



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

USNAINST 5060.9
28/Special Events
9 JAN 2014

USNA INSTRUCTION 5060.9

From: Superintendent

Subj: COMMISSIONING WEEK PLANNING COMMITTEE DUTIES AND RESPONSIBILITIES

1. Purpose. To establish the duties and responsibilities of the Commissioning Week Planning Committee (CWPC).
2. Cancellation. USNAINST 5060.6M.
3. Background. The CWPC holds an initial planning meeting in January, using as its planning document a proposed Commissioning Week Program of Events. The Program of Events includes all related entries on the approved United States Naval Academy (USNA) Master Schedule. At subsequent meetings, the Committee uses the completed Program of Events to plan and coordinate Commissioning Week activities. The date of the initial meeting and membership of the CWPC will be published in USNANOTE 5060 - Commissioning Week Planning Committee Membership.
4. General Responsibilities. All CWPC members will maintain a turn-over binder to cover additional specific items of concern that are not covered within this instruction. This binder should include lessons learned, as well as printed copies of any final products associated with their responsibilities during Commissioning Week. Additionally, all documents should be retained electronically and passed to subsequent members of the committee.
5. Specific Responsibilities
 - a. Commissioning Week Appointed Leadership Responsibilities
 - (1) OIC Graduation Ceremony (Appointed by the Academic Dean)
 - (a) General. Responsible for coordinating all ceremony activities leading to and including the graduation exercise. The OIC should participate in all CWPC meetings and any coordination meetings involving security and VIP planning.
 - (b) Specific
 1. Academic Procession and Academic Regalia. Publish USNANOTE 5060; Information Concerning Academic Procession at Graduation Exercises and Commissioning Ceremonies, in late February. This note identifies the Grand Marshall and describes procedures for ordering caps and gowns.
 2. Faculty Seating and Tickets. Distribute tickets to faculty attending the Commissioning Ceremony.
 3. Graduation Diplomas. Coordinate with the Registrar to ensure diplomas are prepared properly and delivered to the appropriate site. Diplomas are to be in the correct order for distribution at the ceremony.

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4. Graduation Script Notebook Guidance. The graduation script is one of the primary responsibilities for the OIC. The script will be used at the podium during graduation, and will remain in place throughout the ceremony for all participants in the ceremony. The Superintendent, Commandant, Academic Dean and any VIPs participating in the graduation ceremony will provide copies of their comments. These portions should be tabbed within the binder for easy access of the speakers. Draft copies of the graduation script should be distributed and labeled as draft until the final version of the script is printed and positioned on the podium. Advance draft copies of the script are required for the principal participants as identified by the Flag Secretary.

5. Stadium and Alternate Weather Plans. Prepare the stadium and alternate weather (indoor) Commissioning Ceremony plans, to be published in early May.

(2) OIC Prizes and Awards Ceremony (Appointed by the Academic Dean).

(a) General. Responsible for the coordination of all activities leading to and including the Prizes and Awards Ceremony.

(b) Specific

1. Provide material for the program for the presentation of Prizes and Awards Ceremony.

2. Correspond with donors/presenters.

3. Order, pick up, and engrave prizes.

4. Prepare prizes for presentation.

5. Prepare order of presentation list.

6. Prepare script for presentation ceremony.

7. Arrange reception (coordinate with Protocol Officer and Midshipmen Food Service).

8. Distribute Color Parade tickets and parking passes to donors.

9. Arrange platform seating of donors and escorts.

10. Brief escorts and ushers on procedures.

11. Brief donors and escorts before ceremony.

12. Coordinate with the Commandant's Office to ensure adequate Midshipman participation is provided for the event.

13. Coordinate with the Comptroller's office to ensure all Prizes and Awards Ceremony gifts are properly handled and provide the necessary information for processing of gift acceptance paperwork.

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b. Office of the Superintendent

(1) Director, Special Events (Chairman, CWPC)

(a) Prepare USNANOTE 5060, Commissioning Week Planning Committee Membership.

(b) Publish the USNA Commissioning Week Master Schedule.

