COMMANDANT OF MIDSHIPMEN INSTRUCTION 5211.1R

From: Commandant of Midshipmen, U.S. Naval Academy

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 5211.1Q

3. Background. 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 U.S. Naval Academy (USNA) utilizing their billet titles (except for the Deputy Commandant). Personnel who may sign by direction are:

   a. Deputy Commandant of Midshipmen (signs as Deputy)

   b. Deputy Commandant of Professional Development (PRODEV)

   c. 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 USNA:

      (1) Operations Officer

      (2) Administrative Officer

      (3) Legal Advisor to the Commandant

      (4) Midshipmen Personnel Officer

      (5) Assistant Midshipmen Personnel

      (6) Officer-In-Charge, 4/C Regiment Director, Character Development and Training
(7) Aptitude Officer
(8) Executive Assistant
(9) Band Leader
(10) Conduct Officer
(11) Performance Officer
(12) Deputy Commandant of Leadership Education and Development (LEAD)

(d) Officers assigned to the following billets are authorized to sign routine orders affecting midshipmen pay and allowances for the Commandant of Midshipmen:

(1) Deputy Commandant
(2) Administrative Officer
(3) Midshipmen Personnel Officer
(4) Assistant Midshipmen Personnel
(5) Officer Midshipmen Financial Advisor

(e) Battalion Officers, 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.

4. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.
5. Review and Effective Date. Per OPNAVINST 5215.17A, the Administrative Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdtinst.php