COMMANDANT OF MIDSHIPMEN INSTRUCTION 7577.1

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’s Cost Center. Each Major Event Confirmation Brief is a decision brief to the Commandant to approve the coordinated plan from the Commandant’s Cost Center.

2. Background

   a. The dual nature of the U.S. Naval Academy (USNA) as an undergraduate institution and a national landmark in the vicinity of Washington D.C. presents a unique challenge for those who conduct events on the Yard. The high visibility associated with any event that occurs at USNA represents not only the institution, but the Navy and United States as a whole. As stewards of this institution, we owe it to our Midshipmen and the visiting public to ensure that every event is executed with the utmost concern for professionalism, smartness and excellence.

   b. There are several repeating and one-time events throughout the academic year that involve multiple entities in the Commandant’s Cost Center and USNA as a whole. Enclosure (1), while not all encompassing, is a list of identified “Major Events” that require clear communication and coordination between organizations prior to execution. Deliberately briefing these “Major Events” ensures that all logistical concerns have been addressed, all organizations concerned are thoroughly aware of their responsibilities, and that the intent of the event is fulfilled and illustrates the best interest of USNA.

3. Action

   a. The Action Officer for all designated and similar Major Events listed in enclosure (1) shall schedule, prepare, 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. The Summer Training Brief will be conducted prior to the Commandant signing the MTP/STP Instruction.

   b. Briefer responsibilities

      (1) At each brief, representatives from departments are directed to brief their areas of responsibility in accordance with enclosure (2).

      (2) All designated brief participants shall make every effort attend all Confirmation Briefs that pertain to their organization. In the rare case that a brief participant is unable to attend, the participant will designate a representative who will stand in their place.
c. Commandant Operations shall draft a Confirmation Brief template that complies with enclosure (2) and make it available for all Action Officers.

d. The Commandant Operations Officer is responsible for the annual review of this instruction.

Distribution:
All Non-Mids (Electronically)
# List of Major Events

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

<table>
<thead>
<tr>
<th>Annual Events</th>
<th>Action Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction Day</td>
<td>Plebe Summer OIC</td>
</tr>
<tr>
<td>Plebe Parents Weekend</td>
<td>Plebe Summer OIC</td>
</tr>
<tr>
<td>Delayed Graduations</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Reform and January/May Intercessional Schedule</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Another Link in the Chain Events</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Football Game Week Events</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Support for competitions against Army/Air Force</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Second Class Parents Weekend</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Seal/BOD Screeners</td>
<td>PRODEV</td>
</tr>
<tr>
<td>NAPS Visit</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Intramural Championship Events</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Service Assignment Night</td>
<td>PRODEV</td>
</tr>
<tr>
<td>Thanksgiving/Christmas/Spring Break Leave</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Major Concerts</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Dances</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Ship Selection Night</td>
<td>PRODEV/Senior SWO</td>
</tr>
<tr>
<td>Leadership Conference</td>
<td>LEAD</td>
</tr>
<tr>
<td>Naval Academy Foreign Affairs Conference</td>
<td>International Programs</td>
</tr>
<tr>
<td>Bowl Games</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>International Ball</td>
<td>I-Ball OIC</td>
</tr>
<tr>
<td>Croquet Match</td>
<td>Task Force OIC</td>
</tr>
<tr>
<td>Sea Trials</td>
<td>Class O-Rep</td>
</tr>
<tr>
<td>Commissioning Week - *Briefed prior to confirmation brief with Superintendent</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Summer Training Overview</td>
<td>CD&amp;T</td>
</tr>
<tr>
<td>Summer Training (Each Block)</td>
<td>CD&amp;T</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Events</th>
<th>Action Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spirit Events organized by the Brigade</td>
<td>Event OIC</td>
</tr>
<tr>
<td>Ship Visits involving Midshipmen</td>
<td>PRODEV</td>
</tr>
<tr>
<td>VVIPs (1 star equivalent and above)</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Any Award/Recognition/Promotion/Memorial Service or Ceremony involving the Commandant Staff or Brigade of Midshipmen</td>
<td>Action Officer</td>
</tr>
<tr>
<td>Any event where sister Service Academy Cadets reside in Bancroft Hall</td>
<td>Commandant Operations</td>
</tr>
<tr>
<td>Any Event as the Deputy Commandant or Commandant may direct</td>
<td>Action Officer</td>
</tr>
</tbody>
</table>
CONFIRMATION BRIEF ATTENDEES AND CONTENT

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

   a. Briefers

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

      (2) The purpose of each briefer’s 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.

      (3) Designated Briefers are event specific, but should include the following organizations where appropriate:

         (a) Main Briefer/Action Officer/Supported Commander (e.g., BATTO, PRODEV, Commandant OPS, LEAD)

            - Commandant Operations
            - Task Force OIC
            - Class President/Class O-Rep
            - Brigade Commander/Staff
            - ECA Coordinators and O-Reps for each Activity
            - Drill Master
            - AT/FP
            - Protocol
            - Medical
            - Chaplain
            - SUPPO
            - Visiting Organization POC

   b. Attendees

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

      (2) 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.

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

            - Commandant of Midshipmen
            - Deputy Commandant of Midshipmen
            - Brigade Senior Enlisted Leader
(4) 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:

- Special Events
- Naval Academy Athletic Association
- Academic Dean
- Admissions
- Alumni Association
- IPO

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

(9) Operational Risk Management:
(a) Identify all events
(b) Hazards
(c) Causes
(d) Initial Risk Assessment Code (RAC)
(e) Develop Controls
(f) Revised RAC
(g) Implement Controls
(h) Identify Supervisors

(10) Questions