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.

S. S. VAHSEN
Chief of Staff
Responsibilities and Due Dates for Maintaining USNA Viewbook

Chapter 1 - Introduction
Approval Authority: Public Affairs Officer (PAO)
Due Date: 15 June

USNA Viewbook Section
United States Naval Academy
Around the Yard
History
Mission
Program
  Moral Development
  Mental Development
  Physical Development
  Professional/Leadership Training
About our Midshipmen
Plebe Class Profile

Chapter 2 - Admissions
Approval Authority: Dean of Admissions
Due Date: 15 January

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

Content Owner
PAO
PAO
PAO
PAO
PAO
Dean of Admissions
Chapter 3 - Life at the Naval Academy
Approval Authority: Commandant
Due Date: 15 June

USNA Viewbook Section
Definitions
Life in the Brigade
Plebe Summer
Academic Year
Summer Training
Leadership Responsibility
Spiritual Opportunities
Extracurricular Activities
Local and Area Attractions
Midshipmen Pay and Benefits
Holidays, Leave and Privileges
Alcohol and Drugs
Sexual Assault Prevention & Response (SAPR) Services
The Vice Admiral James B. Stockdale Center for Ethical Leadership

Chapter 4 - Academic and Professional Education
Approval Authority: Academic Dean
Due Date: 15 June

USNA Viewbook Section
Accreditation
Degree Awarded
Educational Philosophy
Administration, Faculty & Staff Listing
Faculty
Academic Advising
Core Curriculum
Advanced Placement
Majors Program
Special Academic Opportunities

Content Owner

Commandant Operations
Character Development & Training
Commandant Operations Officer-In-Charge, Plebe Summer
Character Development & Training
Leadership Education & Development
Chaplain’s Office
Commandant Operations MWF Director
Midshipmen Supply Officer
Midshipmen Supply Officer
Character Development & Training
SAPR Program Manager
Stockdale Center Director

Content Owner

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

Enclosure (1)
International Programs Office
Facilities
Professional Courses and Training
Physical Education Training
Summer Courses and Training
Leadership Development
Grading
Recognition of Excellence
Graduation Requirements
Honor Societies
Advanced Education
Division of Engineering and Weapons
Division of Humanities and Social Sciences
Division of Mathematics and Science
Division of Professional Development
Division of Leadership Education & Dev

Chapter 5 - Athletics
Approval Authority: NAAA Director
Due Date: 15 January

USNA Viewbook Section

Intercollegiate Athletics
Intramural/Club Sports Programs
Athletic Facilities

Chapter 6 - Career Opportunities After Graduation
Approval Authority: Commandant
Due Date: 15 January

USNA Viewbook Section

Service Assignment

Content Owner
Sports Information Director
Sports Information Director
NAAA Facilities and Operations

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

Chapter 7 - Organization
Approval Authority: Public Affairs Officer
Due Date: 15 June

USNA Viewbook Section

Naval Academy Leadership
Notable graduates

Board of Visitors
Public Affairs, News and Social Media
U.S. Naval Academy Alumni Association

Naval Academy Athletic Association
Naval Academy Sailing Foundation

Naval Academy Museum