



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

USNAINST 5721.1C
16 Jul 15

USNA INSTRUCTION 5721.1C

From: Superintendent

Subj: FORRESTAL LECTURE SERIES

Encl: (1) Request for Forrestal Lecture Series Guest Speaker
(2) Forrestal Lecture Checklist

1. Purpose. To promulgate responsibilities, policy, and procedures for the Forrestal Lecture Series.

2. Cancellation. USNAINST 5721.1B. This is a complete revision and should be reviewed in its entirety.

3. Background. The purpose of the Forrestal Lecture Series is to enhance the education, awareness, and appreciation of the Brigade of Midshipmen for the social, political, and cultural dimensions of the Nation and the world. The series was established at the Naval Academy in May, 1970 in honor of the late James V. Forrestal who, as one of the foremost proponents of seapower of our era, was instrumental in developing the modern Navy. Mr. Forrestal served in the Navy's flight program in World War I, leaving service as a Lieutenant (junior grade). As Undersecretary of the Navy, he was responsible for the remarkable logistical buildup of the Navy in 1944. Mr. Forrestal was the chief architect of the vastly complicated merger of the War and Navy Departments into the National Military Establishment (later the Department of Defense), and was named as the first Secretary of Defense by President Truman in 1947.

4. Action. Forrestal Lecture speakers will be drawn from leaders in government, business, the arts and entertainment, literature, education, sports, politics, science, and the military.

5. Responsibilities

a. The Commandant of Midshipmen shall:

(1) Ensure widest possible dissemination of information regarding the scheduled speaker to the Brigade of Midshipmen.

(2) Coordinate midshipmen ushers for the lecture.

(3) Coordinate lecturer requests from the Brigade of Midshipmen or Commandant staff per enclosure (1).

b. The Flag Secretary, or designated representative shall:

(1) Schedule Forrestal Lecture dates with the Master Scheduler.

(2) Solicit and receive lecturer requests.

(3) Coordinate with the staffs of potential speakers and prepare letters of invitation for the Superintendent.

(4) Schedule video services with the Multimedia Support Center.

(5) Coordinate the preparation and distribution of programs, both paper and electronic.

(6) Coordinate the distribution of ushers and direction of guests to their seats with Alumni Hall manager and midshipmen ushers.

(7) Complete the Forrestal Lecture Checklist (enclosure (2)).

(8) Maintain a history of Forrestal Lecture speakers.

c. The Protocol Officer shall coordinate arrangements for social activities associated with the Lecture.

d. The Director of Alumni Hall shall prepare Alumni Hall.

e. The Public Affairs Officer shall provide news media and press release as appropriate as well as offer coverage in the Trident newspaper.


W. E. CARTER, JR.

Distribution:
All Non-Mids (Electronically)

REQUEST FOR FORRESTAL LECTURE SERIES GUEST SPEAKER

XX MMM YY

MEMORANDUM

From: Rank/Title W. T. Door
To: Flag Secretary, U.S. Naval Academy
Via: (1) Applicable Chain of Command

Subj: REQUEST FOR FORRESTAL LECTURE SERIES GUEST SPEAKER

1. List who you are requesting to be considered as a guest speaker for the Forrestal Lecture Series.
2. Explain why the speaker would benefit the Brigade and advance the mission of the Naval Academy.
3. Explain your connection with the proposed speaker and any means of establishing contact.
4. List your contact information.

W. T. DOOR

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FORRESTAL LECTURE CHECKLIST

Guest speaker: _____

Lecture date: _____ Time: _____

Location: _____

Assigned Completion Date	Officer Action	Requirement
	Flag Secretary or designated representative	Status: <input type="checkbox"/> Initial liaison <input type="checkbox"/> Invitation sent <input type="checkbox"/> Tentative acceptance <input type="checkbox"/> Interested at later date <input type="checkbox"/> Accepted <input type="checkbox"/> Confirmed <input type="checkbox"/> Declined
	Flag Secretary or designated representative	Make initial phone contact Phone number: _____ Point of contact: _____
	Flag Secretary or designated representative	Mail invitation Address: _____ _____ _____
	Flag Secretary or designated representative	Notify all concerned <input type="checkbox"/> Superintendent <input type="checkbox"/> Commandant of Midshipmen (EA/Scheds/Ops) <input type="checkbox"/> Alumni Hall Manager

Assigned Completion Date	Officer Action	Requirement
	Flag Secretary or designated representative	<input type="checkbox"/> Public Affairs Officer <input type="checkbox"/> Special Events Master Scheduler <input type="checkbox"/> Protocol Officers <input type="checkbox"/> USNAAA and Foundation Public Affairs and Protocol Officers <input type="checkbox"/> Brigade Commander/XO <input type="checkbox"/> Multimedia Support Center for videography
	Flag Secretary or designated representative	<p>Follow up phone call. Determine social and logistical requirements and pass to Protocol, Flag Supply, and Flag Lieutenant</p> <input type="checkbox"/> Spouse attending <input type="checkbox"/> Other guests: _____ _____ <input type="checkbox"/> Formal dinner or reception at Buchanan House <input type="checkbox"/> Reception following lecture in Bo Coppedge Room <input type="checkbox"/> Transportation and lodging requirements <input type="checkbox"/> Provide map and directions to Buchanan House and Alumni Hall <input type="checkbox"/> Provide gate access passes to the lecturer and their invited guests as well as the Superintendent's guests <input type="checkbox"/> Coordinate lodging requirements <input type="checkbox"/> Obtain high resolution photograph and biography <input type="checkbox"/> Pass to Public Affairs Officer for programs and press releases <input type="checkbox"/> Confirm lecture is open to the public <input type="checkbox"/> Video release form signed by lecturer and returned to Multimedia Support Center <input type="checkbox"/> Special items:

Assigned Completion Date	Officer Action	Requirement
	Flag Secretary or designated representative	Confirm event location / support requirements <input type="checkbox"/> Podium <input type="checkbox"/> Water <input type="checkbox"/> Wired lapel microphone <input type="checkbox"/> Wireless handheld microphone (backup) <input type="checkbox"/> Confidence video screen <input type="checkbox"/> Confidence speaker
	Flag Supply Officer	Gift arranged for speaker: Size: _____ Name: _____
THREE WEEKS OUT		
	PAO	E-Mail sent throughout the Yard/Trident article
	Flag Secretary or designated representative	Confirm band's readiness
	PAO	Confirm photographer arranged for 1915
	Flag Secretary or designated representative	Notify MSC to provide video crew
TWO WEEKS OUT		
	Flag Secretary or designated representative	Obtain video release from speaker
ONE WEEK OUT		
	Protocol	Reserve parking at Buchanan House
	Alumni Hall Manager	Confirm event location preps (stage set up, Bryant Room, reserved parking at Alumni Hall)

Assigned Completion Date	Officer Action	Requirement
	Flag Secretary or designated representative	Finalize sequence of events and provide to Superintendent, Commandant, Brigade Commander, and the individual introducing speaker
	PAO	Prepare press release (announcement)
	Flag Secretary or designated representative	E-mail invitation with speaker bio throughout the Yard (NON MIDS and MIDS)
	Flag Secretary or designated representative	Program printed. Send advance copies to Superintendent and Commandant. Deliver the remainder to the Alumni Hall manager (250 for non-conference and 500 for conference).
DAY OF		
	COS/Flag Secretary	Conduct walkthrough of event location
	All	Attend lecture
+1 day	PAO	Prepare and disseminate information for internal audience (post lecture)
+5 days	Flag Secretary	Mail video, photo book, and thank you letter to speaker

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