DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 4001.3C
7/ProDev
13 MAR 2007

USNA INSTRUCTION 4001.3C

From: Superintendent

Subj: CAREER INFORMATION PROGRAM (CIP) FUNDS

1. Purpose. To outline procedures for the disbursement of funds allocated to support the CIP.

2. Cancellation. USNAINST 4001.3B

3. Background. The CIP, administered by the Career Information Officer (CIO) under the supervision of the Chairman, Department of Professional Programs, exists to promulgate information about the various warfare communities to the members of the Brigade of Midshipmen. Communities are afforded the opportunity to participate in CIP-sponsored events to both formally and informally present community-specific information to the midshipmen. Funding for CIP events is allocated from Unrestricted Gift Funds and can be used for activities associated with the dissemination of information on warfare specialties. Examples of such activities include, but are not limited to:

a. Junior Officer Forum/Career Night.

b. Warfare community receptions/mess nights.

c. Facility visits.

d. Printing costs.

e. King Hall meals for visiting guest speakers.

4. Action

a. Procedures. Each community CIP representative will submit an annual prioritized spending plan to the Director, Division of Professional Development, via the CIO. These plans will be used in the overall management of the fund and are due annually not later than 1 April. Following receipt of the spending plans:

(1) The Director of Professional Development will collate and review inputs and recommend the annual CIP Fund budget to the Superintendent via the Commandant for resourcing through Unrestricted Gift Funds.

(2) The Commandant will review the proposed budget and forward it to the Superintendent for final approval.

(3) The Director of Professional Development will direct spending of approved budgets unless otherwise denoted by the Superintendent.

(4) The Commandant's budget office will monitor the CIP fund account.

(5) The Chairman of Professional Programs will be responsible for executing the budget.

(6) Community CIP representatives will forward any unbudgeted requirements via the CIO one month in advance of the event to the Director of Professional Development. Special, shorter notice events will be considered on a case-by-case basis.

b. Guidelines for Uniform Compliance

(1) Receptions held in quarters normally will not be considered for CIP funding.

(2) Although no limits in funding are set for any warfare community, the Director, Division of Professional Development will distribute funds based on prioritized spending plans. Consideration will be given to communities with Brigade interest less than expected accessions goals.

c. Community CIP representatives are to comply with the spirit and intent of this instruction.

HELEN F. DUNN
Deputy Superintendent/Chief of Staff

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