

7 September 1971

NAVWARCOL NOTICE 5000

From: President, Naval War College

To: Distribution

Subj: U.S. Naval War College Second International Seapower Symposium, 1-5 November 1971; Implementing Directive for

Ref: (a) NAVWARCOLNOTE 5000 of 16 Aug 1971

Encl: (1) Functional Organization  
(2) Assignment of Responsibilities  
(3) Watch Organization  
(4) Schedule of Events  
(5) Social Schedule and Support Plan  
(6) List of Participants, Observers, and Escort Officers  
(7) Participants' Itineraries  
(8) Public Affairs Plan  
(9) Academic Support Plan  
(10) Medical Plan  
(11) Transportation Plan  
(12) Communications Plan  
(13) Protocol List  
(14) Post-Symposium Carrier Cruise and Fire Power Demonstration  
(15) Escort Officers' Instructions

1. Purpose. To establish procedures and schedules, and to assign specific responsibilities for the administration and conduct of the Seapower Symposium.

2. Background. Reference (a) promulgated policies and assigned broad responsibilities for the administration and conduct of the Second Seapower Symposium, based on the experience gained by the First Seapower Symposium, modified to accommodate the new organization of the Naval War College. Planning to date has encompassed long-lead items and initial liaison with supporting activities. The relatively short time remaining before the convening of the Symposium requires early expansion of the planning effort and numbers of individuals involved.

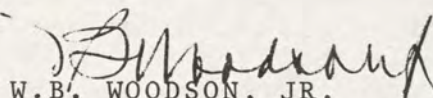
3. Concept. The Symposium will be a forum where senior naval officers from approximately forty-five (45) friendly nations can review and discuss global maritime matters. Included in the program will be an examination of changes and trends since the First Seapower Symposium of November 1969, an assessment

of the navy role in the face of current maritime problems, and a reemphasis of interdependence and mutual support. In addition, the Free World Frigate will be discussed. It is envisaged that the Symposium sessions will promote mutual understanding and stimulate new thinking among the Free World naval leadership.

4. Policy. All the resources of the Naval War College, on a priority basis, shall be made available to ensure the complete support and success of the Seapower Symposium. The Symposium shall retain the low-key informal profile established at the First Seapower Symposium. Positive steps will be taken to ensure that no impression of U.S. Navy domination is given during the proceedings.

5. Action. Enclosures (1) and (2) present the functional organization and principal responsibility assignments for conduct of the Symposium, and are effective at this time. Enclosures (3) through (15) will be promulgated as follow-on enclosures to this Notice as they are developed. The overall implementation of these plans will be accomplished by the Director, Naval Command College, who is designated the Director, Seapower Symposium Project, with the administrative and logistical support of the Head, Operations Division.

6. Cancellation. 31 December 1971.

  
W.B. WOODSON, JR.  
Acting Chief of Staff

Distribution:

NWC Codes:

01, 02, 001, 002, 003, 004, 005, 006, 007

021, 02, 02L, 02M, 02V

1, 10, 10A, 101, 102, 11, 112, 113, 115

13, 141, 142, 143

3, 311, 314, 35, 36, 37

4, 41

5, 51, 52

14 (75 copies for future distribution)

## FUNCTIONAL ORGANIZATION

The Second Seapower Symposium shall, under the direction of the President, Deputy and Chief of Staff, be conducted within the functional organization which follows. This organization provides for the planning and conduct of the Symposium by the sponsoring College (NCC), with administrative and logistical support provided by the Operations Division of the Administrative Department.

### ORGANIZATION

1. The Director, Seapower Symposium Project, assisted by
  - a. Assistant Director
  - b. Assistants to Committee Chairmen and Alternate Assistants
  - c. Committee Recorders
2. Seapower Symposium Steering Group
3. Seapower Symposium Support Coordinator, assisted by
  - a. Logistics Officer
  - b. Administration Officer
  - c. Senior Watch Officer
  - d. Social Activities Officer
  - e. Security Officer
  - f. Escort Officers
  - g. Public Affairs and Protocol Officer
  - h. Speaker Programs Officer
  - i. CNO Liaison Officer

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## ASSIGNMENT OF RESPONSIBILITIES

1. The Director, Seapower Symposium Project, Captain T.H. Nugent, Jr., USN, shall carry out the responsibilities assigned in NAVWARCOL NOTICE 5000 of 16 August 1971, and in amplification thereof, shall:

a. Obtain and implement guidance received from the President, Naval War College, the Deputy and the Chief of Staff.

b. Conduct planning and provide guidance and direction to all concerned with the development of the Symposium. This includes a development of administrative and logistics requirements necessary to support the Symposium, and the transmittal of these to the Symposium Support Coordinator.

c. Remain as point of contact with OPNAV, USDAOs and other interested commands, originating correspondence concerning attendees. Coordinate with the Support Coordinator where appropriate, and provide him with requirements and information developed from such correspondence.

d. Coordinate the efforts of the Assistants to the Committee Chairman and Committee Recorders.

e. Develop a schedule for Symposium sessions as the basis for the Schedule of Events, and provide inputs for the Academic Support Plan.

f. Arrange for or present appropriate briefings on Symposium progress and problems to the Naval War College Policy Council on a regular basis.

g. Call meetings of the Symposium Steering Group as required.

