



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

USNAINST 5721.2B
28/Supt
14 Apr 2017

USNA INSTRUCTION 5721.2B

From: Superintendent, U.S. Naval Academy

Subj: POLICY CONCERNING VISITING SPEAKERS

Ref: (a) USNAINST 5721.1C

1. Purpose. To publish the U.S. Naval Academy (USNA) policy on visiting speakers (except Forrestal lecturers). Procedures for the Forrestal Lecture Series are contained in reference (a).

2. Cancellation. USNAINST 5721.2A

3. Scope and Applicability. This instruction applies to the entirety of USNA.

4. Background. Guest speakers are an important aspect of developing midshipmen. Identifying speakers who can make the greatest contribution to the development process is the responsibility of individual members of the faculty and staff within their respective areas of expertise. Because of the various competing demands upon the time and attention of midshipmen, selecting speakers who will appear at USNA requires coordination.

5. Policy

a. The prerogative of inviting guest speakers to appear at USNA rests with the Superintendent, but will normally be exercised through the Commandant of Midshipmen and the Academic Dean, acting within their respective areas of cognizance.

b. The intent of this guidance is not to delay or impede the ability of faculty and staff to host guest speakers, but rather to ensure the Superintendent and appropriate staff members are aware of important guests on the Yard. Accordingly, these serve as general guidelines.

c. For invitations to three and four star officers, equivalent civilian officials, and distinguished members of the private sector whose appearance could generate media attention, the following procedures apply:

(1) The Superintendent will issue such invitations.

(2) The Superintendent's permission to invite a guest speaker should be obtained for the proposed event before extending a tentative invitation or any commitment to the speaker.

(3) Submit the visit request to the Superintendent via the Commandant of Midshipmen or the Academic Dean, as appropriate.

(4) Submit a draft letter of invitation for the Superintendent's signature to the Flag Secretary at admin-routing@lists.usna.edu.

(5) The text of this letter should reflect, through prior liaison with the Flag Lieutenant, whether or not the Superintendent will be able to attend the proposed event. If the Superintendent's schedule prevents attendance, add a statement similar to the following:

“I regret that I will be unable to join you due to a previous commitment, but I thank you for considering this invitation and I trust that the Naval Academy will benefit from your time with us.”

d. For the Naval Academy Chapel and other religious oriented meetings:

(1) Speakers at the Chapel will be invited with the approval of the Superintendent.

(2) Speakers at other religious oriented meetings or events will be invited with the approval of the Command Chaplain.

e. When invited by a member of the faculty:

(1) Speakers who will appear only in class will be invited with approval of the Department Chairperson.

(2) Speakers who will address whole courses or multiple sections will be invited with approval of the Division Director.

(3) Speakers who will present a topic of interest to the entire Brigade on a voluntary basis or whose appearance is announced in USNA-wide media will be invited with the approval of the Academic Dean and the Commandant through the Commandant's Operations Officer.

(4) Speakers invited to address organized groups, such as the Marine Technology Society or Sigma Pi Sigma, and where voluntary attendance of any member of the Brigade at large may be anticipated, will be invited with the approval of the Academic Dean and the Commandant of Midshipmen. Where participation is expected to be limited to members of the group itself, the Division Director may approve the speaker.

(5) Invitations that will require special exceptions for midshipmen to attend should be forwarded for approval to the Academic Dean and the Commandant of Midshipmen, depending on the requested exception. Lectures should be scheduled to minimize conflicts of this type whenever possible.

f. When invited by a member of the Commandant's staff, a midshipman organization, or an individual midshipman, request approval from the Commandant of Midshipmen via an action memo through the Commandant's Operations Office

g. Cost center heads will inform the Superintendent of visiting distinguished speakers. If the Superintendent is to have a role in the event or the visiting speaker requests an office call, notification is required 30 days beforehand to prevent schedule conflicts

6. The foregoing delegations of approval authority notwithstanding, the Superintendent has the ultimate right of approval over visiting speakers.

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

8. Review and Effective Date. The Flag Secretary 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 52 15/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



W. E. CARTER, JR

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/>.