



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNANOTE 5216 W/CH-1
28/AO
FEB 14 2008

USNA NOTICE 5216 W/CH-1

From: Superintendent

Subj: DELEGATION TO SIGN CORRESPONDENCE "BY DIRECTION" OF THE SUPERINTENDENT

1. Purpose. To provide a list of billets authorized to sign correspondence "By direction" of the Superintendent.

2. Information. For Naval Academy matters, certain personnel are authorized to sign "By direction" routine official naval correspondence (standard letters) addressed "From: Superintendent, United States Naval Academy." They will not address or sign standard letters to activities or offices outside the Naval Academy using their billet title (except for Commandant of Midshipmen, Academic Dean & Provost, Executive Assistant to the Superintendent, Deputy for Finance, Dean of Admissions), but they may sign routine correspondence using a business or personal letter with billet title. Personnel authorized to sign by direction are:

Academic Dean and Provost (signs as Academic Dean for curriculum or faculty matters)

Administrative Officer (routine administrative matters; on Privacy Act and Freedom of Information Act matters signs as Privacy Act/Freedom of Information Act Officer)

Command Chaplain

Command Evaluation Officer (internal review matters only)

Commandant of Midshipmen (signs as Commandant of Midshipmen for Brigade matters)

Deputy Commandant of Midshipmen (signs in absence of Commandant of Midshipmen)

Comptroller

Deputy Comptroller (signs only in absence of Comptroller)

Dean of Admissions (signs as Dean of Admissions for admissions matters)

Vice Dean of Admissions (signs in absence of Dean of Admissions for admission matters only)

Dean, Vice Admiral James B. Stockdale Center for Ethical Leadership

Deputy Equal Employment Opportunity Officer (for EEO matters only)

Deputy for Finance & Chief Financial Officer (signs as Deputy for Finance)

Deputy for Information Technology & Chief Information Officer

Director of Athletics

Director, Diversity and Government Affairs

Director, Division of Professional Development

Director, Human Resources

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Director, Naval Academy Business Services Division
Director, Research and Scholarship (for research matters only)
Director, U.S. Naval Academy Band (for Band matters only)
Executive Assistant to the Superintendent (signs as Executive Assistant)
Personnel Officer (officer & enlisted personnel matters only)
Enlisted Personnel Officer (signs in absence of Personnel Officer for enlisted personnel matters only)
Public Affairs Officer
Registrar
Security Manager
Assistant Security Manager (for security matters only)
Sexual Assault Response Coordinator (internal SAVI only)
Staff Judge Advocate

a. Personnel designated to sign by direction are given this authority due to the position they occupy. Individuals other than those specified above must be appointed, in writing, by the Superintendent.

b. Division Directors/Department Heads may authorize personnel to sign routine correspondence necessary for conducting official business pertaining to division/department matters using a business letter.

3. Action. Correspondence signed "By direction" should include originator codes and serial numbers. A signed copy should be sent to Central Files, Administrative Department, Yard Mail Stop 1e. Include the Superintendent's Controlled Mail Record (USNA MMA 5216/4), with incoming correspondence, backup material, the yellow Command Routing and File Copy (USNA MMA 5216/5), showing chops through your chain of command. Print letter on back of yellow file copy showing "Blind copy to's" and originating information.

4. Cancellation. This notice remains in effect until superseded.

/s/

J. L. FOWLER

Distribution:
All Non Mids (electronically)



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28/AO

18 MAR 2008

USNA NOTICE 5216 OF 14 FEB 2008 CHANGE TRANSMITTAL 1

From: Superintendent

Subj: DELEGATION TO SIGN CORRESPONDENCE "BY DIRECTION" OF THE
SUPERINTENDENT

1. Purpose. To publish change 1 to subject notice.
2. Action. Make the following pen and ink changes:
 - a. Add to para 2 under, "Personnel authorized to sign by direction are:"

Director, Diversity and Government Affairs
Security Manager
Assistant Security Manager (for security matters only)

3. Cancellation. When the required action has been taken.

/s/
J. L. FOWLER

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