



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

USNANOTE 5215  
28/AO  
JUN 23 2008

USNA NOTICE 5215

From: Superintendent, United States Naval Academy

Subj: EFFECTIVE UNITED STATES NAVAL ACADEMY (USNA) INSTRUCTIONS

Ref: (a) USNAINST 5215.2H

Encl: (1) List of Effective Naval Academy Instructions

1. Purpose

- a. Per reference (a), issue a numerical list of effective USNA instructions.
- b. To review, revise, or cancel USNA instructions.

2. Cancellation. USNANOTE 5215 of 5 Sep 06, Subj: Naval Academy Instructions in Effect 1 September 2006.

3. Action

a. Refer to enclosure (1) to determine the existence of an instruction or to determine the most current instruction in effect. Instructions in draft form are not "in effect" until signed, dated and posted on the USNA website. Consult the Management Assistant, x31577, if further assistance is required. There is no requirement for addressees to have a complete set of USNA directives.

b. Originating offices, as indicated in enclosure (1), are to:

(1) Review directives which you are assigned responsibility and provide revision, incorporation in other publications or cancellation, as appropriate. Directives older than five years should be rewritten. Submit rewritten directives with chops through your chain-of-command, to the Admin Officer, stop 1e, per reference (b).

(2) Submit a report indicating a review has been completed of all instructions under your responsibility and the status of these directives, along with the subject cross-reference index, to the Management Assistant at [donithan@usna.edu](mailto:donithan@usna.edu) or mail stop 1e within 30 days of receipt of this notice.

(3) If an instruction previously assigned to your department should be revised by another department contact the Admin Officer, x31550 or email at [nye@usna.edu](mailto:nye@usna.edu) for reassignment.

/S/  
J. L. FOWLER

Distribution:  
All Non Mids (electronically)

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## LIST OF CURRENT NAVAL ACADEMY INSTRUCTIONS

<b>Inst Number</b>	<b>Date</b>	<b>Subject</b>	<b>Originator</b>
1000.1F	26-Aug-04	Naval Academy Band	Commandant
1100.1	26-Jun-06	Policy & Procedures for Candidate Guidance Contingency Fund	Admissions
1301.3F	22-Feb-91	Instructions Relating to Naval Academy Division Officers for Enlisted Personnel	Officer/Enlisted Personnel
1301.4	20-Mar-07	Assignment, Distribution & Management of USNA Temporary Assigned Duty (TAD) Navy Ensigns & U. S. Marine Corps 2nd Lt's	Commandant
1306.1A	21-May-07	Duties & Responsibilities of the Command Master Chief	Superintendent
1430.1	31-Jul-06	Career Development Board (CDB)	Command Master Chief
1500.3A	13-Jul-93	Orientation Program for Newly Reported Military & Civilian Personnel	Academic Dean
1500.4	31-Mar-98	U. S. Naval Academy Sail Training Programs	Naval Academy Sailing
1520.2Y	17-Oct-04	Graduate Education Programs for Midshipmen	Graduate Education Prog Man
1530.1B	3-Apr-08	USNA Midshipmen Summer Training Program	Professional Development
1531.33E	31-Aug-04	Midshipmen Academic Performance Reports (MAPR)	Academic Dean
1531.34B	4-May-05	Service Academy Exchange Program	Commandant
1531.37B	7-Apr-92	The Captain Marshall H. Cox & A. H. Graubart Language Study Programs	Humanities/Social Sciences
1531.39	19-Aug-83	Academic-Advising System	Academic Dean
1531.40	12-Oct-83	Study Skills Program	Professional Development
1531.42	1-Mar-84	Reporting of Incidents Involving Midshipmen	Commandant
1531.43	3-Feb-86	Academic Policy Determination	Professional Development
1531.46B	20-Jun-97	Procedures Governing Reservists Desiring Regular or Concurrent Assignment to the Naval Academy Information Program (NAIP)	Candidate Guidance
1531.47C	21-Aug-01	Premedical Advising & Selection for Medical Corps	Academic Dean
1531.48A	19-Mar-02	Program of Support Between USNA Classes that Span 50 Yrs	Commandant
1531.49B	9-May-08	Graduation & Degree Requirements	Academic Dean
1531.51A CH-1	23-Dec-98	Class Standings & Merit List	Academic Dean
1531.53A	28-Sep-05	Policies Concerning Graded Academic Work	Academic Dean
1531.54A	7-Sep-04	Policy & Procedures Covering the Planning Board for Scheduling & Training (PBST)	Commandant
1531.55	19-Dec-05	USNA Entrance Fee	Midshipman Disbursing
1531.56	3-Feb-06	Naval Academy Preparatory School (NAPS) Guidance	CO, Naval Academy Prep School
1552.3D	10-Jan-06	Policy & Procedures for Selection & Procurement of Midshipmen Textbooks	Deputy for Finance
1560.3E	2-Feb-04	Voluntary Graduate Education Program (VEGP)	Graduate Education Prog Man
1601.1 CH-1	18-Jul-05	Naval Academy Duty Officer (NADO)	Superintendent Operations
1601.4F	5-Apr-90	Escort Officers for Naval Academy	Protocol
1601.5B	24-Jan-05	Naval Academy/Annapolis Area Duty Officers	Superintendent Operations
1610.3G	21-Dec-05	Honor Concept of the Brigade of Midshipmen	Commandant
1610.4A	11-Apr-02	Honor Remediation Program	Officer Development

