NPS NOTICE 5060

From: Commanding Officer, Naval Postgraduate School Military Student Element

Subj: DECEMBER 2021 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, 16 December 2021. 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 December 2021, in King Hall.

   c. **Uniforms will be as follows**

      (1) U.S. Navy: Service Dress Blue
      (2) U.S. Marine Corps: Dress Blue Bravo (with badges)
      (3) U.S. Air Force: Service Dress
      (4) U.S. Army: Army Service Uniform
      (5) U.S. Coast Guard: Service Dress Blue
      (6) Civilians: Appropriate business attire

   d. **Graduation Guest Speaker.** To be announced.

   e. Requests to miss rehearsal, or graduation, or both must be routed utilizing a Dean of Students Request Form with justifications through Program Officers to the Deputy Dean of Students. Submit requests no later than 1 December 2021, after all efforts to reschedule conflicting events are exhausted.
3. **Action**

   a. **Rehearsal – 16 December 2021**

      (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 rehearsal.

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

      (3) At 0915, commence rehearsal for all other Master’s 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 will 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 December 2021**

      (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 VIP 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**

      (1) All guests will be registered before the day of graduation to allow for vaccination verification and to ensure venue capacity limits are not violated.
(2) Each graduate will be allowed to invite one guest to view the graduation in King Hall and one guest to view the graduation in a remote, on campus, location (large auditoriums). Once all students have had the opportunity to invite those guests, we will open the list for a number of additional guests based on remaining capacity.

(3) Each guest will be required to complete, sign, and submit a Certification of Vaccination (DD Form 3150), which can be found at https://forms.office.com/r/Rd9bZQh83t. Please register your guests by 1700, 19 November 2021. Guests will not be registered as attending until a signed DD Form 3150 verifying vaccination is submitted (guest’s spot will not be reserved until DD Form 3150 is received and could be given to someone else once seats are opened for additional guests). If guests are anticipated, it is recommended having them complete the DD Form 3150 now so you can submit it quickly once the RSVP process is running.

(4) Masks will not be required.

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. My points of contact for this matter are CDR Michael Hooten, Deputy Dean of Students, who may be reached at (831) 656-3385 or email at michael.hooten@nps.edu. Or, LCDR Matthew Liashek, who may be reached by email at matthew.liashek@nps.edu.

5. 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/AllItems.aspx.

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

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
Chaplain: LCDR Matthew Fore, USN
Presiding Officials: President Vice Admiral Ann Rondeau, USN (Ret.) and Provost Scott Gartner
Guest Speaker: To be determined (TBD)
Grand Marshal: Professor Robert Eger
Platform Marshal: Dr. Robert Mortlock
Faculty Marshal: TBD
Military Marshal: TBD
Platform Participants: Deans, Department Chairs, and Representative
Del Monte Brass: Mrs. Kip Route
Color Guard: YN2 Keyston Braxton, USN
Audio Visual Support: Mr. Davy Jones
Stage Set-up: Public Works
Mustering: LT Chris Robare, USN
Ushers: TBD

Enclosure (1)
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  VIP 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 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 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.

Enclosure (3)
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 Oct 21  Degree list due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator (ssolomon@nps.edu).

28 Oct 21  First gallery proofs from Ms. Sonya Solomon to Ed-Techs for review and Corrections.

29 Oct 21  First gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator (ssolomon@nps.edu).

5 Nov 21   Second gallery proofs from Ms. Sonya Solomon to Ed-Techs for review and Corrections.

9 Nov 21   Graduation Pre-Brief (King Hall – 1515-1600)

10 Nov 21  Second gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator (ssolomon@nps.edu).

22 Nov 21  Guest Speaker's bio and picture, as available, due to Ms. Sonya Solomon, Events Coordinator (ssolomon@nps.edu).

22 Nov 21  With Distinction & Outstanding Thesis names due to Ms. Sonya Solomon, Events Coordinator (ssolomon@nps.edu).

29 Nov 21  Draft program due to Dean of Students for approval.

1 Dec 21   Final script and program gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator (ssolomon@nps.edu).

1 Dec 21   Final changes from Provost and President’s office, due to Ms. Sonya Solomon, Events Coordinator (ssolomon@nps.edu), to lock in the script.

8 Dec 21   Name cards due to DOS for review.

10 Dec 21  Final script and program gallery proofs from Ms. Sonya Solomon, Events Coordinator, to Ed-Techs for final review and corrections (ssolomon@nps.edu).

10 Dec 21  Approved program to Defense Automated Print Services for proof and print.

13 Dec 21  Graduation seating chart completed.

Enclosure (4)
14 Dec 21 Special needs requests submitted to Ms. Sonya Solomon, Events Coordinator.

14 Dec 21 All requests to miss rehearsal due to Deputy DOS, LCDR Michael Hooten (michael.hooten@nps.edu), for final approval by the DOS.

16 Dec 21 Fall Quarter Graduation Rehearsal.

17 Dec 21 Fall Quarter Graduation Ceremony.