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

USNAINST 5512.5D
4/Pers Ofcr

11 FEB 2004

USNA INSTRUCTION 5512.5D

From: Superintendent

Subj: NAME TAGS

Ref: (a) U.S. Navy Uniform Regulations, NAVPERS 156651
(b) Article 5201.4.a., U.S. Navy Uniform Regulations

Encl: (1) Naval Academy Name Tag Specifications
(2) Article 5201.4.a, U.S. Navy Uniform Regulations

1. Purpose. To issue instructions standardizing name tags worn by Naval Academy personnel.

2. Cancellation. USNAINST 5512.5C

3. Information. This directive is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.

4. Scope. This instruction applies to Naval Academy military personnel of all services, all civilian faculty members, and designated staff members.

5. Policy. The wearing of a standardized Naval Academy name tag is required for military personnel and encouraged among civilian personnel to enhance command identification and morale. While encouraged, name tag wear for civilian personnel remains an individual option. Use of the command name tag is particularly appropriate when meeting with groups of visitors, when representing the Naval Academy, and at the start of the semester when becoming acquainted with new classes and associates.

a. The standardized Naval Academy name tag described in enclosure (1) will be the only name tag worn by Naval Academy military and civilian personnel. This policy conforms with reference (a), which precludes variations in color, design, style, or size among name tags of a command.

b. To ensure uniformity of command name tags, and the requirement for military personnel, one standardized Naval Academy name tag will be purchased and provided free to each assigned military member by the Personnel Office.

c. Individuals requiring replacement or additional Naval Academy name tags for any reason may purchase them through the Midshipmen Store for a nominal fee. Any Naval Academy employee, may purchase their own standard Naval Academy name tag. All name tags will follow guidelines established in enclosure (1).

d. The lower line of each name tag will reflect the individual's assigned division, department, work center, or affiliation as appropriate. Abbreviations may be used as necessary, except that care should be taken to avoid abbreviations not readily understood (e.g., "DEP/CHIEF OF STAFF" vice "D/COS"). Additional name tags purchased at individual expense may use other organizational identifiers as needed (e.g., "O REP FOOTBALL").

e. Naval Academy name tags will not be worn on casual clothes, athletic clothing, or on full dress and dinner dress uniforms. In addition, name tags will not be worn under any circumstances which would imply Naval Academy support or endorsement of private causes or any function or activity where such wear could be viewed as inappropriate.

6. Action.

a. The Midshipmen Store will procure name tags as directed.

b. The Personnel Officer will order name tags for newly reporting military personnel.

c. Changes of duty assignment within the Division/Department for newly reporting military personnel will be reported to the Personnel Officer. The Division/Department will incur the cost of a new name tag if there is a change of duty assignment after the name tag has been ordered. All name tags will follow guidelines established in enclosure (1).

d. Individuals wearing Naval Academy name tags will wear them as follows:

(1) Military personnel in uniform: on the right breast per reference (a) and positioned as required by enclosure (2) or own service uniform policy. Military personnel in civilian clothes: on the left breast as prescribed below for civilian personnel.

(2) Civilian personnel: on the left or right breast, either directly attached to clothing or to inconspicuous name tag holder that may slide into jacket breast pocket.

T. D. RAINS
Deputy/Chief of Staff

Distribution:
AA

NAVAL ACADEMY NAME TAG SPECIFICATIONS

1. The only name tags authorized for normal wear by Naval Academy military personnel, civilian faculty members, and designated staff members are those which conform to the following specifications:

a. Color: black with yellow lettering
air force blue with white lettering (USAF personnel)

b. Size and construction: Laminated plastic of nominal 1 inch X 3 inch size with brass or gold plated metal, Naval Academy seal affixed. The color, size, construction, lettering, and other details of Naval Academy name tags will be essentially identical in all respects to those supplied or sold through the Midshipmen Store.

c. Design and lettering: Will be shown below, with lettering of standardized size on two lines. Names will be printed with the initials and last name, subject to a limit of 20 total characters, including spaces. Military rank is not included on military name tags as it is self evident when in uniform. All lettering will be block capital letters.

d. Standardization of department names as follows:

ENGR & WPNS	HISTORY	LEAD/ETHICS/LAW
AERO ENGR	LANGUAGE STUDIES	PRO DEV
ELEC ENGR	ECONOMICS	PRO PROGRAMS
MECH ENGR	PHYSICS	LEAD PROGRAM
NAV SYS ENGR	CHEMISTRY	CHAR DEV
WPNS & SYS ENGR	MATH & SCIENCE	SEA NAV
HUM/SS	MATHEMATICS	HYDRO LAB
ENGLISH	COMPUTER SCIENCE	NAOE
PHYS ED	OCEANOGRAPHY	SAILING
POLI SCI	CANDIDATE GUIDANCE	CHAPLAIN OFC
PUBLIC WORKS	OFC OF COMDT	MESSAGE BRANCH
SJAG	SECURITY	NMCL ANNAPOLIS
SUPT OFC	INFO TECH	OFCR PERS
SUPPLY	FFSC	COMPTROLLER OFC
ACADEMIC DEAN	USNA ADMISSIONS	
PUBLIC AFFAIRS	MIDN COUNS CTR	

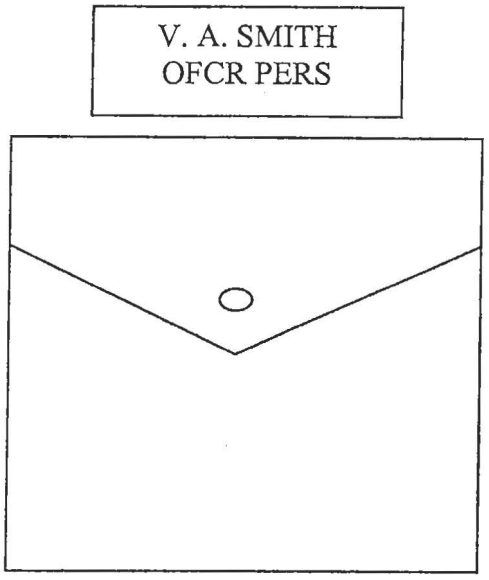
(Exceptions to standardization of second line names will be provided by memorandum to the Personnel Officer, Stop 1k.)

e. Examples of standardized Naval Academy name tags are as follows:

X.D. WIRES ELEC ENGR	R. F. HAMLET ENGLISH	W. P. WATERS OCEANOGRAPHY

2. Exceptions to specifications stated above will be made only when the prescribed name tag conflicts with regulations for members of other services.

ARTICLE 5201.4.A, U.S. NAVY UNIFORM REGULATIONS

"4. NAME TAGS

a. Name Tags. Center name tags ¼ inch above the right breast pocket. On uniforms without a right breast pocket, place name tags on the right front in a position corresponding to ribbons on the left. Name tags are rectangular not exceeding dimensions of 1 inch x 3 1/2 inches, and may be of any color and design as long as the name tag is standard throughout the command."