LIST OF CURRENT NAVAL ACADEMY INSTRUCTIONS

<u>Inst Number</u>	<u>Date</u>	<u>Subject</u>	<u>Originator</u>
1610.5	20-Sep-07	Delegation of Reporting Senior Authority to Fitness & Evaluation Reports	Officer Personnel
1611.7H CH-1	19-Feb-87	Fitness Evaluation & Effectiveness Reports for U. S. Marine Corps, U. S. Army, & U. S. Air Force Officers Attached to the Naval Academy	Officer Personnel
1650.4B	4-May-94	Naval Academy Blue & Gold Awards Program	Candidate Guidance
1650.5B	17-Sep-07	Naval Academy Awards Board	Officer Personnel
1650.6	20-Mar-97	U. S. Naval Academy Alumni Association Award	Commandant
1700.7	13-Aug-86	Procession, Sale, Furnishing, & Consumption of Alcoholic Beverages Within the Area Coordination Authority of the Superintendent, United States Naval	Staff Judge Advocate
1700.8	23-Feb-90	Annapolis Area Complex (AAC) Sailor of the Year/Quarter (SOY/Q) Program	Command Master Chief
1700.9A	7-Nov-95	Regulations Concerning Recreational Activities	Physical Security
1700.10	21-Sep-06	USNA Sailor of the Year (SOY) Program	Command Master Chief
1710.16	22-Feb-91	Annapolis Area Complex (AAC) Morale, Welfare & Recreation Advisory Council	Moreal, Welfare & Recreation
1710.17	24-May-94	Assignment of Perimeter Tailgate Areas for Navy-Marine Corps Memorial Stadium	Physical Education
1710.18A	13-Jul-95	Social Events in Honor of Midshipmen	Athletics
1730.2D	18-Mar-05	Naval Academy Chapel Advisory Councils	Chaplain
1730.3A	29-Nov-07	Naval Academy Chapel Weddings	Chaplain
1734.1B	30-Mar-00	Midshipmen Development Center (MDC)	Midshipmen Development Center
1741.2E	7-Jun-04	Commercial Solicitation Controls	Midshipman Financial Advisor
1746.1	13-Dec-05	Policy for Food Services Provided by the Midshipmen Food Services Division (MFSD)	Midshipmen Food Services
1752.1B	20-Feb-01	Family Advocacy Program	Fleet & Family Support Center/Command Master Chief
1752.2A	13-Feb-08	Sexual Assault Victim Intervention (SAVI) Program	Sexual Assault Response Coord
1770.1	3-May-07	Casualty Assistance Calls/Funeral Honors Support Sub Area Coordinator	Superintendent Operations
1920.1B	24-Apr-08	Administrative Processing of Midshipmen Voluntarily Separating	Commandant
2000.1E	13-Oct-06	Telecommunications Policy	Information Technology
2100.3B	16-Nov-06	General Instructions Governing Procedures for Message Handling	Message Branch
2210.1B	20-Sep-06	Secure Telephone Unit Version III (STU-III) Type 1 Terminal	Message Branch
2280.1A	15-Sep-06	Handling & Safeguarding Communications Security (COMSEC) Material	Message Branch
2300.3E	18-Dec-89	Management & Administration of Annapolis Area Security/Industrial Communication System	Message Branch
2400.1	14-Nov-06	Electromagnetic Spectrum Policy & Management	Information Technology
3100.1A	20-Sep-06	Special Incident Reporting (OPREP-3 & Unit SITREP) Procedures	Information Technology
3120.1B	2-Aug-96	Naval Academy Yard Patrol Craft	Professional Development
3120.2	8-Jun-90	Use of Naval Academy Sail Training Vessels	Professional Development
3128.1D CH-1	19-Apr-77	Ships Visiting the Annapolis Area: Information for	Professional Development

