



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1552.3D

5/DEPFIN

10 JAN 2006

USNA INSTRUCTION 1552.3D

From: Superintendent

Subj: POLICY AND PROCEDURES FOR SELECTION AND PROCUREMENT OF MIDSHIPMEN TEXTBOOKS

Encl: (1) Non-Returnable Item Stocking Form (USNA CCA 1552/1 (2-05))
(2) Photocopy Stocking Form (USNA CCA 1552/2 (2-05))
(3) Non-Returnable Item Retention Form (USNA CCA 1552/3 (2-05))

1. Purpose. To establish procedures for the selection and procurement of midshipmen textbooks. Funding, approval, issue, and control of course texts, laboratory manuals, and pamphlets produced locally by the Defense Automated Printing Service (DAPS), Annapolis do not fall within the scope of this instruction.

2. Cancellation. USNAINST 1552.3C. This instruction is a complete revision. Since changes are extensive, no special markings appear in the margins. Therefore, it should be read in its entirety.

3. Background. While the Superintendent maintains final responsibility for the approval of textbooks for classroom use, approval authority has been delegated to the applicable department chairperson.

4. Categories. Textbooks are categorized as follows:

a. Departmental Textbooks. Books issued to midshipmen on a loan basis to be returned for reissue. The issue of these books, collection, storage, and disposal is the responsibility of the department chairperson.

b. Textbooks

(1) New Textbooks. New textbooks and consumable text materials purchased by midshipmen from their personal funds and retained by them. These texts are not unique to the Naval Academy. The responsibility for procurement and sale of this category rests with the Director, Nonappropriated Funds (NAF) Program Division.

(2) Used Textbooks. Previously owned textbooks and materials purchased for resale to midshipmen. Midshipmen will use their personal funds and retain these materials. The responsibility for procurement and resale of used textbooks rests with Director, NAF Program Division.

(3) Custom Items. Various photocopied materials, textbooks, and other learning materials purchased for resale to the midshipmen. Most of these texts are unique to the Naval Academy. Midshipmen will use their personal funds and retain these materials. The responsibility for procurement and resale of this category rests with Director, NAF Program Division.

c. Government Publications. Books and documents obtained from various government agencies at no cost to the Naval Academy, and issued to midshipmen, either on a loan basis to be returned for reissue or for permanent retention. The issue, collection (when required), storage, and disposal is the responsibility of the department chairperson. Academic departments should requisition these publications through the Midshipmen Supply Department. The responsibility for procurement of these books rests with the Midshipmen Supply Officer.

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5. Policies for Purchased Textbooks

a. Textbooks for Core Courses. Purchase of textbooks for all core courses shall be mandatory for all midshipmen through the Midshipman Store Textbook Issue.

b. Textbooks for Non-Core Courses. Midshipmen may obtain textbooks for non-core courses from the Midshipman Store Textbook Issue or by any other means desired by the individual midshipmen.

c. Custom and Non-Returnable Items. Various photocopied materials, textbooks, and other learning materials have restricted return policies from the manufacturer. In order to avoid financial losses to the Brigade, when Textbook Issue is unable to return these items to the manufacturer, the remaining inventory shall continue to be used by the requesting academic department in accordance with the agreements made in enclosures (1) and (2).

d. Issue of Books to Faculty Members. The applicable department chairperson is responsible for obtaining a desk copy of the textbook for each instructor teaching the course.

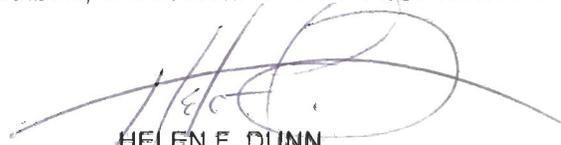
6. Action

a. Approximately three months in advance of the start of a semester or summer term, the textbook coordinator for each academic department shall submit textbook requirements. A Non-Returnable Item Stocking Form, enclosure (1), shall be submitted for each custom and non-returnable item. A Photocopy Stocking Form, enclosure (2), shall be submitted for photocopied materials.

b. Upon receipt of these requests the Textbook Manager will use a combination of the requests and an analysis of past sales history to procure the needed number of books.

c. When sales for a semester have closed out, the Textbook Manager shall notify Departmental Textbook Coordinators of any non-returnable items ordered for them remaining in stock. This shall be done using a Non-Returnable Item Retention Form, enclosure (3). Academic departments, in turn, shall respond using the same form to indicate they understand the material must be used within the next two semesters.

d. The Textbook Issue Department and the Midshipman Financial Advisor will establish such procedures as are required to purchase, distribute, and account for the ordered textbooks and related material.


HELEN F. DUNN
Deputy Superintendent/Chief of Staff

Distribution:
All Non Mids (electronically)

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NON-RETURNABLE ITEM STOCKING FORM

Academic Department _____

Course _____

Title _____

ISBN number (if it has one) _____

POC for order request _____

Telephone Number of POC _____

Number of copies requested _____

NOTE: All non-returnable items requested by academic departments that are not purchased by the students shall continue to be used for the next two semesters by the academic department requesting the items. This will be done until the stock has been exhausted.

Signature: _____
Academic Chairperson

Date: _____

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PHOTOCOPY STOCKING FORM

Academic Department _____

Title of Notes _____

POC for photocopy request _____

Telephone Number of POC _____

Academic Class _____

Number of copies requested _____

The person signing below acknowledges one of the following (check one):

- The materials being photocopied do not have a copyright.
- The above-referenced academic department has secured the privilege to copy all materials that have a copyright.

NOTE: All photocopies requested by academic departments that are not purchased by the students shall continue to be used for the next two semesters by the academic department requesting the copies. This will be done until the stock has been exhausted.

Signature: _____
Academic Chairperson

Date: _____

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NON-RETURNABLE ITEM RETENTION FORM

Academic Department _____

Course _____

Title _____

ISBN number (if it has one) _____

Number of copies in Textbook Issue _____

Signature: _____
Manager, Textbook Issue

Date: _____

This is to notify your department that textbook sales for the current semester have been completed and the item listed above remains in stock in Textbook Issue. It cannot be returned to a publisher for credit; therefore, in accordance with previously signed agreements we require your department to use this item over the next two semesters until the stock has been exhausted.

Signature: _____
Academic Chairperson

Date: _____