



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

Canc: Jan 09

COMDTMIDNNOTE 5050
OPS
17 Dec 08

COMMANDANT OF MIDSHIPMEN NOTICE 5050

From: Commandant of Midshipmen

Subj: 18 DECEMBER 2008 DELAYED GRADUATION CEREMONY

Encl: (1) Schedule of Events
(2) Diagram of Event Location

1. Purpose. To disseminate the Delayed Graduation Plan for the winter graduates of the Class of 2008 and establish specific responsibilities for executing the ceremony.

2. Background. The winter graduation ceremony will be held at 1000 on Thursday, 18 December 2008 in Mahan Hall. The Official Party consists of the Academic Dean and Provost, Commandant of Midshipman, Senior Marine, Chaplain, and Class of '58 Representative. There are six graduates:

<u>Name</u>	<u>Major</u>	<u>Service</u>
Jeffery Deliz	FEC	USN
Stanley Gray	HEG	USMC
Corey Johnson	SGS	USMC
Andrew Preston	SCS	USN
Parker Shelato	SGS	USN
Gregory Sudderth	SGS	USN

3. Responsibilities. Specific responsibilities are as follows:

a. Commandant, US Naval Academy. Participate as Official Party member providing graduation remarks, conferring the degrees, and commissioning the Navy graduates.

b. Academic Dean and Provost. Participate as Official Party member and presenter of the graduates.

c. Commandant Assistant Operations Officer (AOPS)

(1) Overall coordination for the event.

(2) Gather biographical information from the graduates and distribute to official party and applicable faculty/staff.

(3) Provide a briefing and full rehearsal to the graduates and the ceremonial adjutant at 1500 on Wednesday, December 17, 2008 in Mahan Hall.

d. Chaplain. Participate as Official Party member providing invocation and benediction.

e. Photographer

(1) Provide photographer for the event.

(2) Once developed, send photos to AOPS for distribution to the graduates.

f. Band. Provide musical support as listed in the graduation script.

g. Midshipman Personnel. Provide USN commissioning certificates to AOPS by December 16.

h. Marine Corps Representative. Provide USMC commissioning certificates to AOPS by December 16.

i. Registrar. Provide diplomas, ready for pick up by December 16.

j. Alumni Association. Provide name and contact information of the Class of 1958 representative who will participate in the ceremony by providing the first insignia.

k. Publications/Print Shop. Produce and print graduation program.

l. Associate Dean for Faculty

(1) Coordinate staff and faculty attendance and procession.

(2) Provide estimated faculty attendance numbers to AOPS by December 16.

m. Mahan Hall 1st LT/ Public Works

(1) Provide technical services including stage, 5 official party chairs, 2 podiums, 3 small tables, 5 armless chairs for band members and PA system.

(2) Place reserved signs in seating areas for graduates and faculty/staff members.

n. Security Officer

(1) Reserve Mahan Parking lot for guests of the graduates.

(2) Brief gate guards as to the event.

o. Brigade Adjutant. Provide 8 ushers at 0900 in Mahan Hall to distribute programs and assist as needed. Ushers should be identified and names given to AOPS by December 12.

p. Battalion/Company Officers and Senior Enlisted. Those with graduates from their companies will participate in the faculty/staff procession. Others are invited to attend as guests.

4. Procedure. The Winter Graduation Ceremony will be executed as delineated. Schedule of events is enclosure (1). Diagram of location is enclosure (2).

a. Uniform will be Service Dress Blue (USN) or Blue Dress "B" (USMC) for the Official Party, Battalion/Company Officers, Company Enlisted Advisors, and military faculty. Attire for civilian faculty in the procession is academic regalia. The usher uniform is Service Dress Blues with covers and gloves. The uniform for attendees is Service Dress Blues (USN) or Service "A" (USMC).

b. Graduates will wear Service Dress Blue and ribbons; no gloves, nametags, or covers will be worn. Black tape is to be placed over the Ensign stripe on each sleeve. Midshipmen being commissioned in the Marine Corps will wear Blue Dress "B" with ribbons; no gloves, nametags, or covers will be worn.

c. All rehearsals will occur in Mahan Hall as follows:

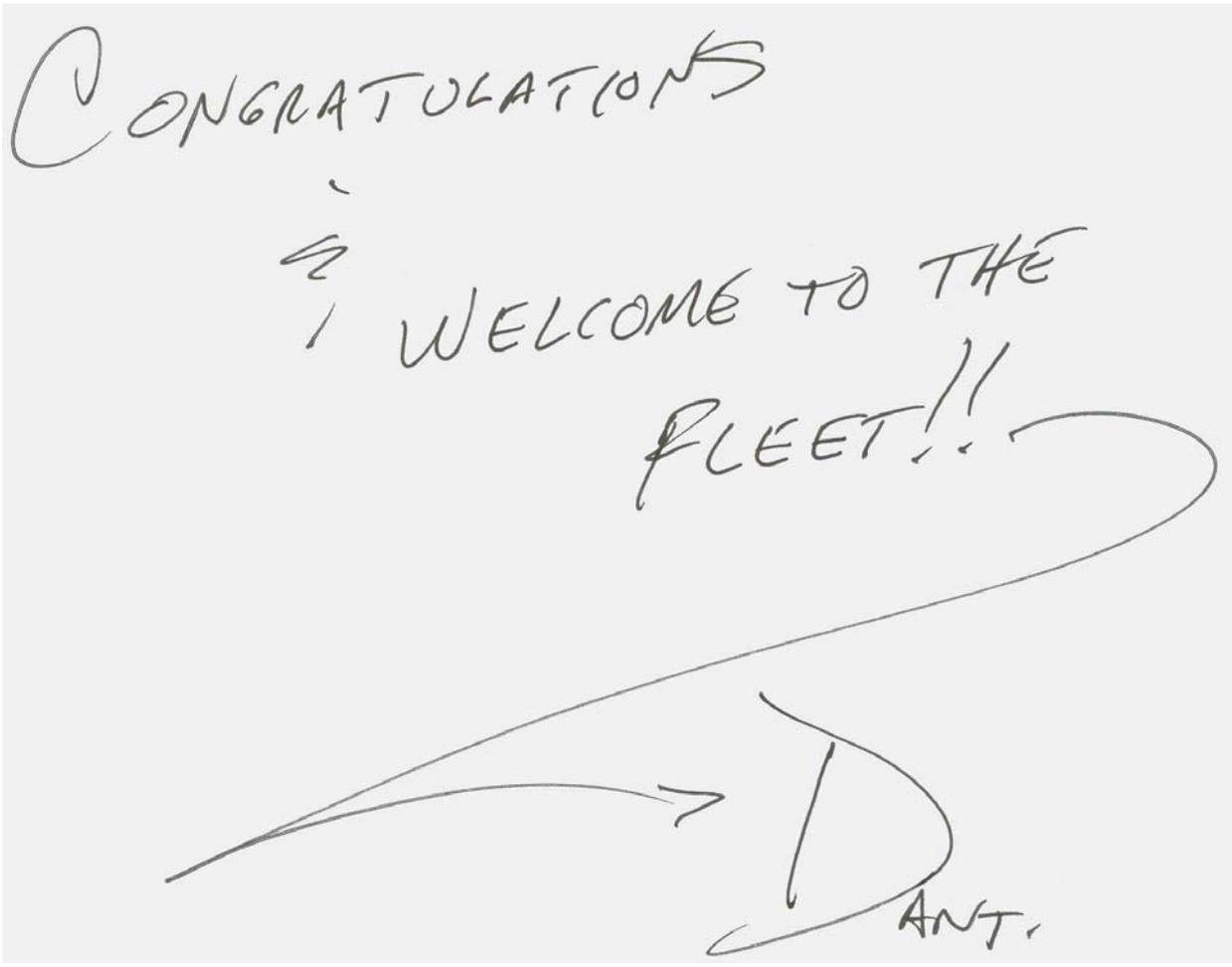
Date

Wednesday, 17 December (1500)

Attendees

Adjutant, OPSO, AOPS,
Chaplain, Graduates,
Representative for the Commandant,
Representative for the Senior
Marine, and Dean.


MATTHEW L. KLUNDER



SEQUENCE OF EVENTS

<u>TIME</u>	<u>EVENT</u>	<u>ACTION OFFICER</u>
0900	Station Ushers in Mahan Hall	Head Usher
0930	Graduates meet in Mahan Lobby	LCDR Miller
0945	Official Party (Academic Dean, Commandant, Chaplain, Senior Marine, 1958 Class Rep) meet in main lobby stairs to review sequence of events.	LCDR Miller
0958	Official Party prepositions in Mahan Lobby	LCDR Miller
1000	Procession of graduates	LCDR Miller
1001	Procession of Official Party	LCDR Miller
1003	National Anthem/Invocation	Chaplain
1005	Graduation Ceremony	
	Commandant's Remarks	CAPT Klunder
	Presentation of Candidates	Dean Miller
	Conferring of the Degree	CAPT Klunder
	Commissioning into USMC	COL Mollahan
	Commissioning into USN	CAPT Klunder
	Blue and Gold/Service Songs	Band
	Benediction	Chaplain
	Departure of the Official Party	

Delayed Graduation Set Up in Mahan Hall

Maury side
passageway

Sampson side
passageway

