



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

USNAINST 5200.7A
28/SpecEvents
22 DEC 2014

USNA INSTRUCTION 5200.7A

From: Superintendent

Subj: THE OFFICE OF SPECIAL EVENTS

Ref: (a) USNAINST 11100.7B (Use of Facilities Instruction)
(b) USNANOTE 5200 (Business Rules for the Office of Special Events)
(c) NAVSUPPACT ANNAPOLISINST 5530.1D (Base Access Policy)
(d) USNAINST 5060.9 (Commissioning Week Planning Committee Duties and Responsibilities)
(e) USNANOTE 5060 (Commissioning Week Planning Committee Membership)
(f) USNANOTE 5720 (Plebe Parents' Weekend)
(g) USNAINST 5060.7A (Distinguished Graduate Award (DGA) Medal Ceremony Committee)

Encl: (1) Sample Request for Superintendent Approval (RFSA)
(2) Class Reunion Policy

1. Purpose. To establish the policies and responsibilities of the United States Naval Academy (USNA) Office of Special Events.

2. Cancellation. USNAINST 5200.7

3. Background. As a prominent academic and military training institution and national historic site attracting worldwide attention, USNA receives many requests for visits, tours, use of facilities, and other events each year. Due to the volume and complexity of these requests and the frequent overlapping of responsibilities of USNA departments, a central point of contact for initial coordination is essential. The Office of Special Events was established to coordinate, schedule, and assist in facilitating these activities and events. Although the Office of Special Events acts as the initial point of contact in many cases, Special Events may not ultimately be the primary point of contact/sponsor or responsible party for executing the event. The Office of Special Events will coordinate with other USNA departments, divisions, and groups, as appropriate.

4. Policy

a. The Office of Special Events will act as the overall coordinator for the following events: Commissioning Week, Plebe Parents Weekend, and the Distinguished Graduate Award Ceremony. The Office of Special Events is responsible for planning, coordinating,

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and assisting other USNA departments with executing the aforementioned annual events.

b. The Office of Special Events, through the Master Scheduler, maintains a Master Calendar of events taking place on the grounds of the Naval Academy.

c. The Office of Special Events, through the Master Scheduler, maintains a detailed Operations Report derived from the USNA Ungerboeck scheduling system. It is critical for planning and execution purposes that Ungerboeck be used to schedule activities at USNA. All events should be scheduled on one of the Ungerboeck calendars to ensure that event appears on the weekly Operations Report.

d. The Office of Special Events maintains a detailed Special Events Report consisting of future events under their purview. This report is disseminated, along with the weekly Operations Report, to maintain situational awareness of special events occurring at USNA.

e. The Office of Special Events is the initial point of contact for many outside requests for visits, Very Important Person (VIP) tours, and use of Naval Academy facilities (in accordance with reference (a)).

f. By direction of the Superintendent, the Director of Special Events has the authority to gather input from other USNA departments to assess whether a request should be supported at USNA.

g. Consistent with reference (a), all requested additional events at USNA must have a sponsor, approval from the appropriate facility manager, and either support the mission of USNA and the Brigade of Midshipmen or be directed by the Superintendent.

h. A set of Business Rules was established to avoid having to submit a new Request for Superintendent Approval (RFSA) [enclosure (1)] for recurring (usually annual or more frequent) events. Once approved, Business Rules allow the Director of Special Events to approve recurring requests in a timely manner. All Business Rules must be approved by the Superintendent and will be submitted to the Superintendent annually for updating additions, deletions, or changes that have occurred since the previous review. Significant deviations from previously approved itineraries require approval from the Superintendent. All approved Business Rules are archived on the Office of Special Events share drive. Any questions concerning current Business Rules should be directed to specialevents@usna.edu or 410-293-1545.

i. Events that do not require approval of the Superintendent do not need to be coordinated by the Office of Special Events and may be handled directly by the sponsoring department. In these circumstances, however, departments are encouraged to seek guidance

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for successful event execution from the Office of Special Events. The sponsoring department retains overall responsibility for event planning and execution, but should keep the Office of Special Events informed during the coordination process. If there is any doubt if an event requires the Superintendent's approval, contact specialevents@usna.edu or 410-293-1545, for clarification.

j. The Office of Special Events is not responsible for parking or access concerns associated with events that the Office of Special Events is not directly coordinating. For those events, parking and access may be granted by the appropriate Chain of Command, as described in reference (c).

5. Types of Events. The Office of Special Events may coordinate or assist with coordination, and when necessary, execute the following types of events:

a. VIPs conducting Official Visits/Tours to USNA to include:

(1) Retired or active duty flag/general officer or civilian equivalent e.g. Senior Executive Service.

(2) When requested for assistance from the International Programs Office, foreign heads of state, foreign service academy leadership, and foreign active duty flag/general officers equivalent to or higher than the Commandant of Midshipmen.

