NPS NOTICE 5060

From: Commanding Officer, Naval Postgraduate School Military Student Element

Subj: DECEMBER 2022 FALL QUARTER GRADUATION CEREMONY

Encl: (1) Tasks and Responsibilities
      (2) Schedule of Events - Graduation Rehearsal
      (3) Schedule of Events - Graduation Ceremony
      (4) Graduation Ceremony Due Dates

1. **Purpose.** To issue information on the Fall Quarter Graduation rehearsal and ceremony.

2. **Information**
   
a. Graduation rehearsal will be on Thursday, 15 Dec 2022. Attendance is mandatory for all students wishing to attend graduation.

   b. Graduation will commence promptly at 1000 on Friday, 16 Dec 2022, in King Hall.

   c. **Uniforms**

      (1) U.S. Navy: Service Dress Blue
      (2) U.S. Marine Corps: Blue Dress “B” No Sam Browne Belt (skirt or trousers)
      (3) U.S. Air Force: Service Dress
      (4) U.S. Army: Army Service Uniform
      (5) U.S. Coast Guard: Service Dress Blue
      (6) U.S. Space Force Service Dress
      (7) Civilians: Appropriate business attire

   d. **Graduation Guest Speaker.** The Honorable Carlos Del Toro, Secretary of the Navy.
e. Requests to miss rehearsal, or graduation, or both must be routed using a Dean of Students Request Form with justifications through Program Officers to the Deputy Dean of Students (DDOS). Submit requests no later than 22 Nov 2022, after all efforts to reschedule conflicting events are exhausted.

3. **Action**

   a. **Rehearsal – 15 Dec 2022**

      (1) At 0830, commence Doctor of Philosophy (PhD) and Engineer candidate pre-rehearsal with Thesis Advisors (TA), PhD, and Engineer candidates. Graduating doctorates will bring their hoods with them to King Hall.

      (2) At 0900, commence PhD and Engineer candidate rehearsal with the Naval Postgraduate School (NPS) leadership, PhD, and Engineer candidates.

      (3) At 0915, commence rehearsal for all other Masters graduates. Students will muster along the Root Hall breezeway. The Events Coordinator will provide seating row assignments and identify line leaders for each row. These assignments will be posted on the student webpage and in the Root Hall breezeway prior to rehearsal. Name cards for each graduate with special details will be posted in the Root Hall breezeway. Row leaders must ensure all graduates are present, assembled in row order, and have their name cards. Graduates will step off at approximately 0930 to practice the procession into King Hall.

   b. **Graduation Day – 16 Dec 2022**

      (1) At 0915, graduates will assemble along the Root Hall breezeway. Line leaders will ensure their rows are ready to step off on time.

      (2) At 0930, all faculty and special seating party will assemble in Spanagel Hall outside of room 101A.

      (3) At 0930, a Very Important Person brief will be held in the Elster Conference Room on the Mezzanine of Herrmann Hall.

      (4) At 0945, the platform party will assemble in Spanagel Hall outside of room 101A.

      (5) When directed by the Grand Marshal, the procession will commence toward King Hall in the following order:

         (a) Graduates

         (b) Faculty

         (c) Platform Party.
c. **Guests.** Should the Health Protection Condition (HPCON) level change, additional restrictions will be implemented. My point of contact for this matter is CDR Matthew Geiser, Deputy Dean of Students. He may be reached at (831) 656-3385, mtgeiser1@nps.edu.

   d. **Streaming Video of Graduation.** The graduation will be streamed live for those unable to attend in person at the following location online: https://www.nps.edu/watchlive.

4. **Records Management.** Records created as a result of this notice, regardless of media and format, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate of Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/A111tems.aspx.

5. **Cancellation.** This notice is cancelled upon completion of the Fall Quarter Graduation ceremony.

   [Signature]

B. S. BRYAN

Releasability and distribution:
This notice is cleared for public release and is available electronically only via Naval Postgraduate School Intranet Web site, http://intranet.nps.edu/code00/Notices/not.html
TASKS AND RESPONSIBILITIES

Master of Ceremonies: CAPT Brandon Bryan, USN
Coordinator: Ms. Sonya Solomon, CIV
Chaplain: LCDR Matthew Fore, USN
Presiding Officials: President Vice Admiral Ann Rondeau, USN (Ret.) and Provost Scott Gartner, CIV
Guest Speaker: The Honorable Carlos Del Toro, Secretary of the Navy
Grand Marshal: Dr. Robert Mortlock, CIV
Platform Marshal: TBD
Faculty Marshal: TBD
Military Marshal: LtCol Amy Roznowski, USMC
Platform Participants: Department Chairs and Representatives
Del Monte Brass: Mrs. Kip Route, CIV
Color Guard: YN2 Keyston Braxton, USN
Audio Visual Support: Mr. Davy Jones, CIV
Stage Set-up: Public Works
Mustering: LT Chris Robare, USN
Ushers: TBD

Enclosure (1)
SCHEDULE OF EVENTS – GRADUATION REHEARSAL

0830 Doctor of Philosophy (PhD) and Engineer candidates and their advisors must be seated in King Hall in preparation for rehearsal with the Naval Postgraduate School (NPS) President, Provost, and Dean of Students (DOS).