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<b>Inst Number</b>	<b>Date</b>	<b>Subject</b>	<b>Originator</b>
3128.2H	8-Dec-00	Ship Visits to the U. S. Naval Academy	Professional Development
3440.2	21-Dec-88	Naval District Washington (NDW) Subregion Three Disaster Preparedness Plan	Physical Security
3440.3 CH-1	7-Feb-89	Disaster Preparedness Operations Plan	Physical Security
3500.2B	19-Jan-95	Officer-In-Charge, U. S. Naval Academy Sail Training Craft	Professional Development
3591.1	30-Aug-89	U. S. Naval Academy Small Arms Marksmanship	Professional Development
3710.4	20-Feb-07	Responsibilities & Procedures Concerning Helicopter Operations	Physical Security
3900.2	29-Feb-08	U. S. Naval Academy Human Research Protection Program (HRPP) Policies & Procedures	Human Resources Protection
4001.2J	13-Jan-98	Policies & Procedures for Administration of Naval Academy Museum & Gift Fund (M&GF) Program	Deputy for Finance
4001.3C	13-Mar-07	Career Information Program (CIP) Funds	Professional Development
4001.4	16-Aug-94	U. S. Naval Academy (USNA) Athletic Event Official Pass & Complimentary Ticket Policy	Staff Judge Advocate
4002.2C	17-Aug-04	Loan of Objects by U. S. Naval Academy Museum	Museum
4020.1	13-Oct-78	Controlling & Accounting for Ground Fuels	Naval Support Activity Annapolis
4050.1A	24-Jul-98	Shipment of Personal Effects of Midshipmen Pending Separation	Midshipmen Supply
4061.4J	10-Feb-92	Naval Academy Officers' & Faculty Club	Deputy for Finance
4061.5C	2-Feb-05	Food Service Training Program	Naval Health Clinic Annapolis
4061.7F	11-Jan-90	Naval Academy Bachelor Officer Quarters (BOQ)	Naval Support Activity Annapolis
4100.3B	19-Sep-97	Energy Management Program	Public Works Department
4235.3J	3-Feb-97	Procedures for Requesting Material & Services	Supply
4330.1D	3-Nov-89	Disclosure of Information Prior to Contract Award	Supply
4440.1	22-Feb-78	Reporting of Defective Materials Obtained Through the Supply System	Supply
4440.2A	27-Feb-90	Control of Organizational Issued Material	Supply
4451.2	3-Jul-90	Storage & Handling of Hazardous Commodities	Supply
4451.3	17-Dec-97	Consolidated Haz Mat Reutilization & Inventory Management Program (CHRIMP) Implementation Procedures	Supply
4491.1	14-Feb-03	Affirmative Procurement Program	Supply
4500.3C	12-Oct-82	Expenditures of Material & Property by Survey: Procedures for	Supply
4500.5E	16-Sep-96	Disposal of Excess Property	Supply
4520.1	8-Jan-90	Procedures for Accepting & Disposing of a Sail Training Vessel	Professional Development
4612.2	10-Feb-99	Outbound Shipment Procedures	Supply
4651.2F	6-May-86	Travel Management & Procedures for Official Temporary Additional Duty Travel	Comptroller
4651.5B	11-Aug-82	Entitlement to Travel & Transportation Allowances for Civilian Employees Upon Appointment or Transfer	Human Resources
4780.1B	2-Feb-05	Responsibilities for Service Craft & Boat Accounting Report (SABAR)	Professional Development
4860.5A	3-Mar-00	Commercial Activities (CA) Program	Deputy for Finance