(3) When requested for assistance from the Director of Government Affairs, current members of Congress, public officials and respective staff members.

(4) Department of Defense officials.

(5) Members of the Service-Secretary's staff.

(6) Members of the USNA Board of Visitors (BOV), in close coordination with the Superintendent's Chief of Staff Flag Secretary.

(7) Any individual or group designated by the Superintendent.

b. Internal conferences, defined as a faculty or staff hosted or sponsored conference at USNA. Special Events may assist with coordination, but is not responsible for executing the event.

c. Designated community-relations events at USNA when assigned by the Superintendent.

d. USNA Alumni Association and Foundation events in accordance with enclosure (2) or when assigned by the Superintendent.

e. Retirements and other designated ceremonies approved by the Superintendent.

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f. Other requests for the use of USNA facilities made by non-faculty/staff as approved by the Superintendent.

g. Any events, not listed above, assigned by the Superintendent.

6. Process

a. Event Request Process:

(1) The Special Events point of contact (POC) will collect as much information as needed to determine if the event is appropriate to hold at USNA. The event will also be immediately recorded in the Office of Special Events Report for internal office management.

(2) If the event meets requirements to be held at USNA and requires the Superintendent's approval, the Special Events POC will draft, or assist the host department in drafting, an RFSA. The Special Events POC will coordinate event needs with involved departments and collect comments and recommendations for approval/disapproval to be reflected in the RFSA. Once completed, the Director of Special Events will submit the request to the Superintendent's Office for final approval/disapproval. The Special Events POC will inform all USNA departments involved of Superintendent's decision, along with any restrictions, changes, or comments as directed. The signed hard copy of the RFSA will be kept on file with the Office Special Events for two calendar years; an electronic copy will be filed on the Special Events share drive.

(3) If the request is new and is determined not to be the responsibility of the Office of Special Events, the Special Events POC will attempt to assign a USNA department sponsor for the request. If the event aligns itself with a single department which is unwilling to provide a sponsor, the request may be denied.

(4) If the event is approved, the sponsor is responsible for its execution. The Special Events POC will only act as an advisor when not the sponsor.

b. Master Calendar Process:

(1) Desired dates for significant "Anchor Events" must be submitted by email to masterschedule@usna.edu before the deadlines for the Fall, Spring, and Summer Master Calendars. The deadlines are published via email by the Master Scheduler. All submissions must include the location, date, time and primary POC for the event. Anchor Events must meet all of the following criteria:

(a) Are significant or large enough to have an impact at USNA and/or the schedule of the Brigade of Midshipmen.

(b) Are approved by the Division Director or equivalent.

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(c) Are tentatively scheduled with the appropriate facilities schedulers and with the Commandant's scheduler if involving the Brigade of Midshipmen.

(2) The Master Scheduler will use submissions to draft the Master Calendar and present to the Superintendent for approval. All events are held as tentative until the draft Master Calendar is approved by the Superintendent or Chief of Staff.

(3) If a unique event never held at USNA before, meets the Master Calendar event criteria, but is not received before the Superintendent signs the Master Calendar, the event will require approval from the Superintendent. After checking with the Master Scheduler for schedule de-confliction, the Division Director or equivalent approving authority will request approval from the Chief of Staff or, if required, the Superintendent. If approved, a copy of the approval document will be sent to the Master Scheduler for inclusion into the Master Calendar.

c. Operations Report Process:

(1) The Master Scheduler prepares a weekly Operations Report listing events and evolutions at USNA. The report is generated from data in the USNA Ungerboeck scheduling system. The Operations Report is emailed out each week by the Director of Special Events along with the Special Events Report.

(2) Unique events not normally entered in Ungerboeck but potentially impactful to USNA are often added to the Operations Report and/or Ungerboeck by the Master Scheduler or an appropriate liaison. Example: Construction on the Yard impacting access to buildings or parking restrictions.

(3) The Master Scheduler holds a bi-weekly operations meeting to deconflict the Master Calendar, the Special Events Report, and the Operations Report for the upcoming month. At a minimum, the bi-weekly meeting should be attended by representatives from the Academic Dean's Office, NAAA, PE Department, Admissions, Commandant Operations, Professional Development, Alumni Hall Management, Public Works, and Security. Representatives from the Superintendent's personal staff and from NSA Annapolis are invited to attend as well.

(4) Responsibility for entry of events in Ungerboeck lies with the department/division/organization responsible for the event. Proper coordination between the event organizer or requester with the venue scheduler is integral to ensure successful scheduling. Further, the event organizer or scheduler is responsible for maintaining the accuracy of the Ungerboeck entry.

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7. Responsibilities

a. The Director of Special Events will:

(1) Act as Chairperson for the Commissioning Week Planning Committee (CWPC), in accordance with references (d) and (e).

