



Naval Postgraduate School
1 University Circle
Monterey, CA 93943

Guidelines for Use

Revised: February 2004

GUIDELINES FOR USE OF NAVAL POSTGRADUATE SCHOOL FACILITIES FOR CONFERENCES

I. **BACKGROUND.** The Naval Postgraduate School (NPS or the School) has been fortunate over the years to host and co-sponsor many excellent conferences, symposia, meetings, and workshops (hereafter referred to as “conferences”) which have significantly benefited the educational programs on campus. Hopefully, this desirable activity will continue well into the future. To assure continued authority to conduct non-Department of Defense (DoD) conferences on campus, requests to conduct such conferences will be reviewed using criteria cited in existing DoD 4165.6, SECNAV 11011.46A, NAVFAC P-73 Real Estate Procedures Manual and NPS INST 11011.2K. In general, it is the Superintendent’s policy to allow the use of NPS facilities to Federal and non-Federal requesters including individuals, organizations, corporations, and state and local government authorities provided such use does not interfere with established School functions. It is recognized that conferences are of significant benefit to the DoD and the educational programs at NPS.

II. **PREREQUISITES FOR APPROVAL OF REQUESTS.** As a condition for use of NPS facilities, conference sponsors are expected to comply with the following conditions:

A. **Letter of Request.** *All* sponsors are required to submit a letter addressed to the Superintendent, Naval Postgraduate School, Monterey, CA 93943, requesting the use of conference facilities. Letters should be mailed to Institutional Advancement, Attn: Christine Walla, Event Manager, 1 University Circle, Public Affairs Office, Room-130, Monterey, CA 93943, Fax: 831-656-3238. The letter should state the nature of the event, whether foreign participation is expected, time, place, number of participants, conference rooms and services required, security classification, name and telephone number for point of contact, NPS faculty point of contact (if any), and the benefits of the conference to the School. The Event Manager will route the letter to the Superintendent.

B. License and Insurance Requirements. A license and insurance for the use of Federal property will be required unless NPS is sponsoring or co-sponsoring the conference. Exceptions are as follows:

- Naval activities are exempt from license and insurance requirements
- Federal agencies must submit a license for use of Federal Property but are exempt from insurance requirements
- Non-Federal organizations must submit a license and a certificate of third party liability insurance

C. Conference Fees.

1. ***Estimated Direct Costs.*** All conferences at NPS are conducted on a nonprofit basis and sponsors are expected to minimize the costs. Sponsors must pay all conference-related costs that are incurred by NPS. This includes costs for janitorial, audio visual services, utilities, administrative and public works support. These costs will vary depending on conference size and number of days. Additional costs may include such items as:

- Security safes (\$100.00 each),
- Telephone jacks/existing line, flat fee (\$20.00 each)

All costs associated with the use of the premises must be paid in full on or before the effective date of the event. If payment is not received by that date, Sponsor will not be allowed use of the premises.

Contact the NPS Event Manager for a complete estimate for your conference. She may be reached at 831-656-2426 or DSN 756-2426.

2. ***Registration fees.*** Prior to final approval for a conference to be held at NPS, conference registration fees, including fees for auxiliary functions such as meals, cocktail parties, and coffee service must be made known to the NPS Event Manager as well as to military and federal employees who are participating in the conference. Military and federal employees must have the option to participate in any auxiliary functions that may be offered on a space available basis.

3. ***Transmitting Payment for Use of Facilities:*** After the Superintendent has given permission to hold a conference at NPS, the NPS Event Manager will advise the sponsor, by separate correspondence, of the costs involved. Payment should be made prior to the date of the conference. Sponsor should forward a check (payable to U.S. Treasurer) to:

Naval Postgraduate School, Attn: Christine Walla, NPS Event Manager, One University Circle, Public Affairs Office, Room 130, Monterey, CA 93943-5138. The name and dates of the conference should appear on the check.

a. Government agencies. Conference sponsors should forward an appropriate government funding document made out to the Superintendent, Naval Postgraduate School, One University Circle, Monterey, CA 93943-5138. Please mail the document to the above address to the attention of Kathi Moore and fax a copy to Christine Walla, NPS Event Manager at 831-656-3238. The name and dates of the conference should appear on the funding document along with the cost breakdown that will be provided by the NPS Event Manager.

b. Non-government and government-contracted agencies should forward a check for the room rental (payable to the U.S. Treasurer) to: Naval Postgraduate School, Attn: Christine Walla, NPS Event Manager, One University Circle, Public Affairs Office, Room 130, Monterey, CA 93943-5138. The NPS Event Manager will forward the check to Engineering Field Activity (EFA West): Name and dates of the conference should appear on the check.