Enclosure (1)

## LIST OF CURRENT NAVAL ACADEMY INSTRUCTIONS

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<u>Inst Number</u>	<u>Date</u>	<u>Subject</u>	<u>Originator</u>
5050.3A	30-Jul-93	Policy & Procedures Concerning Scheduling of Conferences Involving Expenditure of Navy TAD Funds	Comptroller
5060.5E	27-Apr-07	Honorary Title Professor Emeritus	Academic Dean
5060.6G	4-Feb-08	Commissioning Week Planning Committee	Administrative Office
5060.8A	11-May-07	Memorials & Commemorative Works	Executive Dir Academy Projects
5090.2A	2-Oct-96	Recycling Materials Program	Public Works
5090.3	13-Dec-96	Environmental & Natural Resources Program & Policy	Public Works
5100.11C	1-Feb-01	Navy Occupational Safety & Health (NAVOSH) Program Manual	Safety Manager
5100.13C	17-Apr-03	Laser Safety Program	Math & Science
5100.20B	4-Nov-97	Recreation, Athletics, & Home Safety	Safety Manager
5101.8	11-Jul-88	Back Injury Prevention Program	Safety Manager
5104.1A	17-Aug-04	Radiation Health Program	Naval Health Clinic Annapolis
5200.4B	23-Jul-04	Management Control Program	Command Evaluation
5200.5A	22-Jul-04	Command Evaluation & Review Program	Command Evaluation
5211.3	27-Jul-88	Personal Privacy & Rights of Individuals Regarding Records Pertaining to Themselves	Administrative Office
5213.2F	21-Apr-08	Forms Management Program	Management Assistant
5215.2H	13-May-08	Management & Control of United States Naval Academy Directives System	Administrative Office
5216.1M	14-Feb-08	Local Supplement to DON Correspondence Manual	Administrative Office
5218.3E	22-Jul-04	Naval Academy/Annapolis Area Official Mail Management	Naval Support Activity Annapolis
5230.1	29-May-98	Information Technology Policy & Standards	Information Technology
5231.1B	25-Jun-98	Life Cycle Management Policy for Information System Projects	Information Technology
5290.1B	19-Jun-01	Audiovisual (AV) Support Services	Multimedia Support Center
5290.2C	6-Sep-00	Photographic Services	Public Affairs
5310.3	29-Nov-90	Efficiency Review Policy & Procedures	Deputy for Finance
5350.2A	1-Apr-04	Urinalysis Testing Program	Urinalysis Program Coordinator
5350.3	14-Dec-93	Navy Drug & Alcohol Advisory Council	Command Master Chief
5350.5	17-Aug-06	Standards & Policy for Responsible Use of Alcohol	Officer Development
5354.1	22-Apr-91	Command Managed Equal Opportunity (CMEO) Program	Sexual Assault Victim Intervention
5354.5B	28-Sep-07	Prevention & Deterrence of Sexual Harassment, Misconduct & Assault	Sexual Assault Victim Intervention
5360.2D	1-Mar-99	U. S. Naval Academy Funerals: Conduct of	Chaplain
5370.5B CH-1	14-Jul-05	Hotline Program	Command Evaluation
5370.6 CH-1	22-Mar-85	Standards of Conduct & Government Ethics	Staff Judge Advocate
5370.7	10/0/07	Fraternization Policy	Sexual Assault Response Coord
5400.4	15-Sep-94	U. S. Naval Academy Nonappropriated Fund Instrumentality (NAFI) Designation & Organization	Supply Officer
5400.6	5-Jun-07	Physical Mission Policies & Procedures Manual	Naval Academy Athletic Assoc

