

**USMA POLICY MEMORANDUM # 45-97**

SUBJECT: Superintendent Involvement at Invited Functions

**1. PURPOSE.** To outline necessary procedures involving specific customs, traditions and/or protocol requirements for the Superintendent when he is invited to attend social events/activities.

**2. APPLICABILITY.** This policy memorandum applies to all USMA activities including Stewart Army Subpost (STAS), United States Military Academy Preparatory School (USMAPS) and West Point tenant activities.

**3. BACKGROUND.** The USMA Protocol Office is the principal point of contact (POC) for visits as outlined in USMA REG 10-1, para 3-5 "Advises all post agencies inviting guests to the USMA on the proper procedures and amenities for visits to include advising post activities on the Superintendent's participation as a guest."

**4. POLICY.** USMA activities planning an event involving the Superintendent must make prior coordination with the Protocol Office during the developmental stage of an event/activity.

**5. RESPONSIBILITIES.**

**a. Protocol Office**

(1) Protocol Office will review the initial plans and, if required, provide input based on knowledge of the Superintendent's preferences and preferred acceptance in the following areas:

- Menu selections
- Invitation format
- Table seating arrangement
- Table place card designs
- Flag display requirements
- Gift selections

(2) Protocol Office will also provide the following:

- Reference information
- Samples of correspondence/invitations
- Guidance on flag displays and when required provide flags
- Answers to question and exchange information
- Parking passes for Central Area, if required

(3) Forward information to SJA for a legal review when gifts or complimentary attendance for the Superintendent are contemplated as part of the activity.

**b. USMA agency or action officer will:**

(1) Coordinate with their appropriate chain of command before scheduling a meeting with the Protocol Office to discuss the overall plan for this event/activity.

(2) Forward to the Protocol Office a proposed draft copy of any invitation or itinerary requesting the presence or intent of inviting the Superintendent to an event/activity. If required, a follow-up meeting will be scheduled to discuss the details of the event/activity, NLT 48 hours prior to submission for a final decision.

(3) List Protocol as the first activity after the Major Activity Directors (MAD's) in the official routing of the summary sheet and/or read ahead (ref. USMA 25-2, dated 15 April 1995) detailing the Superintendent's involvement in any function, lecture, address, or social event/activity. SGS will review the summary sheets for approval.

(4) Ensure that any draft invitations an activity plans to extend on behalf of the United States Military Academy or Superintendent are forwarded with the summary sheet.

**6. EXPIRATION.** This policy is effective until superseded or rescinded.

FOR THE SUPERINTENDENT:

STEPHEN A. WINSOR  
COL, GS  
Chief of Staff

DISTRIBUTION:  
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