DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNAINST 12330.1
24/ED
15 December 1982

USNA INSTRUCTION 12330.1

From: Superintendent

Subj: Procedures for requesting paid advertising for civilian personnel purposes

Ref: (a) NCPCINST 12330.1
(b) Federal Personnel Manual, Ch 332.1-9

Encl: (1) Request/Approval for Authority to Advertise (DD Form 1535)

1. Purpose. To issue procedures for requesting authority to use paid advertising.

2. Action. In accordance with references (a) and (b), managers authorized to utilize paid advertising as a recruitment tool will adhere to the following procedures:

a. Forms. Requisition and Invoice/Shipping Document (DD-1149) and DD-1535, with an attached copy of the advertisement typed on plain paper, must be submitted to the Employment Officer, Civilian Personnel Department, via the Cost Center Head, for administrative review and approval. Enclosure (1), (DD Form 1535), is available in the Civilian Personnel Department.

b. Responsibility. The Employment Officer is assigned the administrative duties in accomplishing paid advertising and will review the Forms DD-1149 and DD-1535 and attachment(s) for content, completeness, and adherence to applicable personnel regulations. Questions regarding authorization may be referred to the Employment Officer. The Employment Officer will retain the DD Form 1535 and forward approved DD Form 1149 and attachment(s) to the Supply Department for placement of the order and processing to disbursing centers for payment within 10 calendar days after receipt.

J. R. POOLE
Deputy for Operations

Distribution:
AA
CPD (25)

REQUEST/APPROVAL FOR AUTHORITY TO ADVERTISE		DATE
THRU:	TO:	FROM:

Authority is requested to advertise in accordance with law and regulations in the publications indicated herein, which are considered by me as the best media for securing publicity for the purposes of the Government.

TYPE OF AUTHORITY REQUESTED	SUBJECT OF ADVERTISEMENT OR[2]	ESTIMATED COST
☐ SPECIAL[1] ☐ GENERAL		
ADVERTISEMENT FOR (Name and Place)		FISCAL YEAR

NAMES OF PUBLICATIONS

It is contemplated to use only such of these publications as are necessary to secure the requisite publicity. Advertisements to be given six insertions in daily and four insertions in weekly journals, if time will permit.

TYPED NAME OF REQUESTING OFFICIAL	SIGNATURE OF REQUESTING OFFICIAL

[1] *In case special authority is desired, copy of the proposed advertisement must accompany the application, and the number of insertions specified for each publication.*

[2] *For* _____ *(Activity)*, _____ *(Location)*, *during fiscal year 19*____

RECOMMENDATION		DATE
TO:	FROM:	

RECOMMENDATION

TYPED NAME OF RECOMMENDING OFFICIAL	SIGNATURE OF RECOMMENDING OFFICIAL

APPROVAL		DATE
TO:	FROM:	

UNDER AUTHORITY VESTED IN ME BY

☐ Special ☐ General authority to advertise in accordance with law and regulations in the above-mentioned journal is hereby granted, as requested, except—

TYPED NAME OF APPROVING OFFICIAL	SIGNATURE OF APPROVING OFFICIAL

DD FORM 1 JUL 65 1535