(c) Prepare, coordinate, and publish all information concerning the Commissioning Week Program of Events.

(d) Prepare USNANOTE 5060, Usher/Escort Requirements for Commissioning Week XXXX.

(e) Prepare and maintain the Commissioning Week website.

(f) With Flag Secretary, review and approve CWPC activities in preparation for Commissioning Week.

(g) Coordinate execution and utilization of the Ad Hoc system during commissioning week.

(h) Coordinate with the Transportation Coordinator to provide the Superintendent's office with updated costs associated with changing transportation reservations.

(2) Flag Secretary

(a) Coordinate VIP transportation for all distinguished rostrum persons and high-ranking officers.

(b) Coordinate logistics with commencement speaker and staff.

(c) Provide schedule for rostrum movement and timing.

(d) Brief all rostrum participants including VIPs on stage movement and responsibilities during the graduation ceremony.

(e) Oversee and manage the preparation of the Commissioning Week First Class Parents letter from the Superintendent and information package for the week's events.

(f) Ensure all non-USNA participants in the rostrum have received their invitations and coordinate with their offices to ensure the details of their roles during the graduation ceremony. These VIPs may include: POTUS, VPOTUS, SECDEF, MD Governor, SECNAV, Annapolis Mayor, CMC and CNO.

(3) Flag Assistant

(a) Provide administrative support to include duplication and distribution of all general documents pertaining to Commissioning Week and provide copies of all documents to members of the CWPC. Keep current reference file on all orders, correspondence, notices, etc., pertaining to Commissioning Week.

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(b) Coordinate with appropriate action officer the preparation and duplication of Superintendent's letter to parents, notices, memos, and brochures.

(c) Assemble contents of parent packages and coordinate mailing procedures.

(4) Flag Supply

(a) Coordinate all arrangements for the Superintendent's Receptions and any other VIP events at Buchanan House during Commissioning Week.

(b) Arrange for bottled water at the Stadium at the direction of the Chief of Staff.

(c) Coordinate the refreshments at the Media tent and VIP tent at the Commissioning Ceremony.

(d) Coordinate the refreshments for the Prizes and Awards Ceremony.

(e) Facilitate the food and beverages for VIP breakfast in the Flag Bridge.

(5) Public Affairs Officer

(a) General. Prepare news releases, arrange all photography, and assist members of the news media in their coverage of Commissioning Week.

(b) Specific

1. Prepare graduation and other event programs.

2. Prepare news releases.

3. Coordinate with Public Works to erect scaffolds for the press for applicable Commissioning Week activities.

4. If required, arrange for commercial telephones at Stadium for graduation (phones limited for use by news media).

5. Arrange for photography of prize recipients and donors at Prizes and Awards Ceremony.

6. Script phone messages for main USNA line.

7. Prepare guidance for the parent mailing regarding guidelines for photographers during the graduation ceremony.

8. Script message and post updates on the Commissioning Week hotline.

9. Serve as liaison with graduation speaker's press secretary.

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10. Ensure all press and Midshipman photographers are familiar with the restrictions in place during the ceremony based on the VIP attendees.

11. Coordinate with the security team to establish acceptable borders surrounding the stage, in accordance with the VIPs present at graduation.

(6) Protocol Officer

(a) General. Maintain communication with the CWPC to coordinate visits of numerous dignitaries during Commissioning Week.

(b) Specific

1. Supervise and brief ushers assisting with canopy seating for the Commissioning Week parades and special terrace seating for the Blue Angels Flight Demonstration for the Superintendent and his guests.

2. Coordinate Color Parade and graduation ticket requirements for Superintendent's guests and staff.

3. Supervise seating plan and ushers for the Superintendent's section at graduation.

4. Coordinate with the Academic Dean invitations for rostrum seating and seating arrangements.

5. Oversee arrangements for Superintendent's receptions for graduates and their guests.

6. Coordinate with the OIC of the graduation to provide updates and ensure accurate information is maintained on the USNA Commissioning Week website.

