DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 5721.1B
21 May 1992

COMDTMIDNINST 5721.1B

From: Commandant of Midshipmen

Subj: POLICY CONCERNING VISITING SPEAKERS

Ref: (a) USNAINST 5910.2F (D
(b) COMDTMIDNINST 5400.5 Section 15 (R

1. Purpose. To issue the Commandant's policy concerning visiting speakers invited by a member of the Commandant's staff, by a midshipman organization, or by an individual midshipman. Reference (a) contains procedures for the request and use of facilities normally reserved for lectures, presentations, meetings, social events, and visiting activities or agencies, as well as guidelines for the scheduling of all major events held at the Naval Academy. (R

2. Cancellation. COMDTMIDNINST 5721.1A

3. Background. Visiting speakers appearing at midshipmen organizations or in connection with Bancroft Hall activities can provide great assistance in educating midshipmen and generating interest in the different ECA's available. Each organization will identify those speakers who can make the greatest contribution to the educational process within their respective areas of expertise.

4. Policy. The Superintendent maintains the ultimate prerogative of inviting and approving visits of persons to the Naval Academy who will address midshipmen. The Commandant of Midshipmen is the approving authority for guest speakers as they relate to midshipmen organizations or midshipmen professional lectures. Visiting speakers to address ECA's and clubs are restricted to those times authorized in reference (b). (R

5. Action. To invite guest speakers, the following procedures will apply:

a. Commandant's staff

(1) Request approval via the staff member's Department Head/Battalion Officer, Operations Officer, Deputy Commandant, and Commandant.

(2) Request approval for speakers who will address only one company on professional topics via that company's Battalion Officer.

A) (3) Contact the Schedules Office to ensure there is no conflict prior to submitting the request via the chain of command.

b. Midshipman organization

(1) Request approval of the specific organization's Officer Representative, Midshipman Activities Officer, Operations Officer, Deputy Commandant, and Commandant for speakers invited to address organized groups where voluntary attendance of any member of the Brigade may be anticipated.

(2) Request approval of the Officer Representative, Midshipman Activities Officer, and the Operations Officer for speakers who will address organizations where participation is expected to be limited to members of the group itself.

A) (3) Contact the Schedules Office to ensure there is no conflict prior to submitting the request via the chain of command.

c. Individual midshipman

(1) Request approval via Company Officer, Battalion Officer, Operations Officer, Deputy Commandant, and Commandant.

(2) Contact the Schedules Office to ensure there is no conflict prior to submitting the request via the chain of command.

d. Requests which require the Commandant's approval should be submitted so as to ensure that they are received by the Commandant at least 30 days in advance of the scheduled event. The Commandant must be informed via the Operations Officer of all invitations approved by individuals with delegated authority at least 30 days prior to an event.

e. Invitations to Flag Officers, equivalent civilian officials, and other speakers whose appearance could possibly generate news interest or media attention will always be made by the Superintendent. Visit requests for such an individual will be submitted to the Superintendent via the Commandant of Midshipmen utilizing the appropriate chain of command listed above. Included in the visit request should be an appropriate
D) draft letter of invitation for the Superintendent's signature.

f. Upon obtaining approval, the visiting speaker's host will schedule the event per reference (a) and deliver a formal invitation to the guest speaker.

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