Enclosure (1)

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<b>Inst Number</b>	<b>Date</b>	<b>Subject</b>	<b>Originator</b>
5420.23D CH-1	12-Sep-94	Naval Academy Program in Creative & Fine Arts	Deputy for Finance
5420.24F	6-Jun-07	Policy & Procedures Governing the Academic Board	Admissions
5420.33A	29-Mar-99	Faculty Senate	Academic Dean
5420.36 CH-1	3-Nov-06	Establishment of the Academy Effectiveness Board (AEB)	Institutional Research
5450.2D	12-Mar-90	Annapolis Area Harbor Master	Professional Development
5450.3F CH-2	22-Mar-96	Naval Academy Organization & Management Manual	Superintendent Operations
5450.6E	20-Sep-04	Duties & Responsibilities of the Naval Academy Archivist	Archivist
5450.14A	4-Dec-97	Policy Concerning NE 203 Instructors	Officer Development
5500.4B	6/0704	Security Procedures & Protection of Public Funds, Disbursing Records & Other Disbursing Materials	Midshipmen Disbursing
5500.6A	9-Jun-03	Carrying of Firearms by Naval Academy/Annapolis Area Complex Law Enforcement Personnel	Physical Security
5500.7A	9-Jun-03	Use of Force by U. S. Naval Academy Personnel Engaged in Law Enforcement & Security Duties	Physical Security
5500.9	18-Oct-89	Naval Academy Loss Prevention	Physical Security
5510.1F	6-Jan-06	Security Measures for Safeguarding Subcritical Reactor	Engineering & Weapons
5510.8A	6-Jun-08	Information & Personnel Security Program	Assistant Security Manager
5512.1	21-Feb-07	Visitor, Pedestrian & Exercise Regulations	Physical Security
5512.5D	11-Feb-04	Name Tags	Officer Personnel
5530.1A	6-Mar-92	Establishment of Physical Security Review Committee (PSRC)/Physical Security Review Board (PSRB)	Physical Security
5530.2A	15-Nov-00	Physical Security Program	Physical Security
5530.3	22-Apr-92	Key & Lock Control Plan	Physical Security
5600.6D	6-Nov-97	Naval Academy Reprographics Management Program	Public Affairs
5605.1Q	4-Mar-03	Standard Distribution List	Administrative Office
5700.1B	14-Jul-99	Visit Program	Special Events
5700.2A	21-May-92	Visiting Regulations Governing VIPS & the General Public	Physical Security
5720.1M	1-Sep-99	Operation Information (OPINFO)	Candidate Guidance
5720.3E	26-Jul-99	Public Affairs	Public Affairs
5720.4D	11-Jun-90	Embarkation in Power & Sail Service Craft	Professional Development
5720.5A CH-1	17-May-04	Freedom of Information Act (FOIA) Program	Administrative Office
5720.16 CH-2	21-May-97	Use of Naval Academy Facilities & Equipment by Non-Naval Academy Groups, Organizations & Agencies (Federal & Non-Federal)	Staff Judge Advocate
5721.1B	14-Apr-92	Forrestal Lecture Series	Flag Secretary
5721.2B	17-Feb-87	Policy Concerning Visiting Speakers	Academic Dean
5750.1D	9-Sep-04	Command History of the U. S. Naval Academy (USNA)	Archivist
5800.2A	4-Mar-85	Search & Seizure	Naval Support Activity Annapolis
5800.3A	9-Jun-03	Random Gate Inspection	Naval Support Activity Annapolis

Enclosure (1)

