



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-5000

COMDTMIDNINST 5211.1M

9 Jun 04

COMDTMIDN INSTRUCTION 5211.1M

Subj: AUTHORITY TO SIGN "BY DIRECTION" FOR THE COMMANDANT OF
MIDSHIPMEN

1. Purpose. To designate, within the Office of the Commandant, those officers by billet title who have authority to sign, "By direction" for the Commandant of Midshipmen.

2. Cancellation. COMDTMIDNINST 5211.1L

3. Authority to Sign by direction. For Commandant of Midshipmen matters, the following officers are authorized to sign "By direction" routine official naval form correspondence addressed "From: Commandant of Midshipmen." They will not address official naval form correspondence to activities or offices outside the Naval Academy utilizing their billet titles (except for the Deputy Commandant). Personnel who may sign by direction are:

Deputy Commandant of Midshipmen (signs as Deputy)
Director for Professional Development

a. The following officers are authorized to sign "By direction" for the Commandant of Midshipmen routine correspondence pertaining to matters under their cognizance that are addressed and routed internally within the Naval Academy:

Operations Officer
Administrative Officer
Legal Advisor to the Commandant
Conduct Officer
Aptitude Officer
Midshipmen Personnel Officer
Assistant Midshipmen Personnel Officer
Supply Officer
Band Leader
Executive Assistant
Officer-In-Charge, 4/C Regiment

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b. Officers assigned to the following billets are authorized to sign routine orders affecting midshipmen pay and allowances for the Commandant of Midshipmen.

Deputy Commandant
Administrative Officer
Midshipmen Personnel Officer
Assistant Midshipmen Personnel Officer
Midshipmen Financial Advisor

c. In addition to the correspondence specified in paragraph 3.a., the Legal Advisor to the Commandant is authorized to sign "By direction" for external correspondence for matters under his/her cognizance that are routine or ministerial and that do not establish or modify policy.



CHARLES J. LEIDIG

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