



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

USNAINST 1531.57
28/PAO
28 OCT 2013

USNA INSTRUCTION 1531.57

From: Superintendent

Subj: UPDATING AND MAINTENANCE OF USNA VIEWBOOK

Ref: (a) USNA Viewbook, www.usna.edu/Viewbook/

Encl: (1) USNA Viewbook Content Owners and Approval Authorities

1. Purpose. To establish policy and procedures for the annual update and archive of material contained in the U.S. Naval Academy (USNA) Viewbook.

2. Background

a. The USNA Viewbook is an electronic document which supplements the printed USNA annual catalog as an online reference for potential applicants. As an online document, the Viewbook is only as good as the individual web pages to which it refers and adherence to this instruction is critical in keeping information updated for our external audience.

b. The Viewbook is a component of the USNA catalog and acts as an official record of courses and academic programs of the previous academic year, and thus requires regular reviews and updates in order to remain historically accurate.

3. Policy

a. The USNA Public Affairs Office shall review the USNA Viewbook regularly to ensure that it is updated electronically throughout the year by the content owners as assigned in enclosure (1). A final review of information by respective approving authorities shall be completed prior to 15 June of each year.

b. On 1 July of each year, the Public Affairs Office will print the contents of the Viewbook, combined with the official academic year records, to create a catalog for archival use by the Academic Dean and Provost. After review by the Superintendent's Office, this approved version as well as the html working file will be hosted on the USNA website.

A handwritten signature in black ink, appearing to read "S. S. Vahsen".

S. S. VAHSEN
Chief of Staff

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Responsibilities and Due Dates for Maintaining USNA Viewbook**Chapter 1 - Introduction****Approval Authority: Public Affairs Officer (PAO)**

Due Date: 15 June

<u>USNA Viewbook Section</u>	<u>Content Owner</u>
United States Naval Academy	PAO
Around the Yard	PAO
History	PAO
Mission	PAO
Program	PAO
Moral Development	
Mental Development	
Physical Development	
Professional/Leadership Training	
About our Midshipmen	PAO
Plebe Class Profile	Dean of Admissions

Chapter 2 - Admissions**Approval Authority: Dean of Admissions**

Due Date: 15 January

<u>USNA Viewbook Section</u>	<u>Content Owner</u>
Eligibility Requirements	Candidate Guidance
How to Become Competitive for Admission & Prepare for Academic Success	Candidate Guidance
Steps toward Gaining Admission	Candidate Guidance
The Admissions Process	Candidate Guidance
Candidate Fitness Assessment	Candidate Guidance
Medical Considerations	Nominations and Appointments
Blue and Gold Officers	Candidate Guidance
Obtaining a Nomination	Nominations and Appointments
Nomination Sources	Nominations and Appointments
Selection for Appointment	Nominations and Appointments
Naval Service Obligation	Candidate Guidance
Oath of Office	Commandant Admin
Resignations and Separations	Commandant JAG
Costs and Financial Obligations	Commandant JAG
Police Record Checks	Nominations and Appointments
Induction Day Requirements	Nominations and Appointments
Reporting for Induction Day	Nominations and Appointments
Alternate Routes to Admission	Candidate Guidance
U.S. Naval Academy Foundation	Candidate Guidance
Visiting the Academy	Candidate Guidance

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Chapter 3 - Life at the Naval Academy

Approval Authority: Commandant

Due Date: 15 June

USNA Viewbook Section

Content Owner

Definitions
Living with Honor

Commandant Operations
Character Development &
Training

Life in the Brigade
Plebe Summer

Commandant Operations
Officer-In-Charge,
Plebe Summer

Academic Year

Character Development &
Training

Summer Training

Character Development &
Training

Leadership Responsibility

Leadership Education &
Development

Spiritual Opportunities
Extracurricular Activities
Local and Area Attractions
Midshipmen Pay and Benefits

Chaplain's Office
Commandant Operations
MWF Director

Holidays, Leave and Privileges

Midshipmen Supply
Officer

Alcohol and Drugs

Midshipmen Supply
Officer

Sexual Assault Prevention & Response
(SAPR) Services

Character Development &
Training
SAPR Program Manager

The Vice Admiral James B. Stockdale
Center for Ethical Leadership

Stockdale Center
Director

Chapter 4 - Academic and Professional Education

Approval Authority: Academic Dean

Due Date: 15 June

USNA Viewbook Section

Content Owner

Accreditation
Degree Awarded
Educational Philosophy
Administration, Faculty & Staff Listing

Vice Academic Dean
Vice Academic Dean
Vice Academic Dean
Associate Dean for
Finance & Mil Affairs
Vice Academic Dean

Faculty

Academic Advising
Core Curriculum

Vice Academic Dean
Associate Dean for
Academic Affairs

Advanced Placement

Associate Dean for
Academic Affairs

Majors Program

Associate Dean for
Academic Affairs

Special Academic Opportunities

Associate Dean for
Academic Affairs

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Surface Warfare	Officer Accessions and Career Info.
Submarine Force	Officer Accessions and Career Info.
Nuclear Power - Surface	Officer Accessions and Career Info.
Naval Aviation	Officer Accessions and Career Info.
Marine Corps	Officer Accessions and Career Info.
Special Operations and Special Warfare	Officer Accessions and Career Info.
Restricted Line and Staff Corps Specialties	Officer Accessions and Career Info.
Career Choices of the Class of 20XX	Officer Accessions and Career Info.
Typical Pay and Allowances for Junior Naval Officers	Officer Accessions and Career Info.
After Your First Tour of Duty	Officer Accessions and Career Info.

Chapter 7 - Organization

Approval Authority: Public Affairs Officer

Due Date: 15 June

USNA Viewbook Section

Content Owner

Naval Academy Leadership	Flag Secretary
Notable graduates	Deputy Director
	Institutional
	Research
Board of Visitors	Flag Secretary
Public Affairs, News and Social Media	PAO
U.S. Naval Academy Alumni Association	President, USNA Alumni Association
Naval Academy Athletic Association	NAAA Director
Naval Academy Sailing Foundation	Director Naval Academy Sailing
Naval Academy Museum	Museum Director