



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

USNAINST 5060.7B  
28/AO  
19 Dec 2016

USNA INSTRUCTION 5060.7B

From: Superintendent, U.S. Naval Academy

Subj: DISTINGUISHED GRADUATE AWARD MEDAL CEREMONY COMMITTEE

Encl: (1) Distinguished Graduate Award Medal Ceremony Committee Duties and Responsibilities

1. Purpose. To establish the Distinguished Graduate Award (DGA) Ceremony Committee membership and assign responsibilities.
2. Scope and Applicability. This instruction is the governing document for the DGA Ceremony Committee's planning meetings, duties, and responsibilities.
3. Cancellation. USNAINST 5060.7A
4. Background. Annually, during the Spring Semester, the U.S. Naval Academy Alumni Association (USNA AA) presents the DGA to select graduates to honor their demonstrated and unselfish commitment to a lifetime of service, personal character, and significant contributions made to the Navy and Marine Corps or as leaders in industry or government.
5. Membership. The Committee is chaired by the Director, Office of Special Events. The Committee consists of the following representatives:
  - a. Office of the Superintendent Representatives:
    - (1) Command Chaplain
    - (2) Public Affairs Officer
    - (3) Protocol Officer
    - (4) Director, Alumni Hall
    - (5) Flag Secretary
  - b. Commandant of Midshipmen Representatives:
    - (1) Deputy Commandant for Leadership and Character Development

(2) Brigade Operations Officer

(3) Director, USNA Band

(4) Director, USNA Musical Programs

c. Deputy for Finance Representatives

(1) Deputy Director, Naval Academy Business Services Division (NABSD)

(2) Transportation Coordinator

d. Naval Support Activity (NSA) Annapolis Security Officer

e. USNA Alumni Association DGA Program Manager

6. Action. General and specific duties and responsibilities of each member are listed in enclosure (1). Additionally, each member should maintain a continuity file of the previous year's schedules, notices, and publications, as appropriate.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. The Office of Special Events will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.



G. E. LANG, JR.  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/>.

**DISTINGUISHED GRADUATE AWARD MEDAL CEREMONY COMMITTEE DUTIES AND RESPONSIBILITIES**

1. Office of Special Events

- a. Verify classrooms in Alumni, Smoke, Mahan and Sampson Halls are reserved for all events.
- b. Verify all events are added to the Superintendent and Commandant's calendars.
- c. Coordinate with NSA Annapolis Security to ensure the Alumni Hall parking garage and Triangle parking lots are reserved for the Distinguished Graduate Award (DGA) ceremony.
- d. Coordinate with the Alumni Hall Director to reserve the Alumni Hall horseshoe parking lot for the DGA ceremony.
- d. Coordinate with NSA Annapolis Security to ensure the Mahan Court parking lot is reserved for the Distinguished Graduate (DG) Leadership Panel.
- e. Reserve the mini-bus to transport VIP guests and classmates between Alumni Hall and the Second Wing Roundabout for the Invitational Reception and Dinner.
- f. Coordinate Tecumseh Court access for the mini-bus to drop-off and pick-up DGs, families, and escorts with Commandant Operations, Public Works, and the Bancroft Hall 1<sup>st</sup> LT.
- g. Coordinate Tecumseh Court access for NABSD deliveries and catering needs.
- h. Coordinate with the Command Chaplain to arrange for a USNA Chaplain to be present at the DGA ceremony for the Invocation and the DGA Invitational Dinner for the Invocation and Benediction.
- i. Verify all musical requirements have been scheduled for the DGA Ceremony, meet and greet, cocktail reception, and invitational dinner.
- j. Distribute USNA AA prepared toasts and dinner scripts to specified USNA individuals (Superintendent, Commandant, and Brigade Commander).
- k. Assist the DGA Leadership Panel Moderator in drafting the invitations for the Leadership Panel to the newest DGA recipients.
- l. Invite all USNA staff and faculty to attend the Medal Ceremony.
- m. Coordinate the Leadership Panel sequence of events with the DGA Leadership Panel Moderator.

n. Work with the Leadership Panel Moderator to create a presentation with quotes provided by the DGs for the Leadership Panel.

o. Explain the responsibilities of those assigned as general ushers, to include directing guests and midshipmen to their seats as well as post-ceremony movements through Tecumseh Court to the Commandant's elevator.

2. United States Naval Academy Alumni Association

a. Provide a list of DGs and their addresses to the Office of Special Events.

b. Inform DGs of their award selection and invite them to DGA events.

c. Invite the media to attend the media event.

d. Coordinate with USNA Public Affairs and NSA Annapolis Security to ensure invited media have access to USNA.

e. Coordinate with NSA Annapolis Security to ensure video contractors have access to USNA.

f. Ensure video contractors set up and test video equipment prior to the DGA ceremony.

g. Provide the ceremony and dinner scripts to all involved parties by the last week of February.

h. Coordinate with Alumni Hall to ensure the lower sections of K and X are reserved for VIP guests and DG classmates, respectively.

i. Provide directional seating signs for the Medal Ceremony.

j. Reserve a mini-bus to transport DGs, DG spouses, and DG escorts between their hotels and all events at USNA.

k. Work with the Director of Musical Activities to provide music at the DGA ceremony, meet and greet, and invitational dinner.

l. Order food and drinks for the invitational cocktail reception and invitational dinner through NABSD.

m. Ensure the Rotunda is set up for the invitational cocktail reception.

n. Provide a coat check for all guests.