CONFERENCE FACILITIES

The following is a description of conference facilities.

Facility	Capacity	Comments
Spanagel Hall Room 101A/E	50-75 chairs only 30 U-Shape 25 classroom	small adjoining room with desk and safe
Glasgow Hall Room 102	270 Theatre style	Auditorium
Glasgow Hall Room 117	25 Theatre 15 Classroom	Classroom
Ingersoll Hall Room 122	180 Theatre style	Auditorium
Mechanical Engineering (M.E.) Auditorium	129 Theatre style	Auditorium
King Hall	1330 Theatre style	Auditorium (inquire about availability on Tuesdays after 1400)

D. Classified Conferences. All classified conferences must be coordinated with Andy Andersen, NPS Security Manager, 831-656-2450 or DSN 756-2450. Classified defense information shall not be disclosed at NPS conferences unless security sponsorship is provided by an activity of the Executive Branch of the Government. Security sponsorship and conduct of conferences must satisfy the requirements of DoD security regulations.

1. Responsibility for security arrangements. It is the responsibility of the conference sponsor to comply with DoD security regulations and to make all necessary security arrangements, including electronic sweeping, hiring of guards, processing of access requests, carrying out access entry procedures, and monitoring sessions to ensure that discussions are limited to the authorized level. Security containers for storage of classified materials may be obtained through Andy Andersen, NPS Security Manager. NPS does not assume the responsibility for overall security of a conference unless it is exclusively NPS sponsored.

2. Non-government or government-contracted agencies sponsoring classified conferences. Prior to any commitment or announcement being made to accept security sponsorship for classified meetings organized by non-U.S. Government association, a request must be submitted by the intended sponsor to the Chief of Naval Operations (N09N2) for approval. The request must include the following information:

- a. A summary of subjects, level, and sources of classified information;
- b. The name of the non-US. Government association or organization involved in the meeting;
- c. The location and dates of the meeting;
- d. Identification of the sponsoring command, include the name, address, and phone number of the primary action officer;
- e. The specific reason for having the meeting;
- f. A security plan specifying procedures for processing security clearances, badging procedures, access control procedures, and procedures for storage of classified information.
- g. A draft conference agenda, draft conference announcement and conference security clearance form.

3. Disclosure of Foreign participation/Exclusion. A Memorandum of Understanding among the United States, NATO allies, and other friendly nations, encourages reciprocal procurement of defense equipment. It is the policy of DoD to ensure that qualified industries from these countries maintain access to technical information that is required for participation in defense contract negotiations. Accordingly, conferences held at U.S. Government facilities and attended by U.S. defense contractors must be structured to permit maximum participation by allied defense contractors. (Note: Foreign disclosure and technology transfer policies and export regulations continue in effect and shall not be violated by such participation).

Before final approval of a request for use of facilities can be granted for conferences that must exclude foreign participation, assurance must be provided to the U.S. Navy International Programs Office that foreign countries have not been arbitrarily excluded. Therefore, it is requested that a letter similar to the example on the following page be prepared.

4. When foreign participation is anticipated, all classified papers (verbatim text) must be provided to the appropriate foreign disclosure authority. The Navy Office of Technology Transfer and Security Assistance is the appropriate authority for the Navy. A minimum of 30 days is required for review (OPNAVINST 5510.48J applies). Full identification of the material intended for release along with the proposed security classification and supporting justification is required.

When foreign participation is anticipated, unclassified papers which have not been approved for public release (criteria listed in DoD Directive 5230.9) must be cleared through the appropriate Public Affairs Office. The approval authority for the Navy is the Navy Office of Technology Transfer and Security Assistance (SECNAVINST 5720.44 applies). Mailing addresses for papers, presentations, etc. are as follows:

CLASSIFIED PAPERS	UNCLASSIFIED PAPERS
<u>NAVY</u> Director Navy International Programs (IPO-10) Washington, DC 20350-5000	Director Navy International Programs (IPO-10) Washington, DC 20350-5000
<u>ARMY</u> Department of the Army Asst. Chief of Staff for Intel ATTN: Foreign Liaison Directorate (DAMI-FLS) Washington, DC 20310	Department of the Army Chief of Public Relations Washington, DC 20310
<u>AIR FORCE</u> Department of the Air Force International Affairs Division Information Branch (CVAII) Office of the Chief of Staff Washington, DC 20330	Department of the Air Force International Affairs Division Public Affairs Office (SAF/PA) Washington, DC 20330

Example

Exclusion of Foreign Participants Memorandum

MEMORANDUM

From:

To: Director, Navy International Programs Office (IPO-10)
Washington, D.C.
20350-2000

Subj: CONFERENCE AT THE NAVAL POSTGRADUATE SCHOOL, MONTEREY,
CALIFORNIA

1. This organization has requested that the Naval Postgraduate School provide a conference facility for the following conference for which (name of organization) is the organizing activity:

Conference title:

Conference date:

Security classification:

Point of contact (name, address, telephone)

U.S. defense contractors (will___, will not___) be in attendance.

