



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

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28/AO

13 APR 2012

USNA NOTICE 5060

From: Superintendent

Subj: USHER/ESCORT REQUIREMENTS FOR COMMISSIONING WEEK 2012

Encl: (1) Usher/Escort Requirements for Commissioning Week 2012

1. Purpose. To publish the requirements for ushers and escorts for Commissioning Week events and assign responsibility for assignment of personnel for these duties.

2. Action

a. The Academic Dean and Provost, Commandant of Midshipmen, and Dean of Admissions will assign and forward names of officers, enlisted personnel, and Midshipmen as ushers or escorts for the events as delineated in enclosure (1).

b. Lieutenant Matt Meehan will issue instructions/schedules and conduct training for all graduation ushers. He will coordinate all credentialing, access, or other support requirements with the Naval Academy Athletic Association (NAAA) and Naval Support Activity (NSA) Annapolis while keeping the Commissioning Week Coordinator informed.

/s/
S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

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RING DANCE, 1900, SATURDAY, 19 MAY**Commandant of Midshipmen**

20 Midshipmen ushers. Submit names to LT Chris Ragsdale at ragsdale@usna.edu not later than (NLT) Wednesday, 2 May. Muster with LT Ragsdale at 1800 on Saturday, 19 May, on the 2nd Floor of Dahlgren Hall.

COLOR PARADE, 1000, WEDNESDAY, 23 MAY**Commandant of Midshipmen**

12 Midshipmen ushers assigned by Midn 1/C Girani. Submit names to Jan Price at jzprice@usna.edu NLT Friday, 18 May. Muster with Jan Price at 0830 on Wednesday, 23 May, at the Superintendent's canopies on Worden Field.

2 Midshipmen drill officers assigned by GySgt Jordan. Muster with GySgt Jordan to stand by Hannah Cup and Forrestal Trophy at 0930 on Wednesday, 23 May.

40 Midshipmen ushers. Submit names to LT Chris Ragsdale at ragsdale@usna.edu NLT Wednesday, 2 May. Muster with LT Kitchen at 0800 on Wednesday, 23 May, on the 2nd floor of Dahlgren Hall.

1 Midshipman assigned by GySgt Jordan to act as escort of Color Honoree and Flag Popper. Muster with GySgt Jordan on Wednesday, 23 May, NLT 0930 on Worden Field.

GRADUATION BALL, 1930, WEDNESDAY, 23 MAY**Commandant of Midshipmen**

10 Midshipmen ushers. Submit names to LT Timmons at Timmons@usna.edu NLT Wednesday, 3 May. Muster with Rose Clark at 1900 on 23 May on the 2nd Floor of Dahlgren Hall.

PRIZES AND AWARDS CEREMONY, 0900, THURSDAY, 24 MAY**Commandant of Midshipmen**

10 officers (escorts) from Division, Professional Development. Submit names to Prizes and Awards Escort Coordinator, Capt Rebecca Bishop, rbishop@usna.edu, X35269 by Friday, 27 April. The Prizes and Awards Escort Coordinator will issue further instructions. Coordination meeting for officer escorts will be at 1130, on Monday, 21 May, in the Bo Coppedge Room of Alumni Hall. Report for Prizes and Awards Ceremony NLT 0745 on Thursday, 24 May. Uniform of the day for the ceremony is Summer Whites with ribbons or equivalent.

35 Midshipmen ushers (1 Midn 2/C in charge). Submit names to Prizes and Awards Usher Coordinator, LT Jessica Cleary, cleary@usna.edu, x36858 by Friday, 27 April. The Usher Coordinator will issue further instructions. All ushers must report to the Prizes and Awards Ceremony rehearsal from 0900-1100, on Monday, 21 May, in Alumni Hall. Usher responsibilities and reporting times on 24 May will vary; specific assignments will be disseminated separately by LT Cleary. Uniform of the day for the ceremony is Summer Whites with ribbons or equivalent.

Academic Dean and Provost

45 officers (escorts) from academic divisions as indicated: Engineering and Weapons – 15; Humanities and Social Sciences – 15; Mathematics and Science – 15. Submit names to Prizes and Awards Escort Coordinator, Captain Rebecca Bishop, rbishop@usna.edu, X35269 by Friday, 27 April. The Prizes

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and Awards Escort Coordinator will issue further instructions. Coordination meeting for officer escorts will be at 1130, on Monday, 21 May, in the Bo Coppedge Room of Alumni Hall. Report for Prizes and Awards Ceremony no later than 0745 on Thursday, 24 May. Uniform of the day for the ceremony is Summer Whites with ribbons or equivalent.

