



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 4600
28/COS
10 Apr 2017

USNA INSTRUCTION 4600

From: Superintendent, U.S. Naval Academy

Subj: DELEGATION OF AUTHORITY TO APPROVE TRAVEL

Ref: (a) OPNAV N1, N1 EA e-mail ltr of 4 Apr 17
(b) USNAINST 5450.3G
(c) SECNAV WASHINGTON DC 171318Z Mar 17 (ALNAV 11/17)
(d) DoD Conference Guidance, Ver 4.0 of 26 Jun 16

1. Purpose. To establish and issue U.S. Naval Academy (USNA) policy for travel approval authority.

2. Scope and Applicability. The provisions of this policy apply to all USNA personnel. Strict compliance is required to preserve scarce resources.

3. Policy

a. Per reference (a), USNA travel approval authority is delegated no lower than deputy cost center heads, that is, the second senior O-6, GS-15, or Administratively Determined (AD) or Nonappropriated White-Collar Payband (NF) civilian in each cost center or an individual of the same seniority acting in that capacity. Cost center heads and deputy cost center heads may act as agents on behalf of the Superintendent to approve, administer, and record travel determined to be mission essential. Reference (b) identifies USNA's cost centers and respective organizations. This letter supersedes all previous delegation direction.

b. For internal controls and to retain records of both the delegation and signed travel approvals, a Department of Defense (DoD) Form 577 (DD 577), Appointment/Termination Record—Authorized Signature, signed by the Superintendent, must be maintained by every person exercising delegated authority to approve travel.

c. Further delegation of travel approval authority is not authorized. In cases where the cost center head and deputy are absent, travel may only be approved by the Chief of Staff.

d. In general, travel is deemed mission essential if delaying or not executing it would significantly degrade USNA's effectiveness or prevent performance of some portion of USNA's assigned mission, functions, and tasks (MFT).

e. Those exercising delegated travel approval authority are responsible for determining whether travel is mission essential, and for ensuring that travel is authorized only for those events deemed mission essential.

f. To maintain appropriate documentation for travel approvals, cost centers will make and retain a written mission essential determination for all requested travel which must include a statement that it cannot be performed through alternative means. Additionally, approvals for conference travel should contain an itemized summary of expenses. Travel that is not necessary to accomplish assigned MFTs or to maintain professional licensure or certifications will not be authorized. The following are examples of travel that might be deemed mission essential.

(1) Travel or training that is required to accomplish assigned MFTs, including travel or training that allow an individual or team to meet or maintain professional qualifications. This category includes USNA personnel attending conferences associated with USNA's MFTs when such travel is required to professionally develop faculty, staff, or midshipmen.

(2) Travel or training necessary to comply with statutory, regulatory, or other legal requirements.

(3) Travel or training necessary to effectively represent the Department of the Navy before any department, agency, court, court-martial, or administrative body.

(4) Travel or training required to exercise command or to meet oversight requirements.

(5) Travel or training that if not conducted would negatively impact safety or create a safety risk.

g. After the travel is determined to be mission essential, the travel must be conducted judiciously and in a manner that best preserves limited resources. On the rare occasion that travel approval exceeds a cost center's budget controls, travel shall only be approved with the Superintendent's authorization.

4. Conference Attendance. Pursuant to reference (c), authority to approve USNA personnel to attend non-Department of Defense sponsored or hosted conferences is delegated to levels defined in reference (d).

a. The guidance most germane to USNA is found in section III, paragraph 3c.

b. Of note, when travel approval authority is exercised by the deputy cost center head, the cost center head may approve conference attendance per section III, paragraph 3c(1).

5. Procedures. All documentation designating travel as mission essential, with approval by the delegated travel authority, must be uploaded in the Defense Travel System or included with all

travel authorizations or vouchers prior to approval processing.

6. Records Management. Records created as a result of this notice, regardless of media format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. The Deputy Superintendent/Chief of Staff will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.

8. Forms. DD 577, Appointment/Termination Record—Authorized Signature, is available on DoD Forms Management Program, <http://www.dtic.mil/whs/directives/forms/dd/ddforms0500-0999.htm>.



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