(2) Act as coordinator for the planning, setup, and execution of Plebe Parents Weekend (PPW), in accordance with reference (f).

(3) Act as coordinator for the planning, setup, and execution of the Distinguished Graduates Award Ceremony, in accordance with reference (g).

(4) Coordinate requests for events, tours, conferences, and activities assigned by the Superintendent.

(5) Coordinate external requests for use of Naval Academy facilities in accordance with reference (a).

(6) As required, submit RFSAs to the Superintendent's Office electronically utilizing the approved template [enclosure (1)].

(7) Act as coordinator for approved events that do not align with any other Naval Academy organization or department.

(8) Assign Visit Liaison Officers to plan, coordinate, and execute events planned through the Office of Special Events.

b. The Deputy Director of Special Events will:

(1) Coordinate the daily functions of the Office of Special Events, specifically ensuring that all administrative functions are completed.

(2) Assist coordinating with other departments as necessary.

(3) Assist with coordination of facilities use by external organizations.

c. The Master Scheduler will:

(1) Develop the official schedule for Commissioning Week and maintain the Commissioning Week website.

(2) Assist with the preparation of all Commissioning Week documents.

(3) Act as overall coordinator and primary POC for PPW to include maintaining the PPW website.

(4) Coordinate large, emergent events as required.

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(5) Develop and maintain a Master Calendar of events at USNA, additionally:

(a) Maintain a detailed Operations Report of Naval Academy activities.

(b) Hold a bi-weekly Operations meeting to review the detailed Operations Report.

(c) Interact with Naval Support Activity, Annapolis for collaborative events.

d. The Visit Liaison Officers will:

(1) Plan, coordinate and execute assigned events and visits, liaising with USNA Departmental POCs, as appropriate.

(2) Assist Master Scheduler with Ungerboeck data entry.

(3) Execute collateral duties, as assigned.


S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

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**Special Events
Request for Superintendent Approval**

Title of Visit

Day, 1-2 January: 0000-2359

Status: Out for Inputs/Submitted/Approved/Disapproved

Location: Various or Specific Location

Uniform: Participants/Guests, annotate other service equivalent

Gift Exchange: What and how much it costs

POC: Title First Last Name (123-456-7890 /
email@embassyofanothercountry.org)

Special Events POC: LT Help You (x3-154X / you@usna.edu)

Detailed write-up to include:

- Why everyone in the comments and recommendation lines below need to be there and what they need to comment about.
- Answers to most of the questions on the call checklist

Special Events Comments and Recommendation:

Commandant Comments and Recommendation:

Ac Dean Comments and Recommendation:

Athletic Director Comments and Recommendation:

Division Directors Comments and Recommendation: (M&S, E&W, Pro Dev, HUM/SS, CMEIS, NAAA, Supply, Medical, Admissions, NABSD)

Gov't Affairs/ IPO Comments and Recommendation:

Support Structure Comments and Recommendation: (Dant Ops, JAG, Security, NSA, MFSD, Officer Development, CMEO, Chaplains, Visitor Center, ITSD, MSC, NCIS)

Writer / Scheduler Comments:

EA Comments:

COS Recommendation:

Recommend Approval
 Recommend Disapproval

Comments:

Superintendent Decision:

Approved
 Disapproved

Comments:

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Class Reunion Policy

1. Background. Annually, the Office of Special Events and the USNA Alumni Association collaborate to support 8-10 class reunions. Successful and memorable reunion events require extensive coordination and de-confliction with other important activities on the Yard.

2. Policy

a. The USNA Alumni Association is granted permission to conduct class reunion activities on a not-to-interfere basis with USNA schedule of events. However, every effort will be made to work within the existing schedule to find a way to accommodate the different reunion class requests by the order of precedence listed below.

b. All requests to use USNA facilities for reunion related events must be submitted to the Office of Special Events via the Alumni Association for review, and when appropriate, Superintendent's approval. The Alumni Association Reunion Coordinator shall submit class reunion requests in conjunction with the USNA Master Schedule input submission process. Reasonable effort will be made to accommodate specific Class requests. All requests shall be submitted no later than one month prior to the commencement of reunion activities. The Alumni Association should defer all requests, scheduling conflicts, and other issues to the office of Special Events Reunion Coordinator.

c. The Alumni Association Reunion Coordinator may coordinate with the Special Events Reunion Coordinator to tentatively reserve Naval Academy facilities with the appropriate facility managers prior to receiving approval from the Superintendent. If the first choice of venue, time, or date is unavailable, the Alumni Association Reunion Coordinator should seek assistance from the Office of Special Events to schedule an appropriate alternate.

d. The requests will be held as tentative until the USNA Master Calendar has been approved by the Superintendent.

e. The following precedence is assigned for class reunion events held at the Naval Academy:

- (1) The class celebrating its 50th reunion
- (2) The class celebrating its 55th or higher reunion
- (3) The class celebrating its 40th reunion
- (4) The class celebrating its 30th reunion

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- (5) The class celebrating its 25th reunion
- (6) The class celebrating its 20th reunion
- (7) Other classes will be assigned on a first-come, first-serve basis

f. Reunion activities that are outside the standard package described below, have a significant impact on USNA facilities or the Brigade of Midshipmen, or those that are emergent and have not been submitted for inclusion in the Master Calendar require approval by the Superintendent.

g. A requested event requiring set-up by USNA authorized contractors must be coordinated through the Office of Special Events.

h. The Office of Special Events does not negotiate costs for events or ceremonies. Negotiation of costs is between the Alumni Association and PW Annapolis and/or the government appointed contractor.

i. Events that are not properly scheduled through the Alumni Association Reunion Coordinator and the Office of Special Events may be subject to cancellation.

3. Standard Reunion Package. The following events shall be considered part of a "standard package" for all reunions. These events do not require Superintendent approval, but must be coordinated through the Alumni Association Reunion Coordinator and the Office of Special Events to ensure there are no conflicts with the USNA Master Calendar. Once the USNA Master Calendar is approved by the Superintendent, the associated standard reunion events are approved. Any deviations or additions to this list require approval from the Superintendent.

a. USNA tours scheduled with the Visitor Center, through the Alumni Association Reunion Coordinator.

b. Virtual tour of USNA, provided by the Visitor Center. Tours must be scheduled through the Alumni Association Reunion Coordinator and an appropriate venue must be reserved.

c. Windshield tours of USNA grounds. Tours will be conducted by bus provided by a properly vetted and/or approved bus company. Tour routes will be approved by Naval Academy Security and supported by the Visitor Center.

d. Museum tours scheduled with the Museum, through the Alumni Association Reunion Coordinator.

e. Brigade Sports Complex tours scheduled with the facility manager, through the Alumni Association Reunion Coordinator.

f. Class briefing by the Superintendent, or duly appointed representative. These briefings will be held once, generally on Fridays, for all reunion classes. Time and location will be provided by the Superintendent's Flag Writer.

g. Class Meetings. These may be held on a first-come, first-serve, space available, not-to-interfere basis. Appropriate time and venue will be coordinated through the Alumni Association Reunion Coordinator and the Office of Special Events.

h. Memorial Services. These may be held in the USNA Main Chapel, St. Andrews Chapel, or Memorial Hall during normal working hours and on a not-to-interfere basis. Memorial services in the Main Chapel are scheduled through the USNA Memorial Affairs Coordinator, at 410-293-1101, and all others are scheduled through the Office of Special Events. The Levy Center and Jewish Chapel may be used with prior permission from the Jewish Chaplain.

i. Reserved seating for parades on the Master Calendar may be scheduled through the Alumni Association Reunion Coordinator.

4. Milestone Events. The following events are considered milestone events for classes celebrating special reunions. These events do not require special approval, but must be coordinated through the Alumni Association Reunion Coordinator and the Office of Special Events to ensure there are no scheduling conflicts or undue impact to USNA or Brigade of Midshipmen. Any deviations and exceptions from this list require the expressed permission of the Superintendent. Additional venues, tours, and anchor dates for 50th Reunions will be considered in future and ongoing discussions.

a. Dinner Dance. The 50th reunion class may hold a dinner dance in Alumni Hall. This activity is subject to the availability of Alumni Hall and must be scheduled with the Alumni Hall management staff through the Alumni Association Reunion Coordinator.

b. Yard Patrol Craft (YP) tours. Because of limited fuel funding, YP tours will be limited to classes celebrating their 20th or higher reunion. The tours will be approved on a case by case basis using an RFSA.

c. Sunday Brunch. The following classes are authorized Sunday brunch in King Hall on a space available basis:

- (1) The class celebrating its 50th reunion

- (2) The class celebrating its 55th or higher reunion
- (3) The class celebrating its 40th reunion
- (4) The class celebrating its 30th reunion
- (5) The class celebrating its 25th reunion
- (6) The class celebrating its 20th reunion

Space availability will be determined by the Midshipmen Supply Officer in coordination with the Office of Special Events. Eligible classes must provide a POC for billing and identify the number of guests that will be in attendance no later than 72 hours prior to the event. Class POCs should be prepared to pay for meals based on the number of guests identified to the Office of Special Events or based on a head count of the actual persons in attendance, whichever is greater. Payment for meals provided must be made by a class representative to a Midshipmen Food Service Division representative prior to the conclusion of brunch service with checks made payable to "Midshipmen Food Service Division."

5. Presentations of Class Gifts. Gift presentations to the Naval Academy, and other large ceremonies will be reviewed on a case-by-case basis and must be coordinated through the Alumni Association and the Office of Special Events.