Foreign attendance (will___, will not___) be allowed.

If foreign attendance **will** be allowed, list countries expected/invited. If foreign attendance **will not** be allowed, give brief reasons.

Signed:

Copy to:

Superintendent

(Code 92)

Naval Postgraduate School

Monterey, CA 93943-5138

5. Receipt and Mailing of Classified Material. All classified packages should be mailed to: Security Manager, Code 261, Naval Postgraduate School, 1411 Cunningham Road, Room B13, Monterey, CA 93943-5015. The name of the conference should be indicated on the outside of the package; and the name of the authorized recipient should be indicated on the inner package. For more details contact the Security Manager's Office, 831-656-2450.

Prior to the conference, the sponsor must forward to the NPS Security Manager (Code 0052), security clearances and a list of personnel who will be authorized to pick up classified material from the Security Manager's Office. Security clearances for conference attendees are the responsibility of the conference security managers and should not be sent to the NPS Security Manager. If your conference will be using a lab for a demonstration, please coordinate with the NPS Security Manager 831-656-2450 for special arrangement. Documents may be picked up from the Security Manager's Office during normal working hours, 0800-1600, Monday through Friday. If documents are needed prior to 0800 on the morning of the conference, it is recommended that arrangements be made to pick up the classified material from the Security Manager's Office the day before. Any classified material that needs to be returned, upon completion of the conference, must be properly packaged and mailed out the conference security personnel. The Post Office has a Branch Office at NPS that is open until 4:00 p.m. NPS does not have a full service classified mailroom.

NOTE: The NPS Security Manager's Office does not provide materials for wrapping of classified documents or mailing labels. Sponsors must provide their own packaging material and must package their own documents, and will be responsible for mailing packages at the U.S. Post Office located in Building 260. There will be no exceptions.

Sensitive Compartmented Information Facility (SCIF): Prior to conferences being held in the SCIF, the sponsor's Security Officer must forward by message a list of attendees and appropriate security clearances. Defense Courier Service (DCS) is available for forwarding SCI level classified material. Material may also be sent electronically via JWICS. The DCS address for the Naval Postgraduate School is 447305-TV37, NAVPGSCOL ROOT HALL (SSO). The inner wrapper of the package must contain the name of the intended recipient. SCI FAX service with STU-III is also available. Any questions regarding SCI level meetings or conferences should be directed to the Special Security Office, 831-656-2899/3509, DSN 756- 2899/3509.

E. Distinguished Visitors. It is important that the Superintendent of the Naval Postgraduate School be advised of distinguished visitors to the campus. **Conference sponsors**

are requested to provide the NPS Event Manager with a list of distinguished conference attendees one month prior to the date of the conference and to then provide updates as necessary. The list should include the names of all flag rank military officers and their civilian counterparts, along with rank/title, address, and telephone number.

F. Lodging. Lodging arrangements for conference participants are the responsibility of the conference organizers. Conference organizers are requested to contact the Bachelor Officers' Quarters (BOQ) prior to making other lodging reservations. Conference participants who are traveling on orders or are DoD employees can obtain a Certificate of Non-Availability (CNA) from the BOQ office if lodging is not available on campus. The BOQ will provide information about local hotels. The BOQ Office telephone number is 831-656-2060/2069 or DSN 756-2060/2069.

G. Meals. Coffee breaks and lunch service are available through Club Del Monte, located in Herrmann Hall. Club Del Monte can also provide special catering services for banquets, dinners, receptions, cocktail and other social functions. The Catering Sales Manager can be reached at 831-656-1049 or DSN 756-2170.

H. Transportation. Conference sponsors are expected to make their own transportation arrangements, including transportation of distinguished visitors to and from the Monterey Peninsula airport, if necessary. Any exceptions to the policy must be approved in advance by the Superintendent.

I. Supplies. Conference sponsors are expected to furnish all supplies required for their conferences. NPS does not have a storage area for conference materials. Before the close of the conference, sponsors should make appropriate arrangements for returning supplies and other materials.

J. Copier/Fax Machines. If you have significant copying requirements, you will need to rent a machine or use machines available at nearby commercial copy centers. Conference attendees may not use machines in other NPS offices.

