



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

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USNA INSTRUCTION 5700.1

From: Superintendent, U.S. Naval Academy

Subj: INTERNATIONAL BALL AND VIP RECEPTION COMMITTEE

Encl: (1) International Ball and VIP Reception Committee Duties and Responsibilities

1. Purpose. To establish the duties and responsibilities of the International Ball and VIP Reception Planning Committee (IBPC).

2. Scope and Applicability. This instruction is the governing document for the International Ball and VIP Reception Committee's planning meetings, duties, and responsibilities.

3. Background

a. The International Ball was established in 1966 to celebrate the international diversity at the U.S. Naval Academy (USNA). Specifically, the international officers serving as faculty and the First Class international midshipmen, who are celebrated at a reception followed by a dance. The IBPC has been established to plan and execute these events.

b. The International Ball is a high visibility event for USNA and involves many stakeholders across several USNA cost centers including Office of Superintendent, Office of Commandant of Midshipmen, Office of Deputy for Finance, and Academic Dean and Provost.

c. The International Ball will normally be scheduled around the Naval Academy Foreign Affairs Conference, either the weekend prior to or the weekend after, taking into account other master calendar activities.

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

a. Commandant of Midshipmen

(1) Commandant Operations will be responsible for overall coordination of the International Ball.

- (2) Identify an officer to serve for two years as Assistant Officer in Charge/Officer in Charge.
- (3) Provide the appropriate logistical, administrative and financial support as determined by the Officer-in-Charge.
  - b. Academic Dean. Identify an officer to serve for two years as Assistant Officer in Charge/Officer in Charge. The Director, International Programs will be responsible for overall coordination of the VIP reception and will identify the International Ball Coordinator.
  - c. The Officer-in-Charge and the designated committee will work with and coordinate as appropriate with the following:
    - (1) Office of the Superintendent Representatives:
      - (a) Protocol Officer
      - (b) Public Affairs Officer
      - (c) Staff Judge Advocate
      - (d) Director, Alumni Hall
      - (e) Director, Special Events
    - (2) Commandant of Midshipmen Representatives:
      - (a) Director, Morale, Welfare and Recreation
      - (b) Commandant Operations Officer
      - (c) Director, USNA Band
      - (d) Director, USNA Musical Programs
      - (e) Commandant AT/FP Officer
      - (f) Midshipman Food Services Division
    - (3) Deputy for Finance Representatives
      - (a) Deputy Director, Naval Academy Business Services Division (NABSD)

(4) Naval Support Activity (NSA) Annapolis Security Officer

d. Committee Membership

(1) Officer in Charge

(2) Assistant Officer in Charge

(3) International Ball Coordinator

(4) Midshipmen staff organization

(5) Representative, International Programs Office

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA records manager or the DON/AA DRMD program office.

8. Review and Effective Date. The International Programs Office 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.



W. E. CARTER, JR

**INTERNATIONAL BALL AND VIP RECEPTION COMMITTEE DUTIES AND RESPONSIBILITIES**

1. Commandant Operations Officer

- a. Designate one Officer to serve for two years as AOIC/OIC.
- b. Provide for Task Force support with a designated Task Force OIC for International Ball.
- c. Designate midshipman staff sourced from International Midshipmen Club and various other Cultural ECA groups.

2. Officer in Charge (OIC)

- a. Responsible for planning and coordinating all activities for the successful execution of the International Ball and reception. This includes effective communication and coordination with the International Ball Coordinator, International Programs Representative, Commandant Operations, and midshipman organization.
- b. Work with the International Ball Coordinator to develop an event budget.
- c. Submit excusals in MIDS as required for various activities supporting the committee.
- d. Coordinate with NSA Annapolis Security to ensure the Alumni Hall parking garage and Triangle parking lots are reserved for the VIP Reception.
- e. Provide leadership, guidance, and mentorship to the midshipman organization. Provide direct oversight to the midshipman organization president and vice-president.
- f. Schedule an operations brief with Commandant Operations approximately three weeks prior to the event.
- g. Establish the Plan of Action and Milestones by mid-semester, fall semester.
- h. Establish contact with all applicable stakeholders during the fall semester and validate roles and responsibilities.

3. Assistant Officer in Charge (AOIC)

- a. Support OIC in execution of event. Learn the processes in order to ensure a seamless transition to the OIC role for the next year.
- b. Provide leadership, guidance, and mentorship to the midshipman organization. Provide direct oversight to the midshipman organization, including MIDN Exhibition Dance/Music

Coordinator, MIDN PAO, and MIDN SUPPO.

4. International Ball Coordinator. Acts as year-to-year continuity for running of overall event. When the Spring Master Calendar is finalized, begin to:

- a. Schedule music performances - Trident Brass, Navy Beats, Cruisers (Washington DC)
- b. Coordinate music for VIP reception - USNA Band, Supt's Combo
- c. Explain the responsibilities to those assigned as VIP ushers
- d. Schedule outside decorators
- e. Schedule speaker (request assistance from Supt's staff for VIP invitations, as required)
- f. Determine ticket cost in coordination with MWF
- g. Attend weekly meetings with midshipman committee (initial meetings should begin mid-semester of the fall semester)
- h. Determine and purchase decorative needs (through MWF)
- i. Ensure all time markers are being met for committee, including performance group auditions, rehearsals, etc.
- j. Explain/coordinate scheduling needs for Alumni Hall
- k. Coordinate menu and needs for VIP reception through Catering Dept
- l. Confirm menu/order through MFSD
- m. Draft/review order of show and script for the International Ball opening ceremony
- n. Assist in overall run of show - exhibition performance groups, music groups, ceremony, staffing

5. Director, International Programs Office and his representative

- a. Identify International Ball Coordinator
- b. Coordinate list of VIP guests
- c. Work with Superintendent's Protocol office to create and distribute invitation to guests to

## VIP Reception

- d. Receive and track RSVP responses, including verifying information and responding to questions from VIP guests.
- e. Confirm final attendee list back to midshipman organization and Officers in Charge.
- f. Confirm Parking reservations with Officers in Charge and NSA Facilities. Advise VIP guests of reserved parking.
- g. Coordinate financial aspects/funding of VIP reception with the International Ball Coordinator and Naval Academy Catering. Submit Statement of Work and Sole Source Justification to FLC for contract, and Entertainment Request to AcDean/Comptroller for approval. Process invoices for payment after event.
- h. Work with International Ball Coordinator to verify menu/bar needs, any special requests, etc.

## 6. Midshipman Organization

- a. President (1/C)
- b. Vice President (2/C)
- c. MIDN Exhibition Dance/Music Coordinator (1/C)
- d. MIDN Exhibition Dance/Music Assistant Coordinator (2/C)
- e. MIDN PAO (1/C or 2/C)
  - (1) Work with International Ball Coordinator for website, social media, promotional materials design, and distribution of posters
- f. MIDN SUPPO (1/C, 2/C, 3/C, or 4/C)
  - (1) Responsible for pre- and post-event inventory of International Ball items to include posters, vases, lights, and other materials
  - (2) Oversee the collection of items after completion of the event and coordinate return to proper storage location
- g. MIDN ATFP Representative (1/C, 2/C, 3/C, or 4/C)

(1) Coordinate with ATFP

h. MIDN International Representative / Coordinator for International Officers and midshipmen (1/C, 2/C, 3/C, or 4/C)

(1) Liaise between the International Ball Committee and the International Officers and midshipmen being celebrated