2. The Assistant Director, Seapower Symposium Project, Captain E.R. Hallett, USN, shall carry out the responsibilities assigned in NAVWARCOL NOTICE 5000 dated 16 August 1971, and in amplification thereof, shall:

a. Function as directed by the Director of the Symposium.

b. Continue certain specific procurement actions, already identified to the Support Coordinator, which were initiated in early planning. Provide materials to the Support Coordinator when received.

c. Act as point-of-contact for key support personnel for the coordination of support requirements.

d. Ensure any funding expenditures made or anticipated by his office are made known to the Support Coordinator.

e. Assign Escort Officers and instruct them in coordination with the Support Coordinator.

f. Provide drafts of major addresses to the Speaker Programs Officer for publication and distribution as directed.

g. Provide to the Support Coordinator inputs for coordination, or drafts of all documents and publications which require printing for use in the conduct of the Symposium or by attendees.

3. War College Assistants to Symposium Committee Chairmen (one to be assigned each of the five committees) shall:

a. Assist the chairman, or spokesman, of the Committee to which assigned, following the guidance of the War College Policy Council, the Symposium Director, and the Symposium Steering Group.

b. Evaluate Committee proceedings and provide guidance to the Committee Recorder.

c. Participate in and provide recommendations to the Symposium Steering Group.

4. Alternate Assistants to Committee Chairmen (three to be assigned).

a. Substitute for the Committee Chairmen Assistants if required and as directed.

5. Committee Recorders (five to be assigned).

a. Assist the War College Assistants to Committee Chairmen.

b. Record and evaluate seminar discussion proceedings and submit written evaluations to the respective Assistant to Committee Chairman.

c. Record and evaluate plenary sessions and submit written evaluations to the Assistant Director, Seapower Symposium Project.

d. Ensure that committee rooms are properly supplied and arranged for the seminar discussions, reporting any discrepancies to LCDR B.J. Hill, USN.

6. The Seapower Symposium Steering Committee, chaired by CAPT T.H. Nugent, Jr., will consist of the Military Chair of Air Strike Warfare, CAPT C.K. Ruiz, the five War College Assistants to Committee Chairmen, CAPT C.K. Moore, CAPT A.F. Newell, and CAPT E.R. Hallett. The Steering Committee shall:

a. Meet when directed by the President of the Naval War College or the Director of the Symposium.

b. Make recommendations concerning the Symposium to the Deputy and the President.

7. The Seapower Symposium Support Coordinator, Captain C.K. Moore, USN, shall:

a. Be responsible for the effective administrative and logistical support of the Symposium.

b. Define, assign, coordinate and monitor the activities of the support organization.

c. Manage the Symposium budget through the Office of the Comptroller.

d. Coordinate arrangements with Commander, U.S. Naval Base, Newport, and other interested commands in the area.

8. The Seapower Symposium Logistics Officer, Captain C.K. Moore, USN, shall:

a. Develop, coordinate and direct the transportation support plan with the assistance of the Head, Naval War College Housing and Transportation Branch and the Symposium Watch Organization.

b. Direct the physical arrangement of Mahan Library and the Committee Rooms to meet the requirements of the Symposium Director. Provide and equip office space for the Chief of Naval Operations, a center for the Quick Reaction Team, and a Watch Organization headquarters. The Head of the Maintenance Branch is assigned to assist.

c. Maintain continuing liaison with the manager, Newport Harbor Treadway Inn, and the BOQ Officer to ensure high standard accommodations are obtained and maintained, and all amenities, including a Hospitality Room, are provided.

d. Provide drafts of the Transportation Plan, Medical Plan, and Escort Officer Instructions to the Administration Officer for publication as follow-on enclosures to this Notice.

9. The Seapower Symposium Administration Officer, LCDR B.J. Hill, USN, shall:

a. Form an Administrative Group to assist in Symposium administration and direct their activities.

b. Maintain liaison with the Assistant Director of the Symposium on printing requirements and administer the printing and distribution of all Symposium printed matter.

c. Publish the Academic Support Plan, Schedule of Events, the Coordinated List of Participants, Observers and Escort Officers and the Participants' Itineraries, using data provided by the Symposium Director and his Assistant. Publish the Social Schedule and Support Plan using data provided by the Social Activities Officer. These are to become follow-on enclosures to this Notice.

d. Assemble and distribute material for committee rooms.

e. Arrange for special clerical support of Assistant Committee Chairmen and Recorders as required.

f. Arrange and coordinate communications requirements in support of Symposium attendees including special requirements of the CNO. Publish the Communications Plan as a follow-on enclosure to this Notice.

g. Publish the Symposium Watch Bill as directed by the Senior Watch Officer and prepare the necessary TAD orders for airport duty officers.

h. Assume responsibility for procurement and presentation of gift pewter plate.

i. Plan for and supervise the coffee mess.

j. Coordinate "courtesy entry" privileges with OP-942L, and District Commandants concerned.

k. Publish the recap of the First Seapower Symposium, as directed by the Assistant Director, for mailing to USDAOs of attending countries not later than 1 October.