MEN'S GLEE CLUB CONCERT, 2000, SATURDAY, 26 MAY

Commandant of Midshipmen

10 Midshipmen ushers. Submit names to Jon Brianas at jbrianas@usna.edu NLT Wednesday, 2 May. Muster with Jon Brianas at 1900 on Saturday, 26 May, in Mahan Hall Lobby.

WOMEN'S GLEE CLUB CONCERT, 2000, SUNDAY, 27 MAY

Commandant of Midshipmen

10 Midshipmen ushers. Submit names to Jon Brianas at jbrianas@usna.edu NLT Wednesday, 2 May. Muster with Jon Brianas at 1900 on Sunday, 27 May, in Mahan Hall Lobby.

GOSPEL CHOIR CONCERT, 1930, MONDAY, 28 MAY

Commandant of Midshipmen

8 Midshipmen ushers. Submit names to Jon Brianas at jbrianas@usna.edu NLT Wednesday, 2 May. Muster with Jon Brianas at 1830 on Monday, 28 May, in Mahan Hall Lobby.

GRADUATION, 1000, TUESDAY, 29 MAY

Commandant of Midshipmen

18 officer ushers from Commandant's Staff. Submit names, including a designated group point of contact, to LT Matt Meehan at meehan@usna.edu, x33154, NLT Friday, 27 April. Briefed by LT Matt Meehan in Chauvenet Hall, room 100, at 1100 on Wednesday, 16 May.

375 Midshipmen ushers. Submit ushers' names to LT Matt Meehan at meehan@usna.edu NLT Friday, 27 April. Usher assignments should not conflict with summer cruise/activities. Assignments and briefing will be held prior to Graduation.

One officer usher and 40 Midshipmen as media escorts. Submit names to Debbie Goode at dgoode@usna.edu NLT Friday, 11 May. Escort brief will be held on Monday, 21 May, at 0900 in Laboon Center. Muster location for Graduation will be briefed on 21 May.

One officer usher and 20 Midshipmen ushers. Submit names to Jan Price at jzprice@usna.edu and LT Matt Meehan at meehan@usna.edu NLT Friday, 11 May. Muster with Jan Price at Superintendent's Field Seating, Navy-Marine Corps Memorial Stadium at 0600 on Tuesday, 29 May.

20 enlisted (1 LCPO) for graduation traffic control and perimeter watch. Briefed by NSA Annapolis Security. LCPO contact NSA Annapolis Security NLT 2 May at x33743. Muster at Navy-Marine Corps Stadium, West (Blue) parking lot at 0530 on Tuesday, 29 May. LCPO to make all transportation arrangements.

Enclosure (1)

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Academic Dean and Provost

30 officers (escorts) from academic divisions as indicated: Engineering and Weapons – 10; Humanities and Social Sciences – 10; Mathematics and Science – 10. Submit names, including a designated group point of contact, to LT Matt Meehan at meehan@usna.edu, NLT Friday, 27 April. Briefed by LT Matt Meehan in Chauvenet Hall, room 100, at 1100 on Wednesday, 16 May.

Dean of Admissions

3 officer ushers. Submit names, including a designated group point of contact, to LT Matt Meehan at meehan@usna.edu NLT Friday, 27 April. Briefed by LT Matt Meehan in Chauvenet Hall, room 100, at 1100 on Wednesday, 16 May.

NAAA

LT Matt Meehan at meehan@usna.edu has the lead in coordination with Stadium Officials for all set-up responsibilities and support required in preparation for the Graduation Ceremony. All Physical Education Officers are assigned to support graduation.

One officer assigned as Lead Media Escort. Name provided to LT Matt Meehan at meehan@usna.edu, NLT Friday, 27 April. Briefed at 0900 on Monday, 21 May, in Laboon Center by Debbie Goode, Public Affairs Office.

SWEARING-IN CEREMONY, 1300-1430, TUESDAY, 29 MAY**Commandant of Midshipmen**

4 Midshipmen 2/C ushers. Submit names to LT Chris Ragsdale at ragsdale@usna.edu NLT Wednesday, 2 May. Muster with LT Kitchen at 1215 on Tuesday, 29 May, in the Superintendent's tent.

Enclosure (1)