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<b>Inst Number</b>	<b>Date</b>	<b>Subject</b>	<b>Originator</b>
5812.1	5-Mar-07	Nonjudicial Punishment Procedures	Staff Judge Advocate
5820.2A	31-Aug-88	Authorization for Circulation of Petitions	Staff Judge Advocate
5821.2C	16-May-83	Instructions Regarding the Entrance of Civil Police Officers into the Areas Under the Jurisdiction of the Superintendent, U. S. Naval Academy	Staff Judge Advocate
5870.1	3-Jan-84	Use of Copyrighted Material	Staff Judge Advocate
5890.2B	8-Jun-88	Procedures for Submission of Claims	Physical Security
5910.2F	19-Dec-86	USNA Scheduling System	Special Events
5930.2N CH-5	9-Feb-04	Yard Mail, & Special Washington, D. C. Messenger Service	Naval Support Activity, Annapolis
5930.3A	7-May-08	Yard Mail Stop Numbers	Administrative Office
6110.1A	14-Sep-04	Health & Physical Readiness Program	Commandant
6110.2	7-Nov-89	Anabolic Steroid Use by Midshipmen	Commandant
6130.1	23-Mar-04	Processing of Midshipmen Medical Records	Naval Health Clinic Annapolis
6200.2B	29-Nov-04	USNA Smoking & Smokeless Tobacco Use Policy	Naval Health Clinic Annapolis
6220.3A	29-Nov-04	Protocol for Management of Chicken Pox Cases at the United States Naval Academy	Naval Health Clinic Annapolis
6240.6C	12-Dec-04	Barber & Beauty Shop Sanitary Regulations	Naval Health Clinic Annapolis
6240.7A	27-Jun-88	Health & Safety Standards for Hair & Beards for Fire Department Personnel Required to Wear Breathing Apparatus and/or Engage in Fire Fighting	Fire Department
6240.8B	12-Nov-04	Environmental Health/Sanitation Standards	Naval Health Clinic Annapolis
6240.9	30-Jun-83	Oil Spill Contingency Plan: Implementation of	Public Works
6240.10A	8-Feb-07	Body Alterations Policy & Procedures	Commandant
6260.2C	23-Nov-04	Physical Examinations & Medical Treatment of Civilian Employees	Naval Health Clinic Annapolis
6530.1A	29-Nov-04	Navy Blood Program	Naval Health Clinic Annapolis
7010.2A CH-1	16-Sep-91	Nonappropriated Fund Procurement Policy	Deputy for Finance
7200.2	6-Jun-96	Payment of Fees & Expenses for Guest Speakers, Lecturers & Panelists	Comptroller
7200.3A	9-Jul-04	Miscellaneous Charges to Midshipmen Pay Accounts	Midshipman Disbursing
7321.3F CH-5	8-Feb-96	Plant Property Equipment & Records	Comptroller
7322.1A	28-Jan-97	Minor Property Program	Comptroller
7420.10 CH-1	7-Oct-98	Civilian Pay Policies & Procedures	Comptroller
7820.3 CH-1	3-Aug-81	Reimbursable Program & Procedures	Comptroller
8000.1C	15-Sep-01	Possession, Use, & Registration of Weapons & Explosives	Physical Security
8020.2	4-Nov-03	Explosives Safety Self-Assessment (ESSA) Program	Safety
8023.1	1-Feb-00	Explosives Safety	Safety
10341.2E	16-Sep-96	Automotive & Boat Fuel Issue	Public Works
11000.5	31-May-07	Execution of Construction Projects at the USNA	Public Works
11080.1E	17-Oct-06	Radiological Safety Program	Engineering & Weapons
11100.7 CH-1	10-Apr-03	Policy & Instructions Governing the Use of Naval Academy Facilities	Special Events

