



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 12790.2E
24/MER
20 February 1990

USNA INSTRUCTION 12790.2E

From: Superintendent

Subj: NAVAL ACADEMY CIVILIAN BLOOD ASSURANCE PROGRAM

Ref: (a) CMMI 790.3 (NOTAL)
(b) USNA/AACINST 6530.1

(A)

1. Purpose. To provide information concerning the Naval Academy Civilian Blood Assurance Program (NACBAP) per reference (a).

2. Cancellation. USNA Instruction 12790.2D

3. Background

a. The NACBAP was established in May 1959 and is affiliated with the Blood Services Chesapeake Region of the American Red Cross. The program's yearly goal for donations is 540 units of blood.

b. No other private blood donor program will be permitted anywhere within the Annapolis Area Complex without written authorization from the Superintendent and Commander, National Naval Medical Center. Reference (b) provides guidance concerning all military blood drives in support of the Navy Blood Program.

(A)

4. Information

a. Coverage. Blood replacement through the NACBAP is available to anyone living within the Chesapeake Region. Coverage is no longer restricted to civilian employees, retirees, and their immediate families. Sponsorship through NACBAP should only be extended to individuals who don't have coverage through another donor organization in the Chesapeake Region. Blood replacement for an individual not living within the Chesapeake Region is available through the branch of the Red Cross servicing the area where the patient lives. The Management-Employee Relations Division (MER), Civilian Personnel Department (CPD), can provide assistance concerning the proper point of contact.

(R)

b. Visits. The Red Cross Bloodmobile makes three visits to the Naval Academy each year (March, July, and November) to collect blood from donors. Our goal for each visit is 180 units. To meet this goal, approximately 225 prospective donors must be scheduled for each donor day.

c. Donors. Anyone in good health, at least 17 years of age, and who weighs at least 110 pounds may volunteer to donate. Trained nurses check temperature, pulse, hemoglobin, blood pressure, and medical history before blood is donated.

d. Time off. Employees who volunteer to donate blood will be excused from work for the time necessary without charge to leave. The maximum excusal time will not exceed four hours, except in unusual cases. When the employee must travel a long distance, or when unusual need for recuperation occurs, up to an additional four hours may be authorized.

USNAINST 12790.2E
20 February 1990

- R) e. Blood Replacement. When blood replacement is needed, call MER, CPD, extensions 2804/2533 and give the following information:

Name of patient
Home address
Name and address of hospital
Date of admission and surgery (if applicable)
Number of units of blood used

In the event the above procedure is overlooked and you receive a bill for blood, do not pay the bill. Contact the MER, CPD. Blood used anywhere in the United States, Canada, and Puerto Rico is replaced by the Red Cross one for one in any amount used.

5. Action

a. Commanding Officers, Officers-in-Charge, and Directors of activities serviced by the CPD Naval Academy; Heads of Cost and Sub-Cost Centers; and Work Center supervisors at the Naval Academy will designate a Blood Assurance Program keyperson and notify the MER, CPD, by memorandum of the keyperson's name, extension, and area represented. The keyperson will be responsible for encouraging maximum participation in the civilian employees' blood program, publicizing and recruiting donors for each bloodmobile visit, and notifying the CPD by phone or memorandum of the number of prospective donors per visit. The CPD will be responsible for the NACBAP, liaison with the Red Cross for scheduling the bloodmobile visits, reserving the Mitscher Hall area, preparing and distributing donor cards to keypersons; scheduling donors, supervising the operation on donor days; maintaining records of donors, and replacing blood used and arranging for appropriate presentation of donor awards.

- b. A copy of this instruction will be posted on all official bulletin boards.



B. A. SPOFFORD
Deputy for Operations

Copy to:
AA
B
CPD (50)