10. The Seapower Symposium Senior Watch Officer, Captain R.M. Tucker, USN, with the guidance of the Director and the Support Coordinator, shall:

a. Develop a watch organization and watch procedures, making maximum use of experience gained in the First Seapower Symposium.



b. Assign members of the Staff and Faculty to the watch bill through liaison with the Directors of Colleges.

c. Provide the Watch Bill to the Administration Officer to meet a publication deadline of 15 October 1971.

d. Prepare master check-off lists and status boards for Symposium Watch Officers, with a deadline of 27 October 1971.

e. Instruct watchstanders in their duties.

f. Establish the Seapower Symposium Duty Office in the Pringle Lecture Room.

g. Set the watch on 30 September 1971. Direct and supervise the Watch Organization until all Symposium activity terminates on 6 November.

h. Provide comments and recommendations for the record.

11. The Seapower Symposium Assistant to the Senior Watch Officer, CDR R.E. Smith, USN, shall:

a. Assist the Senior Watch Officer in establishing and directing the Watch Organization.

b. In coordination with the Assistant Seapower Symposium Director, arrange for support of the CVA cruise planned to take place on conclusion of Symposium sessions. This includes transportation to and from the CVA and such other arrangements which may develop through liaison with the cruise host.

12. The Seapower Symposium Social Activities Officer, LCDR M.L. Calene, USN, following the precedence set by the First Seapower Symposium and through liaison with the manager of the Commissioned Officer's Mess (Open), shall:

a. Assist the personal staff of the President in arranging for the President's reception to be held on 1 November 1971.

b. Establish requirements for, arrange and supervise Symposium luncheons to be held at the COMO on 1, 2, 3 and 4 November. Note that lunch break has been extended to two hours (1200-1400).

c. Establish requirements for, arrange and supervise Symposium informal dinners to be held at the COMO on Monday, 1 November, following the President's reception, and on Tuesday. Note Wednesday is a free evening, but facilities of the COMO may be used by guests if desired.

d. Arrange for and supervise the formal reception and dinner to be hosted by the CNO on Thursday, 4 November. Solicit any special requirements from the personal staff of the CNO.

e. Be prepared to provide a plan for wives' activities if a significant number of foreign attendees bring wives.

f. Provide the Symposium Administration Officer with inputs for the Social Schedule and Support Plan, to be published as a follow-on enclosure to this instruction by 1 October 1971.

13. The Symposium Security Officer, CDR C.F. Ake, USN, shall:

a. Establish liaison with NAVBASE, the NIS Resident Agent, state and local security officials and ensure adequate security measures are taken during the Symposium at the Treadway Inn, on the route from the Inn to the Naval War College, and within the Naval Station.

b. Provide for and supervise traffic control during the Symposium and social activities connected therewith.

c. Provide for physical security of Symposium spaces.

d. Provide name tags for all attendees and for support personnel as required.

e. Arrange for and control parking of Symposium automobiles for quick access from Luce Hall.

14. The Seapower Symposium Speaker Programs Officer, CDR R.E. Smith, USN, shall:

a. Administer the speaker program as directed by the Symposium Director.

b. Prepare and distribute copies of the major addresses as required.

c. Prepare letters of appreciation to the Symposium speakers

15. The Seapower Symposium PAO and Protocol Officer, CDR C.M. Gammell, USN, shall:

a. Coordinate as appropriate with the Naval Base and the Office of the CNO on matters affecting public affairs.

- b. Provide public affairs and photographic coverage.
- c. Provide a draft PAO Plan and Protocol List to the Symposium Administration Officer for inclusion as a follow-on enclosure to this Notice.
- d. Arrange for proper display of colors and personal flags on automobiles.
- e. Send copies of Public Affairs releases to all USDAO's concerned. Deadline, 20 October 1971.
- f. Assume responsibility for any honors requirements which may develop.
- g. Assist the Symposium Social Activities Officer in matters of protocol, seating, receiving lines, etc.
- h. Maintain liaison with the resident Ambassador and local consular officials.

16. Seapower Symposium Escort Officers will be assigned from the student body of the Naval Command College, augmented by officers from the College of Command and Staff. A coordinated instruction for Escorts will be drafted by the Assistant Symposium Director and the Support Coordinator. The Escort Officer assigned to the Chief of Naval Operations shall function as CNO Liaison Officer, providing a direct point-of-contact with the War College organization for the CNO and his accompanying staff.

