NPS NOTICE 5060

From: Commanding Officer, Naval Postgraduate School Student Military Element

Subj: JUNE 2022 SPRING 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 Spring Quarter Graduation rehearsal and ceremony.

2. **Information**

   a. Graduation rehearsal will be on Thursday, 16 June 2022. Attendance is mandatory for all students wishing to attend graduation. Appropriate civilian attire is required.

   b. Graduation will commence promptly at 1000 on Friday, 17 June 2022, in King Hall.

   c. Uniforms will be as follows:

      (1) U.S. Navy: Service Dress Whites

      (2) U.S. Marine Corps: Blue-White Dress “B”

      (3) U.S. Air Force: Service Dress

      (4) U.S. Army: Any Service Uniform

      (5) U.S. Coast Guard: Service Dress Whites

      (6) U.S. Space Force: Service Dress

      (7) Civilians: Appropriate business attire

   d. **Graduation Guest Speaker.** Gen. John W. Raymond, United States Space Force
e. Request to miss rehearsal, 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 1 June 2022, after all efforts to reschedule conflicting events are exhausted.

3. Action

a. Rehearsal – 16 June 2022

(1) At 0845, commence Doctor of Philosophy (PhD) and Engineer candidate pre-rehearsal with Thesis Advisors, 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 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 – 17 June 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) Special Seating Party.
(d) Platform Party.

c. **Guests.** Should the Health Protection Conditions level change, additional restrictions will be implemented.

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](https://www.nps.edu/watchlive).

4. My point of contact for this matter is CDR Michael Hooten, DDOS. He may be reached at (831) 656-3385 or e-mail at michael.hooten@nps.edu.

5. **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 September 2019.

6. **Cancellation.** This notice is cancelled upon the completion of the Spring Quarters Awards ceremony.

/s/

B. S. BRYAN

Releasability and distribution:
This notice is cleared for public release and is available electronically only via NPS Intranet Web site, [http://intranet.nps.edu/code00/Notices/not.html](http://intranet.nps.edu/code00/Notices/not.html).
## TASKS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Master of Ceremonies:</td>
<td>CAPT Brandon Bryan, USN</td>
</tr>
<tr>
<td>Coordinator:</td>
<td>Ms. Sonya Solomon, CIV</td>
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<tr>
<td>Chaplain:</td>
<td>LCDR Matthew Fore, USN</td>
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<tr>
<td>Presiding Officials:</td>
<td>President Vice Admiral Ann Rondeau, USN (Ret.) and Provost Scott Gartner, CIV</td>
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<tr>
<td>Guest Speaker:</td>
<td>To Be Determined (TBD)</td>
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<tr>
<td>Grand Marshal:</td>
<td>Professor Robert Eger, CIV</td>
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<tr>
<td>Platform Marshal:</td>
<td>Dr. Robert Mortlock, CIV</td>
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<tr>
<td>Faculty Marshal:</td>
<td>TBD</td>
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<tr>
<td>Military Marshal:</td>
<td>TBD</td>
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<tr>
<td>Platform Participants:</td>
<td>Deans, Department Chairs, and Representative</td>
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<tr>
<td>Del Monte Brass:</td>
<td>Mrs. Kip Route, CIV</td>
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<tr>
<td>Color Guard:</td>
<td>YN2 Keyston Braxton, USN</td>
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<td>TBD</td>
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<td>TBD</td>
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<tr>
<td>Photographer:</td>
<td>Mr. Javier Chagoya, CIV</td>
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<tr>
<td>Audio Visual Support:</td>
<td>Mr. Davy Jones, CIV</td>
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<tr>
<td>Stage Set-up:</td>
<td>Public Works</td>
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<tr>
<td>Mustering:</td>
<td>LT Chris Robare, USN</td>
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<tr>
<td>Ushers:</td>
<td>TBD</td>
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SCHEDULE OF EVENTS – GRADUATION REHEARSAL

0845  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 in order 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  Platform Party 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 ask 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 Degrees 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.

Each Dean and Department Chair comes forward to shake hands with their school’s graduates and returns to their seat.

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

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

25 Apr 22   Degree list due from Edu-Techs to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu.

27 Apr 22   First gallery proofs from Events Coordinator to Ed-Techs for review and corrections.

3 May 22    First gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu.

5 May 22    Second gallery proofs from Events Coordinator to Ed-Techs for review and corrections.

11 May 22   Second gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu.

17 May 22   Graduation Pre-Brief (King Hall – 1200-1300).

18 May 22   Final script and program gallery proofs due from Ed-Techs to Events Coordinator at ssolomon@nps.edu.

23 May 22   Final changes from Provost and President’s office, due Events Coordinator at ssolomon@nps.edu to lock in the script.

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

27 May 22   With Distinction & Outstanding Thesis names due to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu.

27 May 22   Guest Speaker's bio and picture, as available, due to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu.

3 Jun 22    Draft program due to Dean of Students for approval.

13 Jun 22   Approved program to the Naval Postgraduate School Graphics Shop for proof and print.

13 Jun 22   Graduation seating chart completed.

16 Jun 22   Spring Quarter Graduation rehearsal.

17 Jun 22   Spring Quarter Graduation ceremony.