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<b>Inst Number</b>	<b>Date</b>	<b>Subject</b>	<b>Originator</b>
11101.12	4-Oct-06	Assignment Policy for Installation Key & Essential Personnel to Public-Private Venture (PPV) Housing	Superintendent Operations
11103.2B	28-Feb-90	Administration of the Naval Academy P. D. Stroop Distinguished Visitor & Guest Suites	Protocol
11170.1H	18-Feb-05	Naval Academy Cemetery & Columbarium	Chaplains
11300.4A	18-Nov-97	Snow Removal Bill	Public Works
11300.5	18-Nov-98	Policy & Procedures Governing Utility Outages & Digging Permits	Public Works
11310.2B	8-May-84	Primary Electrical Power System of the Annapolis Naval Complex	Public Works
11320.8B CH-1	12-Dec-97	Naval Academy Fire Prevention Regulations	Fire Department
12290.2C	8-Feb-82	Standard Form 52, Request for Personnel Action: Use of	Human Resources
12315.1B	29-Aug-90	Probationary Period for Civilian Employees	Human Resources
12315.2C	29-Aug-90	Probationary Period for Civilian Supervisors & Managers	Human Resources
12316.2B	18-Nov-85	Temporary Limited Appointments	Human Resources
12330.1	15-Dec-82	Procedures for Requesting Paid Advertising for Civilian Personnel Purposes	Human Resources
12335.1A CH-1	26-May-83	Merit Staffing Policy & Procedures	Human Resources
12339.2	2-Feb-88	Medical Examinations for Civilian Employees	Human Resources
12340.4	20-Nov-85	U. S. Naval Academy Part-Time Career Employment Program	Human Resources
12351.1B	27-Apr-82	Reduction in Force: Policy & Procedures for	Human Resources
12410.4B CH-2	6-Aug-82	Upward Mobility Program & Procedures at the Naval Academy	Human Resources
12410.7A	27-Nov-89	Civilian Employee Training, Education & Development	Human Resources
12430.4B	28-Aug-98	Performance Appraisal of Civilian Faculty Members	Academic Dean
12430.5	1-May-89	Performance Management Program	Human Resources
12431.3A	31-Aug-90	Withholding of Within-Grade Increases	Human Resources
12451.4	6-Nov-95	Incentive Awards Program	Human Resources
12451.5	2-Dec-97	Naval Academy Excellence Awards Program	Human Resources
12510.5C	3-Mar-83	Position Classification	Human Resources
12510.8 CH-1	23-Aug-95	Delegation of Position Management & Position Classification Authority	Human Resources
12532.1	24-Oct-85	USNA Policy in Highest Previous Rate of Pay for 'Wage Grade Employees	Human Resources
12550.3 CH-1	19-Feb-85	USNA Policy in the Use of Highest Previous Rate of Pay	Human Resources
12550.4B	5-Jan-06	Civilian Faculty Pay System	Academic Dean
12552.6E	25-Nov-91	Environmental Differential Pay Assignments for Exposure to Various Degrees of Hazards, Physical Hardships, & Working Conditions of an Unusual Nature	Human Resources
12594.3F	18-Dec-00	Uniforms for Civilian Personnel	Comptroller
12610.1C	19-May-83	Establishing Workweeks & Work Schedules for Civilian Employees	Human Resources
12610.4F	7-Jan-05	Modified Operations	Human Resources

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<u>Inst Number</u>	<u>Date</u>	<u>Subject</u>	<u>Originator</u>
12620.1	8-Jul-91	Flexible Working Hours - Flexitour	Human Resources
12630.1J	22-Mar-96	Absence & Leave for Civilian Employees	Human Resources
12630.7A	24-Sep-01	Voluntary Leave Transfer Program	Human Resources
12711.1	28-May-85	Job Action Contingency Plan	Human Resources
12713.5F CH-1	29-Nov-88	Equal Employment Opportunity (EEO) Program	Equal Opportunity
12713.6A	1-May-79	Mentally Handicapped, Physically Handicapped, & Disabled Veterans: Employment & Placement of	Human Resources
12713.7A	8-Jan-90	Sexual Harassment Discrimination	Equal Opportunity
12713.8A	17-Nov-88	Awards for Achievement in Equal Employment Opportunity	Equal Opportunity
12715.2	23-Mar-95	Clearance Sheet for Civilian Employees Separating	Human Resources
12750.4D	13-Jul-90	Disciplinary Actions	Human Resources
12771.1B	25-Jun-98	Administrative Grievance System	Human Resources
12790.2E	20-Feb-90	Naval Academy Civilian Blood Assurance Program	Human Resources
12790.5C	28-Apr-05	Vending Machines	Business Services Division
12790.6B	31-Aug-90	Civilian Employee Assistance Program	Human Resources
12792.1	9-Apr-91	United States Naval Academy Drug-Free Workplace Program	Human Resources
12810.1B	6-Sep-90	Employee Occupational Illness/Injury Compensation	Human Resources
12831.1A	27-Apr-07	Status of Retired Civilian Professors	Academic Dean