(7) Manager, Alumni Hall. Provide support for all functions held in Alumni Hall and Mahan Hall Auditoriums including Glee Club concerts, academic awards ceremonies, Prizes and Awards Ceremony, and, if required, Indoor Color Parade as well as Indoor Graduation and Commissioning Ceremony.

(8) Military Personnel Officer. Publish the Uniform of the Day for military personnel assigned to the USNA complex.

c. Office of the Academic Dean and Provost

(1) Registrar

(a) General. Provide information and material for applicable Commissioning Week ceremonies.

(b) Specific

1. Prepare list of "with distinction" graduates in order of merit.

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2. Prepare lists of other graduates alphabetically by company.
3. Order diplomas with appropriate degrees and citations ("distinction," "merit," etc.)
4. Check diplomas and commissions.
5. Order diploma/commission cases.
6. Ensure timely receipt of any required letters from the Secretary of Defense or Secretary of the Navy and insert in diploma packet, as required.
7. Prepare and coordinate delivery of diplomas and commissions (in the cases and in proper order) to stadium (Alumni Hall) and arrange on rostrum for distribution.
8. Review for accuracy program for graduation exercises.
9. Ensure that the diplomas are properly sheltered prior to and during the graduation ceremony, in anticipation of inclement weather.
10. Prepare inclement weather plan and considerations for diploma issuing.

(2) Director, Multimedia Support Center

(a) General. Provide equipment and videotape services in support of Commissioning Week activities.

(b) Specific

1. Make arrangements for live broadcast of the graduation activities and identify cable television channel providing coverage.
2. Videotape important events as delineated by the Public Affairs Office.
3. Provide adequately trained staff to provide live coverage of the graduation program.
4. Make arrangements for viewing graduation in Alumni Hall at the Stadium on the large screens for those who have outdoor graduation tickets only.
5. Provide CWPC Chairman with one CD of complete commissioning ceremony.
6. Coordinate streaming of graduation ceremony over applicable networks.

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d. Office of the Commandant of Midshipmen. Designate the Action Officer and assign responsibilities for the Herndon Climb.

(1) Commandant's Operations Officer

(a) Prepare detailed Brigade schedule for Commissioning Week for initial meeting of the CWPC and update, as required.

(b) Prepare, organize and practice the seating arrangement for Midshipmen at graduation, both at the Stadium and in Alumni Hall.

(c) Oversee ECA performances during Commissioning Week.

(d) Promulgate the Uniform of the Day to the Brigade of Midshipmen for Commissioning Week.

(e) Provide ushers to secure Worden Field in support of the Color Parade and USMC Battle Color Detachment Performance.

(f) Provide oversight and coordination for the following commissioning week events and activities:

1. Ring Dance reception and dance.
2. USMC 8th & I Silent Drill Platoon Performance.
3. Brigade Change of Command Ceremony.
4. Blue Angels Flight Rehearsal and Demonstration.
5. Color Parade.
6. Color Honoree support.
7. Graduation rehearsals.
8. Graduation Ball.
9. Ticketing for Color Parade and graduation.
10. Blue Angels fly over at graduation.
11. Graduation ceremony interpreter for hearing impaired.
12. Commissioning Week calling tree protocol and activation.

(2) Director, Division of Professional Development

(a) General. Coordinate fleet unit visit, Yard Patrol (YP) Static Display, and management of officer manpower to support Commissioning Week.

(b) Specific

1. Ship Visit. Prepare a Naval Academy request to CFFC for

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a ship visit at USNA during Commissioning Week. Coordinate all logistics and administration concerned with the visit.

2. Yard Patrol (YP) Static Display. Provide YP Static Display.
4. Gun Salutes. Perform gun salutes utilizing saluting battery.
5. Sailing Awards. Conduct Naval Academy Sailing Awards Ceremony.
6. Blue Angels Public Address System. Coordinate with Public Works for the public address system centered at the upper deck of the Sailing Center for use by the Blue Angels commentator.
7. Inter-Service Commissioning Ceremonies. Notify the CWPC Chairman of any Inter-Service Commissioning Ceremonies to add to the Program of Events. Designate an Action Officer for each ceremony who will take full responsibility for the event including pick up and return of ceremonial Service Flag(s) to the Alumni Hall Manager.

