



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5721.1F
OPS
JUL 03 2019

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5721.1F

From: Commandant of Midshipmen, U. S. Naval Academy

Subj: VISITING SPEAKER EVENT SCHEDULING PROTOCOL

Ref: (a) USNAINST 11100.7B
(b) USNAINST 5200.7A
(c) COMDTMIDNINST 5400.6U
(d) COMDTMIDNINST 11100.2L
(e) COMDTMIDNINST 5350.1C

1. Purpose. To promulgate the Commandant of Midshipmen's policy regarding visiting speakers to the Brigade of Midshipmen. Reference (a) contains procedures for the request and use of facilities normally reserved for lectures, presentations, meetings, social events, and visiting activities or agencies, as well as guidelines for the scheduling of all major events held at the U.S. Naval Academy.

2. Cancellation. COMDTMIDNINST 5721.1E

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA).

4. Discussion. Visiting speakers appearing in connection with midshipmen organizations or Bancroft Hall activities provide outstanding opportunities for midshipmen and generate interest throughout the Brigade. Organizations will identify speakers who can best contribute to the professional development of midshipmen.

5. Procedures. To invite guest speakers, the following procedures will apply:

a. Commandant of Midshipmen's Staff:

(1) Verify the space is available on the U.S. Naval Academy scheduling system and contact the Commandant's Executive Assistant to ensure that there is no conflict prior to submitting the request via the chain of command.

(2) Request approval via the staff member's Department Head/Battalion Officer, Commandant's Operations Officer, Deputy Commandant of Midshipmen, and Commandant of Midshipmen at least 45 days from the planned event.

(3) For speakers who will address only one company on professional topics, request approval via that Company's Battalion Officer.

b. Midshipmen Organizations (Extracurricular Activities, Clubs, etc.):

(1) Verify the space is available on the U.S. Naval Academy scheduling system and contact the Commandant's Executive Assistant to ensure that there is no conflict prior to submitting the request via the chain of command.

(2) Request approval of the specific organization's Officer Representative, Midshipman Activities Officer, Commandant Operations Officer, Deputy Commandant of Midshipmen and Commandant of Midshipmen at least 45 days in advance of the planned event.

c. High-Visibility Events, Events Including VIPs, or Important Outside Organizations. Special permission is required for these events. Contact the Commandant Operations Officer to determine the correct level of approval.

(1) Per reference (b), the Superintendent's Special Events staff is responsible for all events involving VIPs or outside organizations.

(a) VIPs include O-6 and above officers, government officials, and other public figures.

(b) Outside organizations include Department of Defense, Department of Navy, Congressional delegations, foreign delegations, and other organizations whose visit to the U.S. Naval Academy is newsworthy.

(2) All events for non-midshipmen groups must be approved by the Superintendent's Special Events office.

d. Extending Invitations. Do not advertise or formally invite potential speakers until the event has been approved. It is appropriate to coordinate with speakers to ensure they are available on the requested event date or to select a date based on their availability. Upon obtaining approval, the visiting speaker's host will deliver a formal invitation to the guest speaker. Official U.S. Naval Academy/Commandant of Midshipmen letterhead shall not be used for invitations unless authorized by the Superintendent or the Commandant of Midshipmen respectively.

6. Preparation for Guest Speakers and Lectures. Once the request is approved, the cognizant sponsor or Officer Representative will tentatively reserve the required venue online then coordinate with the Commandant's Executive Aide to ensure the date and time appropriate and a proper Plan of the Day entry is created. The sponsor or Officer Representative shall personally ensure that the proper personnel are scheduled and are present to control any audio/visual requirements. They are also responsible for parking requests.

7. Set-up. If set-up is required, the cognizant sponsor or Officer Representative shall contact the appropriate building 1st Lieutenant or the Public Works Department. Set-up requirements must be submitted at least four weeks in advance.

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8. Food/Drink. Per reference (c), Midshipmen Food Service Division (MFSD) does not support “catered” events. MFSD is limited to mission essential events. Any events that are outside of King Hall, the Chesapeake Room, Severn Room, or require support outside what is already being supported for the Brigade will be directed to Naval Academy Catering.

9. Alcohol. Per reference (e), requests to consume alcohol at a function must be submitted to the Alcohol and Drug Education Officer (ADEO).

10. Overnight Accommodations. Service Academy cadets, U.S. Naval Academy candidates, and Reserve Officers’ Training Corps students are the only visitors that may be authorized to stay in Bancroft Hall. All other guests shall make separate arrangements. If an event will require an overnight stay in Bancroft Hall, approval shall be obtained from the Commandant of Midshipmen via the Operations Officer. Requests must be made per reference (d).

11. Cost. Any costs incurred for the preparation, set-up, execution, or compensation of any guest speaker or lecturer will be at the sponsoring cost center or activity’s expense.

12. 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 your local records manager or the DON/AA DRMD program office.

13. Review and Effective Date. Per OPNAVINST 5215.17A, the Operations Officer will review this instruction annually on the anniversary of its 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 effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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