K. Administrative Support. Christine Walla, the NPS Event Manager will be your NPS point of contact for administrative matters relating to your event. The Coordinator may be reached at 831-656-2426, DSN 756-2426, cell 831-760-2882 npsconf@nps.navy.mil or cmwalla@nps.navy.mil. Conference sponsors should provide all clerical/administrative support required for their conference.

L. Media Participation. Any invitation to media organizations to cover events at NPS must be approved in advance by the NPS Public Affairs Office, Code 004, telephone 831-656-3346 or DSN 756-3346.

M. **Parking** at NPS is severely restricted. As a result, **no parking** is available for conference attendees, either on the NPS campus or in the neighborhoods surrounding the campus. Sponsors should provide transportation to and from hotels or advise attendees to walk (several hotels are within easy walking distance). Please notify conference participants of the lack of parking. Violators of campus parking restrictions or Monterey City ordinances will be ticketed.

N. **Conference Materials.** Conference sponsors are requested to provide NPS with an electronic copy of the conference program. If a conference proceeding is published, two copies should be provided to the school, free of charge. These should be mailed to Institutional Advancement, Attn: Christine Walla, NPS Event Manager, One University Circle, Public Affairs Office, Room 130, Monterey, CA 93943, who will forward them to the library.

O. **Attire.** NPS has recently adopted a business casual dress code on campus. The uniform of the day is only required on specified dates, in which case the uniform is Service Dress Professional.

III. GENERAL INFORMATION

A. **Sponsor Responsibilities.** NPS is not a commercial conference center. It is the Navy's University and has a prescribed mission. Sponsors should remind their attendees that they are guests of the Superintendent and should not interfere with the normal academic routine of the School.

All guests of NPS are asked to observe the Navy traditions of "Attention to Colors" and "Evening Colors." These occur each day at 0800 hrs and sunset. Civilian and military personnel who are outside the buildings on base are requested to stop walking and remain silent; individuals in moving vehicles are requested to stop.

B. **Cleanliness of Base Facilities.** NPS is fortunate to be housed in a very beautiful setting. The school takes pride in keeping its facilities and grounds immaculate at all times. To assist in keeping the facilities clean during conferences, sponsors are responsible for ensuring that all litter is properly disposed of in the trash cans provided outside the meeting facility during conference hours. The trash cans will be emptied, and the conference facilities will be cleaned as part of the janitorial service that is provided.

C. **Conference Coordination.** Christine Walla, the NPS Event Manager, can be reached at 831-656-2426, DSN 756-2426 or cell 831-760-2882 and will be happy to assist and provide you with any additional information required for a successful event at the Naval Postgraduate School.

HOTELS IN THE MONTEREY AREA

(Area Code: 831)

Arbor Inn 1058 Munras Avenue Monterey, CA	372-3381
Casa Munras Garden Hotel Fremont & Munras Avenue Monterey, CA	375-2411
Cypress Gardens Inn 1150 Munras Avenue Monterey, CA	373-2761
Cypress Tree Inn 2227 N. Fremont Street Monterey, CA	372-7586
Days Inn 1400 Del Monte Boulevard Seaside, CA	394-5335
Doubletree 2 Portola Plaza Monterey, CA	649-4511
Embassy Suites Del Monte Boulevard & Canyon Del Rey Seaside, CA	393-1115
** Fireside Lodge 1131 10th Street Monterey, CA	373-4172
Franciscan Inn 2058 Fremont Street Monterey, CA	375-9511
Comfort Inn 1262 Munras Avenue Monterey, CA	372-8088
** Hyatt Hotel & Resort 1 Old Golf Course Road Monterey, CA	372-1234
Lone Oak Motel 2221 Fremont Street Monterey, CA	372-4924

Mariposa Inn 1386 Munras Avenue Monterey, CA	649-1414
** Hilton Hotel Monterey 1000 Aguajito Road Monterey, CA	373-6141
** Monterey Bay Lodge 55 Camino Aguajito Monterey, CA 93940	372-8057
Monterey Plaza 400 Cannery Row Monterey, CA	646-1700
Monterey Marriott 350 Calle Principal Monterey, CA	649-4234
Bay Park Hotel 1425 Munras Avenue Monterey, CA	649-1020
** Stagecoach Inn 1111 10th Street Monterey, CA	373-3632
Travelodge (Monterey Fairgrounds) 2030 Fremont Street Monterey, CA	373-3381
Victorian Inn 487 Foam Street Monterey, CA	373-8000
The Monterey Hotel 406 Alvarado Street Monterey, CA	375-3184

**** Within walking distance of the Naval Postgraduate School**