(3) Command Chaplain

(a) Provide times of all religious services and wedding rehearsals to the Commandant's Operations Officer for the Commissioning Week Schedule of Events.

(b) Contact Officer-in-Charge of ushers to arrange suitable number of Midshipmen ushers for all services.

(4) Midshipmen Supply Officer

(a) Stage bottled water for the Brigade of Midshipmen the day before graduation at the Stadium.

(b) Provide refreshments for Ring Dance, and as directed by the Commandant of Midshipmen.

(5) Leader, Naval Academy Band

(a) Perform at the Superintendent's Receptions, Ring Dance, Color Parade, Prizes and Awards Ceremony, Graduation Ball, graduation, designated awards ceremonies, and designated Morning Colors.

(b) Conduct the Trident Brass Concert, Chapel Walk Concert and performances associated with the Blue Angels Flight Demonstration.

(6) Brigade Drill Master

(a) Coordinate all practices for the Color Parade.

(b) Coordinate with the Flag Sec to ensure that the parade script is in accordance with all standing drill instructions that apply to USNA.

(c) Coordinate with Commandant Operations Officer to provide

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Color Parade alternate weather plan, and conduct Color Parade practices, as required.

(7) Midshipmen First Class and Second Class Representatives

(a) Represent their respective classes at the CWPC meetings upon request of the Commandant's Operations Officer.

(b) Assist the Commandant's Operations Officer in the planning and execution of Brigade activities during Commissioning Week, as required.

(c) Ensure that the class presidents from their perspective classes are aware of their roles in the graduation ceremony.

(d) The class presidents should provide information to Flag Sec regarding any gifts to USNA or the VIP speaker for the ceremony. This should be provided early enough to gain approval from the security support from the VIP office (no less than 2 weeks prior to the ceremony).

e. Office of the Deputy for Finance

(1) Deputy Director, Naval Academy Business Services Division

(a) Ensure shopping facilities are available for Midshipmen and their guests; provide hours of operation for inclusion in the Commissioning Week Program of Events.

(b) Ensure concessions are available for Midshipmen and their guests; provide hours of operation for inclusion in the Commissioning Week Program of Events.

(c) Provide Drydock Restaurant hours for inclusion in the Commissioning Week Program of Events.

(d) Arrange catering for various dances, receptions, and ceremonies throughout the Yard as requested.

(e) Arrange for daily pick-up and delivery of laundry to the Brigade of Midshipmen.

(f) Support Commissioning Week events held in Dahlgren Hall.

(2) Transportation Coordinator

(a) Provide shuttle bus transportation in support of Commissioning Week in accordance with direction from the CWPC Chairman.

(b) Promulgate the shuttle bus transportation schedule.

(c) Coordinate with the Chairman of the CWPC to provide the bus cancelation and change plan with associated cost reductions/increases.

f. Naval Support Activity Annapolis

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(1) Deputy Installation Commanding Officer

(a) Coordinate base operations functions throughout Commissioning Week.

(b) Provide parking for recreational vehicles and trailers, as necessary.

(2) Security Officer

(a) General. Coordinate the physical security effort including parade route clearance, traffic flow management, crowd control, helicopter arrival/departure, and VIP parking arrangements on the Yard. Externally, coordinate the activities of the Annapolis city police, state police, and other public safety agencies regarding traffic flow, street intersection control, and parking either at the Stadium (fair weather) or at Alumni Hall (foul weather) for graduation day ceremonies. Serve as U.S. Naval Academy point of contact for Secret Service and other Federal and State personal protective agencies tasked with protecting the attending keynote speakers or VIP attendees. Provide security coordination and liaison in support of the Blue Angels Flight Practice and Demonstration to include traffic flow management, crowd control, and VIP escort and parking arrangements on the Yard. Externally, coordinate with the Annapolis City Police, Maryland State Police, and other public safety agencies regarding traffic flow, street intersection control, and the USNA (Route 450) bridge closures.

