



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

USNANOTE 5200
4/CE

OCT 24 2008

USNA NOTICE 5200

From: Superintendent

Subj: FISCAL YEAR 2009 COMMAND EVALUATION SCHEDULE

Ref: (a) USNAINST 5200.5A

Encl: (1) Fiscal Year 2009 Command Evaluation Schedule

1. Purpose. To publish enclosure (1).

2. Background. Reference (a) established the Command Evaluation Program at the Naval Academy. Enclosure (1) has been formulated to provide the Superintendent with an independent, in-house assessment of compliance with existing directives, proper expenditure and control of appropriated and nonappropriated funds, and internal controls.

3. Policy

a. All reviews will be conducted in a thorough and professional manner with a minimum of disruption to normal routine. All approved recommendations or other corrective action will be carried out in a timely manner.

b. The Command Evaluation Office will be available to assist managers with problems that fall outside a scheduled review and relate to fraud, waste, or mismanagement; economies and efficiencies; or internal controls. Reports on assistance visits will be forwarded directly to the Cost Center Head or functional manager and will be outside the normal review reporting and follow-up requirements.

c. In addition to the reviews scheduled in enclosure (1), the Command Evaluation Office will conduct unannounced verifications of funds held by the Midshipmen Disbursing Officer and funds held by nonappropriated fund activities.

4. Responsibilities

a. The Command Evaluation Officer is responsible for contacting the functional manager prior to beginning a review to determine a mutually agreeable starting date. Entrance and exit briefs will be scheduled.

b. The Cost Center Heads and functional managers are responsible for ensuring all reviews proceed without undue interference. Functional managers are responsible for carrying out action on approved recommendations or other approved alternatives in a timely manner. Status reports are to be forwarded to the Command Evaluation Officer as stated in the subject reports and are required until all recommended actions are completed.

5. Action

a. The Command Evaluation Officer will execute enclosure (1) as written. Deviations from the schedule will be coordinated with the functional manager.

b. Cost Center Heads and functional managers will contact the Command Evaluation Officer at extension 31632 as soon as conflicts with the scheduled reviews become known. Requests for assist visits should be referred to the same number.

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6. Cancellation. This notice remains in effect until superseded.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

OCT 24 2008

FISCAL YEAR 2009 COMMAND EVALUATION SCHEDULE

<u>REVIEWS</u>	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>
Candidate Guidance Contingency Fund				Sep
Cellular Telephones			Jun	
Civilian Timekeeping			Jun	
Combined Federal Campaign		Feb		
Contract Administration and Monitoring				Jul
Gift and Museum Funds	Dec			
Graduate Education Program	Dec			
Gulf and the Globe Conference		Mar		
Midshipmen Activities	Nov			
Midshipmen Food Service Division		Jan		
Midshipmen Pay Processing		Mar		
Midshipmen Welfare Fund				Aug
NAAA Summer Camps			Apr	
Naval Academy Business Services (NABSD):				
Barber/Beauty Shop		Mar		
Contract Administration			May	
Midshipmen Store		Jan		
Naval Academy Foreign Affairs Conference				Jul
Naval Academy Sailing Squadron			Apr	
Navy-Marine Corps Relief Society Fund Drive			Jun	
Purchase Card Program			May	
Religious Offerings Fund	Oct			
Small Craft Repair Division:				
Sail Manufacturing and Repair	Oct			
Structural Fabrication	Oct			
Superintendent's Contingency Fund	Nov			
Transportation Incentive Program			Apr	
Travel Charge Card Program		Feb		
Weapons Security (Bancroft Hall)				Sep Aug

SURPRISE CASH COUNTS/VERIFICATIONS (DATES NOT PUBLISHED)

19th Hole Funds
 Dahlgren Funds (NABSD)
 Drydock Restaurant Cash Registers (NABSD)
 Hospital Point Snack Shop Funds (NABSD)
 Main Cash Office Funds (NABSD)
 Midshipmen Disbursing Office
 Midshipmen Food Service Division Funds
 Midshipmen Store Cash Registers (NABSD)
 Midshipmen Welfare Funds
 Officers' and Faculty Club Funds (NABSD)
 Steerage Restaurant Cash Registers (NABSD)
 Visitor Center and Gift Shop Funds (NABSD)