



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

COMDTMIDNINST 7577.1A  
OPS  
AUG 20 2019

COMMANDANT OF MIDSHIPMEN INSTRUCTION 7577.1A

From: COMMANDANT OF MIDSHIPMEN, U.S. NAVAL ACADEMY

Subj: MAJOR EVENT CONFIRMATION BRIEF

Encl: (1) List of Major Events  
(2) Confirmation Brief Attendees and Content

1. Purpose. To issue procedures and assign responsibility for the briefing of major events on the Yard involving the Commandant of Midshipmen's Cost Center. Each Major Event Confirmation Brief is a decision brief to the Commandant of Midshipmen to approve the coordinated plan from the Commandant of Midshipmen's Cost Center.

2. Background. As stewards of the U.S. Naval Academy, it is our responsibility to ensure major events on the yard reflect positively upon our institution, our Navy, and our nation. Several major events throughout the Academic Year involve multiple entities in addition to the Commandant's Cost Center. Deliberately briefing these major events ensures a clear delineation of responsibilities so that the event can be executed in the best interests of the U.S. Naval Academy.

3. Cancellation. COMDTMIDNINST 7577.1.

4. Action

a. The Action Officer for all designated and similar major events listed in Enclosure (1) shall schedule and conduct a Confirmation Brief in accordance with Enclosure (2) no later than 10 days prior to the event, unless directed otherwise by the Deputy Commandant of Midshipmen.

b. At each Confirmation Brief, department representatives shall brief their areas of responsibility in accordance with Enclosure (2). Commandant of Midshipmen's Operations shall provide to all Action Officers a Confirmation Brief template that complies with Enclosure (2).

5. Review Responsibility. The Commandant of Midshipmen's Operations Officer is responsible for the annual review of this instruction.

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/Vorgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/ Approved%20Record%20Schedules/Forms/ AllItems.aspx](https://portal.secnav.navy.mil/Vorgs/DUSNM/DONAA/DRM/Recordsand-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.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant of Midshipmen's Operations Safety Officer 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. 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.



T. R. BUCHANAN

Distribution:  
All Non-Mids (Electronically)

**LIST OF MAJOR EVENTS**

Note: This list is not meant to be all-inclusive

<b>Annual Events</b>	<b>Action Officer</b>
Induction Day	Plebe Summer OIC (Batt O)
Plebe Parents Weekend	Plebe Summer OIC (Batt O)
Delayed Graduations	Commandant Operations
Reform Schedule	Commandant Operations
January/May Intercessional Schedule	Commandant Operations
“Another Link in the Chain” Events	Commandant Operations
Football Game Week Events	Commandant Operations
Support for competitions against Army/Air Force	Commandant Operations
Second Class Parents Weekend	Commandant Operations
Seal/Explosive Ordnance Disposal Screeners	PRODEV (NSW/EOD)
NAPS Visit	Commandant Operations
Intramural Championship Events	Commandant Operations
Service Assignment Night	PRODEV
Thanksgiving/Winter/Spring Break Leave	Commandant Operations
Major Concerts	Commandant Operations
Dances	Commandant Operations
Ship Selection Night	PRODEV/Senior SWO
Leadership Conference	LEAD
Naval Academy Foreign Affairs Conference (NAFAC)	NAFAC OIC
Bowl Games	Commandant Operations
International Ball	I-Ball OIC
Croquet Match	6 <sup>th</sup> Battalion Officer
Sea Trials	4/C O-Rep (Batt O)
Commissioning Week - *Briefed prior to confirmation brief with Superintendent	USNA Special Events
Youngster Luau	3/C O-Rep (Batt O)
Naval Academy Summer Programs (NASP)	NASP OIC (Batt O)
Summer Training Overview	Training Officer
Summer Training (Each Block)	Training Officer