(b) Specific

1. Prepare NSAANNAPOLISNOTE 5560, Subj: Traffic and Parking Notice for Commissioning Week XXXX.

2. Prepare and promulgate road closure notifications, as necessary.

3. Brief Navy enlisted personnel detailed to assist in parking at the ceremony site on graduation day. Coordinate with the personnel and city/state police regarding parking passes, location of VIP parking, etc.

4. Coordinate security assets in support of the Blue Angels Flight Practice and Demonstration.

5. Schedule Auxiliary Security Force Personnel, as required. Coordinate with NDW for additional resources for security inside the graduation site and for Yard protection during Commissioning Week, as required.

6. Throughout Commissioning Week, provide Security Force Personnel for traffic management and crowd control during outdoor events on the Yard, and for large events held indoors to include the Ring Dance in Dahlgren Hall.

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7. Coordinate required security actions with all agencies involving graduation day site protection; schedule Security Force for overnight details inside the Stadium/Alumni Hall; ensure bomb dog sweep if required; lay out VIP helicopter landing zone and ensure sweep down of same; man command post for central communications; set up Superintendent and VIP motorcade routes and escort vehicles; inform city police of Brigade march-over times (to Stadium) for traffic control purposes; and coordinate support from Fire Department for emergency medical treatment for parents and visitors.

8. Ensure NSA Annapolis Fire Department is prepared to provide medical services for all unscheduled events such as helicopter arrivals and departures.

g. Senior Medical Officer, Naval Health Clinic Annapolis

(1) Maintain a working schedule of events requiring medical coverage and assign personnel to those events.

(2) Be prepared to provide medical services for all unscheduled events such as helicopter arrivals and departures.

h. Naval Academy Athletic Association (NAAA)

(1) Head, Physical Education Department

(a) General. Designate the Senior Usher for graduation. Senior Usher is responsible for briefing the ushers before graduation and supervising them during the ceremony. Provide facilities and fields for Commissioning Week events. Provide support for "N" reception for varsity "N" winners. Provide parking plan at the Stadium for Commissioning Week activities. Ensure first-aid boxes at stadium and "mount-out" boxes are adequately stocked.

(b) Specific

1. In January, provide to the Chairman, Commissioning Week Planning Committee, the number of Midshipmen and officer ushers required for graduation; specify the times and dates for the brief of the ushers. This information will be published in USNANOTE 5060. The senior usher will brief all officer ushers and company representatives during the May Intersessional Period prior to Commissioning Week concerning the fair weather and foul weather graduation plans.

2. Request diagrams of the graduation seating arrangements from the Public Works Officer.

3. Communicate with the Commandant's Operations Office Staff and Protocol Officer regarding seating arrangements and ticket colors. Obtain one copy of each ticket for training.

4. In April, publish instructions for crowd control and usher conduct. Include in this publication the usher uniform and the number of Midshipman ushers required at each location.

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5. Ensure all ushers wear Service Dress White with gloves on graduation day.

6. Prior to brief for graduation ushers, meet with Commandant's Operations Officer and Protocol Officer concerning special seating instructions.

7. Review graduation seating diagrams with Protocol Officer, Public Works staff, and Alumni Hall representatives.

8. Schedule bus transportation for ushers to the graduation site.

9. Brief officer ushers using diagrams of seating arrangements at both Alumni Hall and Stadium.

10. Secure necessary communications equipment with Commandant's Operations Office.

11. On graduation morning, conduct a final graduation ceremony brief for all ushers.

12. Pick up boxes of graduation programs from pre-designated areas in the Stadium (Alumni Hall if alternate weather plan in effect) on graduation day. Move to designated areas and unload for distribution to Midshipmen and guests.

13. Ensure all ushers remain on station until at least 20 minutes following the termination of the graduation ceremonies.

i. Public Works Officer, USNA. Provide support for all functions requiring contractor set-ups, equipment, labor, and custodial services as requested by appropriate coordinators.

j. Information Technology Services. Responsible for all voice, video, and data communications infrastructure. Provide live webcast and video on-demand coverage of the Graduation Ceremony through a link on the USNA Public Site.



S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)