



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 5605.1Q  
4/AO

MAR 4 2003

USNA INSTRUCTION 5605.1Q

From: Superintendent

Subj: STANDARD DISTRIBUTION LISTS

Ref: (a) USNAINST 5600.5J  
(b) USNAINST 5930.2N

Encl: (1) Standard Naval Academy Distribution Lists

1. Purpose. To publish standard distribution lists.
2. Cancellation. USNA Instruction 5605.1P. This directive is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.
3. Distribution Lists. Use the Standard Naval Academy Distribution Lists in enclosure (1) to determine distribution for instructions, notices, and other official information as follows:

<u>LIST</u>	<u>TOTAL COPIES</u>	<u>DISTRIBUTION TO</u>
A	17	Heads of Cost Centers
A-1	146	Heads of Cost and Sub-Cost Centers
AC	100	Academic organizational components and other
AA	198	Organizational components and Annapolis area activities
B	136	Information of general interest to all personnel by posting on Official Bulletin Boards
C	1779	Each civilian employee (not by name)
F	393	Each civilian faculty member (not by name)
M	4224	Each midshipman (not by name)
MR	1650	Each midshipman's room
O	450	Each officer (not by name)
OF	851	Each officer and each civilian faculty member (not by name)
S	274	All supervisors of civilian personnel for routing to personnel under their supervision for information or action

4. Guidance

- a. Originators determine required distribution of material and choose list which best matches your needs. Try not to duplicate distribution. File enclosure (1) in a place of easy reference.

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b. When publishing items of a one-time interest; i.e., general information, meetings, lectures, training seminars, street closings, changes in traffic patterns/parking due to special events, etc., originators are requested to use the Weekly Administrative Bulletin (WAB) vice a memo, notice, poster, or flier published under one of the above distribution lists. Reference (a) provides guidelines on using the WAB.

c. Avoid Distributions C, F, M, MR, O, and OF unless individuals actually need personal copies. Distribution AA should generally serve to pass the word to all hands.

d. Distribution is made to established Stop Numbers indicated in reference (b). Internal distribution is the responsibility of the office receiving the copies.

e. Submit suggested changes to enclosure (1) by memo at any time to the Administrative Officer, Administrative Department, Yard Mail Stop 1b. Request the number of copies that will meet requirements for effective communication to alleviate wastage of excess copies and to avoid the necessity for local coping of material for internal distribution.



R. C. PARSONS  
Deputy for Finance and Administration

Distribution:  
AA

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STANDARD NAVAL ACADEMY DISTRIBUTION LISTS

	A	A-1	AC	AA	B	C	F	O	OF	S
1a Superintendent	1	1	1	1	1	4		6	6	1
1b Deputy for Finance & Administration	1	1	1	1		1				1
1c Ac Dean & Provost	2	2	4	4	2	8	4	2	6	2
1d Deputy for Management		2	1	3	1	3		1	1	2
1e Administrative Department		2	2	2	2	6				2
1f Staff Judge Advocate		1		1	1	1		3	3	1
1g Public Affairs Office		1	1	1	1	15		3	3	1
1j Base Operations		1	1	1	1			2	2	1
1k Officer Personnel		1	1	1	1	2		2	2	1
2a Division of Information Technology Services	1	9	9	5	1	64	2	3	5	10
2b Institutional Research		1	1	1	1	1	1			
2c Academic Center/Ward Hall		1	1	1	1	4	1	1	2	1
3a Commandant of Midshipmen	2	10	2	17	1	35		60	60	12
3b Band		1		1	1			1	1	
3c Midshipmen Financial Advisor				2	1			16	16	4
3d Branch Dental Clinic				1	1	6		15	15	2
3e Midshipmen Food Service Division		2		1	3	112		2	2	11
3g Midshipmen Recreational Facility/Drydock		1		1	1	7		1	1	4
3h Midshipmen Disbursing		1		1	1	5		1	1	1
3k NAF-Repair Tailor, Uniforms, Cobbler, & Textbooks		4	6	6	6	90		6	6	20
3m NA Nonappropriated Fund Programs	1	1	1	1	1	1				1
3n Character Development Office		1	1	1	1	4		1	1	
4a Physical Education Department		4	2	1	15	20	25	25	50	5
4c Visitor Center				5						
4d Naval Academy Athletic Association	1	1	1	7	1		2	1	3	1
4e Football Office/Athletic Recruiting Office		1	2	2	1		20	2	22	2
5a Naval Academy Sailing		1		1	1	8		1	1	1
6a Chaplain's Office		1		2	1	6		7	7	3
6b Midshipmen Counseling Center		1	1	1	1	1				1
7a Division of Professional Development		7	7	7	1	10	7	80	85	7
7j Center for Study of Professional Military Ethics		1	1	1		1				1
9a Division of Math and Science		6	6	6	6	143	126	45	171	6
10a Library		7	7	7	7	44	7		7	12
10f Multimedia Support Center		1	1	2	1	2	1	1	2	2

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**STANDARD NAVAL ACADEMY DISTRIBUTION LISTS**

	A	A-1	AC	AA	B	C	F	O	OF	S
10g Photo Lab		1	1	1	1		1	1	2	1
10h Archives		4	4	4	1	2				1
10k Registrar		1	1	1	1	9	2		2	2
10m Director of Research & Scholarships		1	1	1	1	2	1		1	1
11a Division of Engineering & Weapons		10	10	10	4	175	75	70	145	15
12a Division of Humanities & Social Sciences		6	6	6	2	125	110	50	170	6
13a Telephone Office		1		1	1	8				1
13b Office of Legal Counsel				1		1		2	2	1
13c Alumni Hall		1	1	1	1	4				1
13d Music Department		1		1	1	2		1	1	1
13e Academic Center/Mahan Hall		1	1	1	1	4	1	1	2	1
15c Museum		1		2	1	6	1		1	1
16 Officers' & Faculty Club		1		1	1					
16a Bachelor Officers' Quarters		1		1	1					
17a Dean of Admissions	1	1	1	1	1	10	3		3	2
17b Naval Academy Preparatory School	1	1	1	1	1	1	1	1	2	1
17f Candidate Guidance Office		1		1	1	11		11	11	1
17g Nominations & Appointments		1		1	1	6		1	1	6
18 Naval Medical Clinic, Annapolis				1	1	40		1	1	1
18a Customer Service Desk, Annapolis				1	1			1	1	1
18b Safety Office		1		1	1	8				1
18c Security		1	1	1	1	40		1	1	1
18c Fraternal Order of Police Lodge 6F		1		1	1					1
18e Fire Department		1		2	1	40				4
18e International Association of Fire Fighters Local F254		1		1	1					1
18f Naval Institute				2	1					
18h Security Manager		1		1	1	4				1
19 DAPS, Annapolis				2						2
20a Base Ops Supply		12		12	12	36		3	3	9
20b Human Resources Department		2	5	5	5	20				5
20c Naval Criminal Investigative Service Office				1						1
20e Command Evaluation Office		1		1	1	4				1
20f Comptroller	3	3	2	2	1	27		1	1	3
21a Public Works Department		3		14	8	410		7	7	60

