



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

USNAINST 1301.3F
22/ADMIN
22 February 1991

USNA INSTRUCTION 1301.3F

From: Superintendent

Subj: INSTRUCTIONS RELATING TO NAVAL ACADEMY DIVISION OFFICERS FOR ENLISTED PERSONNEL

Ref: (a) OPNAVINST 3120.32B, Article 351
(b) Division Officers Guide

1. Purpose. To provide guidance and set responsibilities of personnel designated as Naval Academy Division Officers and Division Leading Chief Petty Officers (LCPO) for enlisted personnel attached to Naval Station, Annapolis, who work in academic divisions or administrative departments on board the Naval Academy.

2. Cancellation. USNAINST 1301.3E.

(R)

3. Background. To provide for orderly and proper organization and supervision of enlisted personnel assigned to academic divisions and administrative departments of the Naval Academy, a Division Officer and a Division LCPO will be designated by Commanding Officer, Naval Station, Annapolis from within the organizations delineated in paragraph 4b. The Division Officer appointed shall be nominated via the appropriate Chain of Command. The Division Officer will have authority to effect and actively conduct direct liaison with the Executive Officer, Naval Station, Annapolis and other appropriate Naval Station personnel for all matters pertaining to enlisted personnel of the division. The Division Officer will carry out all duties and responsibilities as delineated in references (a) and (b). The Division LCPO will assist the Division Officer as directed and assume the Division Officer's duties in his/her absence.

4. Information

a. The word division, in terms of enlisted personnel, relates to an enlisted component of the Naval Academy organizational structure.

b. The enlisted divisions of the Naval Academy are as follows:

(1) Professional Development.

(2) Supply (USNA) (Includes BOQ staff).

(R)

(3) Physical Education.

(4) Director of Naval Academy Sailing.

(5) Naval Systems Engineering Dept.

(6) Weapons & Systems Engineering Dept.

(7) Commandant's Staff (Includes Chaplain Center & Candidate Guidance.)

(R)

(8) Midshipmen Food Service Division.

(9) Superintendent's staff.

(A)

(10) Deputy for Operations staff.

(A)

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c. Command and Organizational Relationship. Division Officers and Division LCPO's are responsible to the Commanding Officer, Naval Station, Annapolis for administrative duties outlined in references (a) and (b) and to their respective Academic Division Directors or Administrative Department Heads for operational employment of enlisted personnel in their division.

5. Action. The Commanding Officer, Naval Station, Annapolis will publish, and update as required, a NAVSTA notice announcing those personnel selected to serve as Division Officers and Division LCPO's.


B. A. SPOFFORD
Deputy for Operations

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