



DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY, CA 93943-5000

Canc frp: Sep 2023

NPSNOTE 5060
120
16 Oct 2023

NPS NOTICE 5060

From: Commanding Officer, Naval Postgraduate School Student Military Element

Subj: DECEMBER 2023 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, 14 Dec 2023. Attendance is mandatory for all students wishing to attend graduation.

b. Graduation will commence promptly at 1000 on Friday, 15 Dec 2023, 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 for women) |
| (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. Vice Admiral Craig A. Clapperton, USN
Commander, Fleet Cyber Command / TENTH Fleet

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 4 Dec 2023, after all efforts to reschedule conflicting events are exhausted.

3. Action

a. Rehearsal – 14 Dec 2023

(1) At 0840, 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 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 – 15 Dec 2023

(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 because 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](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.



T. MARTINSEN

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 Thor Martinsen, 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:	VADM Craig A. "Clap" Clapperton, USN
Grand Marshal:	Dr. Robert Mortlock, CIV
Platform Marshal:	Dr. Rene Rendon
Faculty Marshal:	Dr. Paul Beery
Military Marshal:	LtCol Amy Roznowski, USMC
Platform Participants:	Department Chairs and Representatives
Del Monte Brass:	Mrs. Kip Route, CIV
Color Guard:	CPO John Manning, USN TBD TBD TBD
Photographer:	Mr. Javier Chagoya, CIV
Audio Visual Support:	Mr. Davy Jones, CIV
Stage Set-up:	Public Works
Mustering:	LT Consepcion Espinoza, USN
Ushers:	TBD

SCHEDULE OF EVENTS – GRADUATION REHEARSAL

- 0840 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 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 will lead procession to their seats in the following order:

- Students
- Platform Party

Del Monte Brass stops playing.

Master of Ceremonies (MC) 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.

MC introduces Platform Party and the Naval Postgraduate 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.

16 Oct 2023

MC 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.

MC 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.

MC 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.

MC 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 the procession is clear.

Del Monte Brass continues to play for five minutes after the recessional.

GRADUATION CEREMONY DUE DATES

26 Oct 23	Degree list due from Edu-Techs to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu .
30 Oct 23	First gallery proofs from Events Coordinator to Ed-Techs for review and corrections.
2 Nov 23	First gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu .
6 Nov 23	Second gallery proofs from Events Coordinator to Ed-Techs for review and corrections.
7 Nov 23	Graduation Pre-Brief (King Hall, 1215-1300)
9 Nov 23	Second gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu .
15 Nov 23	Final script and program gallery proofs due from Ed-Techs to Events Coordinator at ssolomon@nps.edu .
16 Nov 23	Guest Speaker's bio and picture, as available, due to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu .
21 Nov 23	With Distinction & Outstanding Thesis names due to Ms. Sonya Solomon, Events Coordinator at ssolomon@nps.edu .
22 Nov 23	Final script and program gallery proofs from Events Coordinator to Ed-Techs for final review and corrections.
28 Nov 23	Draft program due to Dean of Students for approval.
29 Nov 23	Final changes from Provost and President's office to Events Coordinator at ssolomon@nps.edu to lock in the script.
7 Dec 23	Approved program to NPS Graphics Shop for proof and print.
8 Dec 23	Graduation Seating Chart completed.
14 Dec 23	Fall Quarter Graduation Rehearsal.
15 Dec 23	Fall Quarter Graduation Ceremony.