<b>Other Events</b>	<b>Action Officer</b>
Spirit Events organized by the Brigade	Event OIC
Ship Visits involving Midshipmen	Senior SWO/Submariner
VVIPs (1 star equivalent and above)	Commandant Operations
Any Award/Recognition/Promotion/Memorial Service or Ceremony involving the Commandant of Midshipmen’s Staff or Midshipmen	Action Officer
Any event where sister Service Academy Cadets reside in Bancroft Hall	Commandant Operations
Any event as the Deputy Commandant of Midshipmen or Commandant of Midshipmen may direct	Action Officer

## CONFIRMATION BRIEF ATTENDEES AND CONTENT

1. Brief Participants. The Action Officer/Supported Commander is responsible for inviting all briefers and attendees to each Confirmation Brief. Briefers:

a. In general, briefers are representatives of their organization who have direct knowledge of the coordination efforts of their organization in support of a Main or Supporting Event.

b. The purpose of each briefers' input is to validate any previous coordination with other briefers and to educate those who are designated as attendees. There should be no surprises among the briefers about content or tasking in the Confirmation Briefs.

c. Designated Briefers are event specific, but should include the following organizations where appropriate:

(1) Action Officer/Supported Commander (e.g. Batt O, PRODEV, Commandant OPS, LEAD).

(2) Briefers:

(a) Commandant Operations

(b) Task Force OIC

(c) Class President/Class O-Rep

(d) Brigade Commander/Staff

(e) ECA Coordinators and O-Reps for each Activity

(f) Drill Master

(g) AT/FP

(h) Protocol

(i) Medical

(j) Chaplain

(k) SUPPO

(l) Visiting Organization POC

(3) Attendees:

(a) Attendees are main points of contacts who would directly benefit from the information given at a Confirmation Brief.

(b) While they may have some knowledge of the event, it is the responsibility of the briefers, and ultimately the Main Briefer/Action Officer to ensure that all questions from the attendees are answered.

(c) Attendees are also event driven but should include the following at a minimum:

1. Commandant of Midshipmen.
2. Deputy Commandant of Midshipmen.
3. Brigade Senior Enlisted Leader.

(d) From time to time, invitations should be made to the following organizations outside of the Commandant's Cost Center to answer questions at the brief but do not have a set participating role:

1. USNA Special Events.
2. Naval Academy Athletic Association.
3. Academic Dean.
4. Admissions.
5. Alumni Association.
6. International Programs Office.

2. Confirmation Brief Content:

a. Commandant Operations retains a Master Copy of the Confirmation Brief Template for use by briefers.

b. Each Confirmation Brief should include at a minimum:

(1) Title/Main Briefer and Action Officer Introduction:

(2) Roll Call:

(a) List briefers in order of appearance.

- (b) List attendees and guests who are not briefing.
- (3) Orientation:
  - (a) Lay out the geographic orientation of the event.
  - (b) Use map clips if helpful and route to/from USNA if applicable.
- (4) Major Event:
  - (a) Provide a generic statement of the event.
  - (b) List all events that support the “Major Event”.
- (5) Mission:
  - (a) List the Who, What, Where, When and Why for the event.
  - (b) State the Commander’s Intent for the event.
- (6) Tasks:
  - (a) List all specific and implied tasks.
  - (b) State all agencies responsible for completion of tasks.
- (7) Execution:
  - (a) Concept of Operations (CONOPS):
    1. Phase 1: Staging of personnel or equipment.
    2. Phase 2: Movement to the Objective (if necessary).
    3. Phase 3: Actions on the Objective.
    4. Phase 4: Consolidation (Actions after event).
    5. Phase 5: Retrograde (Return of gear and personnel).
  - (b) Support: Each briefer will discuss their role and coordination during each phase identified by the Main Briefer.
- (8) Admin/Logistics:
  - (a) Brief how accountability will be taken.

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(b) Include relevant transportation, billeting and meal plan.

(9) Operational Risk Management:

(a) Identify all events.

(b) Hazards/Causes.

(c) Initial Risk Assessment Code (RAC).

(d) Develop Controls.

(e) Revised RAC.

(f) Implement Controls.

(g) Identify Supervisors.

(10) Questions: