



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 5721.1C
OPS
17 Aug 10

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5721.1C

Subj: VISITING SPEAKER EVENT SCHEDULING PROTOCOL

Ref: (a) USNAINST 5910.2F
(b) COMDTMIDNINST 5400.6M

1. Purpose. To promulgate the Commandant of Midshipmen's policy regarding visiting speakers to the Brigade of Midshipmen. 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.

2. Cancellation. COMDTMIDNINST 5721.1B.

3. Discussion. Visiting speakers appearing in connection with Midshipmen organizations or Bancroft Hall activities provide outstanding opportunities for Midshipmen and generate interest throughout the Brigade. Organizations will identify speakers who can best contribute to the professional development of Midshipmen.

4. Procedures. 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.

(3) Contact the Scheduling Officer to ensure there is no conflict prior to submitting the request via the chain of command.

b. Midshipmen Organizations (BSA, ECA, Club, etc.):

(a) 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.

(b) Contact the Scheduling Officer to ensure there is no conflict prior to submitting the request via the chain of command.

c. 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.

d. High Visibility Events, Events Including VIPs, or Important Outside Organizations. Special permission is required for these events. Contact the Operations Officer to determine the correct level of approval. In general, the Superintendent's Special Events staff is responsible for all events involving VIPs or outside organizations. VIPs include O-6 and above officers, government officials, and other public figures (see reference (a) for more details). Outside organizations include DOD, DON, Congressional delegations, foreign delegations, and other organizations whose visit to the Naval Academy is newsworthy.

e. Do not advertise or formally invite potential speakers until the event has been approved. It is appropriate to coordinate with speakers to ensure they are available on the requested event date or to select a date based on their availability. Upon obtaining approval, the visiting speaker's host will deliver a formal invitation to the guest speaker.

5. Proposed Location. If a room or space is required, check availability online via Web Events. For directions, refer to: <http://intranet.usna.edu/Schedules/>

6. Setup. If setup is required, contact the appropriate building First Lieutenant or the Public Works Department. Set-up requirements must be submitted at least four weeks in advance.

7. Food/Drink. Per reference (b), Midshipmen Food Service Division (MFSD) does not support "catered" events. MFSD is limited to mission essential events and requires that all events fall within strict guidelines from the Commandant of Midshipmen. Any events that are beyond King Hall, the Chesapeake Room or Severn Room or require support outside what is already being supported for the Brigade, will be directed to Naval Academy Catering.

a. All events for non-Midshipmen groups must be approved by the Superintendent's Special Events office.

b. All events for Midshipmen must be approved by Commandant Operations.

8. Alcohol. Requests to consume alcohol at a function must be submitted to the Alcohol and Drug Education Officer (ADEO). The request form can be found online at:
<http://intranet.usna.edu/ADEO/>

9. Letterhead. Only the Superintendent and the Commandant are authorized to use official USNA/Commandant of Midshipmen letterhead. Official letterhead is not to be used for invitations unless specifically authorized by the Superintendent or Commandant.

10. Overnight Accommodations. Other Service Academy cadets are the only visitors which may be authorized to stay in Bancroft Hall. All other guests must make separate arrangements. If your event will require an overnight stay in Bancroft Hall, approval must come from the Commandant via the Operations Officer. Requests must be made at least four weeks in advance.

11. Preparation for Guest Speakers and Lectures. The cognizant sponsor or Officer Representative will check the availability of the required building online via Web Events and then coordinate reserving the building with the Commandant's Scheduling Officer. The sponsor or Officer

Representative must personally ensure that the proper personnel are scheduled and present to control any audio/visual requirements.

12. Costs. Any costs incurred for the preparation, set-up, execution or compensation of any guest speaker or lecturers will be borne exclusively by the sponsoring cost center or activity.

13. Review Responsibility. The Operations Officer is responsible for the annual review of this instruction.



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