissions

Command Chaplain

Command Master Chief

Class of 1966