- o. Set up the DGA Hall of Fame TV with video for the invitational cocktail reception.
- p. Ensure Smoke Hall is set up, including a sound system, for the invitational dinner.
- q. Prepare toasts for the invitational dinner.
- r. Provide coffee and pastries to DGs prior to the Leadership Panel and during the closure meeting.
- s. Invite all past DGA recipients to the Leadership Panel.
- t. Explain the responsibilities to those assigned as escorts to DGs and their spouses.

### 3. Commandant Operations

- a. Provide eight (8) sideboys from the Midshipmen Silent Drill Team, twelve (12) general midshipmen ushers, sixteen (16) VIP midshipmen ushers, one (1) midshipman escort per DG, and one (1) midshipman escort per DG spouse. Coordinate with the Executive Assistant to the Academic Dean to provide one (1) O-3 escort per DG plus one supernumerary, with half of the escorts provided by each cost center.
- b. Provide the Midshipmen Color Guard for the Medal Ceremony.
- c. Ensure approximately 2,900 midshipmen attend the Medal Ceremony. All floor seating should be filled (approximately 200 seats).
- d. Assign the Brigade Commander as the DG medal presenter and provide him or her with the ceremony and dinner scripts prior to the events. Ceremony and dinner scripts will be provided by USNA AA.
- e. Assign the First Class President as Master of Ceremonies and provide him or her with the ceremony and dinner scripts prior to the events. Ceremony and dinner scripts will be provided by USNA AA.
- f. Provide 20 midshipmen (1 per table) for the invitational dinner.
- g. Ensure Smoke Hall is "off limits" to the Brigade from 1200-2100 on the day of the ceremony.
- h. Ensure approximately 750 midshipmen attend the Leadership Panel.
- c. Provide identified guests with parking passes via email.

4. Bancroft Hall 1<sup>st</sup> LT. Ensure the Commandant's elevator is cleaned prior to the invitational cocktail reception.
5. USNA Protocol
  - a. Invite current DG's families, past DGA recipients, and other distinguished guests to DGA events.
  - b. Create a list of personnel requiring reserved parking and distribute it to NSA Annapolis Security and the Office of Special Events.
  - d. Provide and send Medal Ceremony invitations for all VIP guests and provide a seating chart for the VIP section of Alumni Hall (Section K).
  - e. Provide a seating chart for the DGA dinner.
  - f. Explain the responsibilities to those assigned as VIP ushers.
  - g. Station personnel in the Rotunda with a guest list for the invitational dinner.
6. Director, Alumni Hall
  - a. Ensure the Horseshoe parking lot is reserved for VIPs and guests.
  - b. Ensure the Alumni Hall stage and seating are configured for the Medal Ceremony.
  - c. Coordinate with USNA AA to ensure the lower sections of K and X are reserved.
  - d. Coordinate Mahan Hall preparations for the Leadership Panel with the Office of Special Events.
7. Director of Musical Activities
  - a. Provide a bagpiper for the "Call to Dinner" at the invitational cocktail reception.
  - b. Provide musical entertainment for the DGA dinner (e.g., Glee Club, SKIVS, RIVETERS).
8. Director, USNA Band
  - a. Provide the USNA Band for the DGA ceremony.
  - b. Provide the USNA Band for the meet and greet on the Alumni Stage.

9. Command Chaplain. Coordinate with the Office of Special Event to provide a USNA Chaplain at the DGA ceremony for the Invocation and the DGA invitational dinner for the Invocation and Benediction.

10. NSA Annapolis Security

a. Work with USNA AA, the Office of Special Events, and Protocol to reserve required parking spaces and parking lots.

b. Work with USNA AA to ensure invited media and media contractors have access to USNA.

11. Naval Academy Business Service Division (NABSD)

a. Coordinate access to Tecumseh Court, the Rotunda, and Smoke Hall with the Office of Special Events, Security, and Bancroft Hall 1<sup>st</sup> LT for all catering needs and deliveries.

b. Cater food and drink during invitational cocktail reception, invitational dinner, and Leadership Panel brunch.

12. Deputy Commandant for Leadership and Character Development

a. Designate a senior officer or Distinguished Military Professor from Leadership Education and Development to act as the Leadership Panel Moderator.

b. Coordinate the Leadership Panel sequence of events with the Office of Special Events.

c. Send Leadership Panel invitations to the newest DGA recipients.