COMDTMIDNINST 5211.1Q

JUL 14 2015

FROM: Commandant of Midshipmen

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 5211.1P

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, Division of 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
      Midshipmen Personnel Officer
      Assistant Midshipmen Personnel Officer
      Officer-In-Charge, 4/C Regiment Director, Character Development and Training
      Aptitude Officer
      Supply Officer
      Executive Assistant
      Band Leader
      Conduct Officer
      Performance Officer

   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. Battalion Officer, Company Officers, and Senior Enlisted Leaders are authorized to sign "By direction" for the Commandant of Midshipmen regarding matters affecting reissuance of lost or stolen common access cards for Midshipmen.
d. In addition to the correspondence specified in paragraph 3a, 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.

Distribution:
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