0900 Commence rehearsal with the NPS President, Provost, and DOS for PhD and Engineer candidates.

0915 All Masters graduates assemble along the breezeway of Root Hall to ensure row assignments and name card information are correct for the procession into King Hall.

0930 Masters graduates step off in order of row assignments into King Hall.

0935 Remarks by DOS.

0940 DOS asks all Master of Arts, Master of Science, Master of Business Administration (MBA), and Executive MBA candidates to stand and proceed to the platform to rehearse names and ensure all details on name cards are correct. Students may depart after rehearsal.
SCHEDULE OF EVENTS – GRADUATION CEREMONY

0915  Graduates will assemble along the breezeway of Root Hall.

0930  Platform Party line up in the hallway of Spanagel Hall for processional.

0930  Very Important Person brief begins in Elster Conference Room in Herrmann Hall.

0930  Del Monte Brass plays prelude music until 0955.

0945  Leadership assembles in Spanagel Breezeway.

0955  Del Monte Brass stops playing.

0955  Events Coordinator makes comments about photography and cell phones.

0955  Procession departs Root Hall breezeway on cue from Student Services Officer and halts at the top of the steps of the King Hall auditorium.

Del Monte Brass ends prelude music and begins processional music. Marshals lead procession to their seats in the following order:

- Students
- Platform Party

Del Monte Brass stops playing.

Dean of Students (DOS) asks the audience to stand for the presentation of colors and to remain standing for the playing of the National Anthem and invocation.

Honor Guard presents colors.

Chaplain delivers invocation.

Platform Party and audience are seated.

DOS introduces Platform Party and the Naval President School (NPS) President. NPS President makes preliminary remarks and introduces Guest Speaker.

Guest Speaker delivers the graduation address.

Guest Speaker moves left and forward of center podium.

NPS President proceeds to center podium and Provost proceeds to right podium.
DOS asks the candidates for the Doctor of Philosophy (PhD) Degree to please stand and proceed to the platform.

Provost presents each Doctorate candidate. NPS President confers the Doctorates.

DOS asks the candidates for the Engineer Degree to stand and proceed to the platform. Provost presents each Engineer Degree candidate.

NPS President confers the Engineer Degrees.

DOS asks the Master of Arts, Master of Science, Master of Business Administration (MBA), and Executive MBA candidates to stand and proceed to the platform.

Provost presents the Master of Arts, Master of Science, MBA, and Executive MBA candidates to President.

NPS President confers the Degrees Master of Arts, Master of Science, MBA, and Executive MBA candidates.

Department Chairs come forward to shake hands with their schools’ graduates and return to their seats.

After all students have crossed and received their completion certificates, NPS President, Guest Speaker, and Provost return to their seats.

DOS asks the audience to stand for the benediction. Chaplain delivers the benediction.

Del Monte Brass plays for the recessional.

Platform party leaves followed by special seating and faculty.

Graduates and guests remain until procession is clear.

Del Monte Brass continues to play for five minutes after recessional.
GRADUATION CEREMONY DUE DATES

24 Oct 22  Degree list due from Edu-Techs to Ms. Sonya Solomon, Events Coordinator at ssoomon@nps.edu.

26 Oct 22  First gallery proofs from Events Coordinator to Ed-Techs for review and Corrections.

1 Nov 22   Graduation Pre-Brief (King Hall, 1215-1300)  

1 Nov 22   First gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssoomon@nps.edu.

7 Nov 22   Second gallery proofs from Events Coordinator to Ed-Techs for review and Corrections.

14 Nov 22  Second gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssoomon@nps.edu.

21 Nov 22  Final script and program gallery proofs due from Ed-Techs to Events Coordinator at ssoomon@nps.edu.

25 Nov 22  With Distinction & Outstanding Thesis names due to Ms. Sonya Solomon, Events Coordinator at ssoomon@nps.edu.

25 Nov 22  Guest Speaker’s bio and picture, as available, due to Ms. Sonya Solomon, Events Coordinator at ssoomon@nps.edu.

28 Nov 22  Draft program due to Dean of Students for approval.

29 Nov 22  Final changes from Provost and President’s office to Events Coordinator at ssoomon@nps.edu to lock in the script.

5 Dec 22   Final script and program gallery proofs from Events Coordinator to Ed-Techs for final review and corrections.

9 Dec 22   Approved program to NPS Graphics Shop for proof and print.

12 Dec 22  Graduation Seating Chart completed.

15 Dec 22  Fall Quarter Graduation Rehearsal.

16 Dec 22  Fall Quarter Graduation Ceremony.