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

Canc: Sep 09
USNANOTE 5340
8/Agency Chairperson
SEP 22 2008

USNA NOTICE 5340

From: Superintendent

Subj: ANNAPOLIS SUB-AREA 2008 COMBINED FEDERAL CAMPAIGN (CFC)

Encl: (1) Annapolis Sub-Area CFC Unit Organization
(2) Unit Organization Report (USNA CFC 5340/1 (Rev 9/2008))

1. Purpose. To promulgate the procedures for the 2008 United States Naval Academy (USNA) Combined Federal Campaign.

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 This notice remains in effect until superseded.

3. Discussion

a. The campaign will be conducted 1 October – 21 November 2008.

b. The Naval Academy actively sponsors only two voluntary fundraising campaigns: the CFC and the Navy-Marine Corps Relief Fund Drive. The CFC for Central Maryland supports three principal groups of service organizations: the United Way of Central Maryland; National Voluntary Health Agencies; and Local Unaffiliated Agencies. These groups, in turn, support many worthwhile local, national, and international social action agencies. The CFC concept of one solicitation for support of all these agencies is effective and provides funds to worthy organizations with little overhead cost.

4. Organization. Enclosure (1) lists the organizational structure for the 2008 campaign. The Annapolis Sub-Area is broken down into activities and the individual Unit Cost Centers. All administration of the campaign and fund accounting will use this structure.

5. Leadership. The following personnel constitute the leadership of the campaign:

USNA Chairman	VADM J. L. Fowler, USN Superintendent, United States Naval Academy
USNA Assistant Chair	CAPT R. J. Brennan, USN Director, Division of Mathematics and Science
Team Coordinator	LT B. W. Williams, USN Instructor of Physics
Assistant Team Coordinator	ENS D. D. Hartig, USN

6. Goals. The 2008 goals for the Annapolis Sub-Area are:

a. 100% contact.

b. Exceed the per capita normalized USNA gift for 2007.

7. Campaign Emphasis. The key to success will be our ability to designate committed Unit Campaign Managers and enthusiastic Key Persons who can effectively work with people and honestly solicit their generous support. The profile of an ideal Unit Campaign Manager and Key Person is one who:

a. understands the campaign;

b. is interested in the campaign and its cause;

c. is willing to invest personal time for the campaign;

d. is willing to contact each member of your unit/command.

The Key Person, through 100% contact, will provide all personnel within their individual organizations the opportunity to contribute to this extremely valuable campaign. An increase in the number of people who contribute by payroll deduction will greatly facilitate the campaign, since payroll deductions have historically produced more significant per capita contributions and are easier to administer. Designated donations to specific qualified agencies, both local and national, are encouraged to promote interest in the campaign and stimulate generosity.

8. Action. Activity directors are directed to assign one Unit Campaign Manager and select one or more Key Person(s) for their office or activity. For larger groups, there should ideally be about one key person for every 20 to 30 employees. Enclosure (2) is to be completed with the appropriate information and returned to the Division of Mathematics and Science (Attn: CFC), Stop 9c, no later than 1 October 2008.

9. Points of Contact

a. LT Brett Williams, USN, ext 3-6685, williamb@usna.edu

b. ENS Daniel Hartig, USN, ofc82868@usna.edu

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

ANNAPOLIS SUB-AREA 2008 COMBINED FEDERAL CAMPAIGN UNIT ORGANIZATION

The organizational structure for the 2008 campaign is broken down as follows:

USNA

1. Superintendent's Staff
   a. Staff Judge Advocate
   b. Public Affairs Office
   c. Military Personnel
   d. USNA Administrative Office
   e. Command Evaluation Department
   f. Alumni Hall
   g. Protocol
   h. Special Events
   i. Diversity and Government Affairs

2. Commandant of Midshipmen
   a. Brigade of Midshipmen
   b. Naval Academy Band
   c. Midshipman Development Center
   d. Chaplain's Office
   e. Supply – MFS
   f. Division of Professional Development
   g. Division of Officer Development

3. Dean of Admissions

4. Academic Dean and Provost
   a. Academic Center
   b. USNA Museum
   c. Multimedia Support Center
   d. International Programs Office
   e. Registrar
   f. Nimitz Library
   g. Division of Engineering and Weapons
   h. Division of Humanities and Social Science
   i. Division of Mathematics and Science

5. Director, Center for Ethical Leadership

6. Deputy for Information Technology/Chief Information Officer

7. Naval Academy Athletic Association

8. Deputy for Finance/Chief Financial Officer
   a. Comptroller
   b. Human Resources Department
   c. USNA Business Services Division

(next page: Annapolis Area Organizations)

Annapolis Area Organizations

1. Naval Support Activity, Annapolis
2. Public Works Department, Annapolis
3. Naval Institute
4. Naval Health Clinic, Annapolis
   a. Branch Dental Clinic, Annapolis
5. Defense Automated Printing Service, Annapolis
6. Naval Academy Alumni Association and Foundation

COMBINED FEDERAL CAMPAIGN 2008

UNIT ORGANIZATION REPORT

Activity Director:
Phone:
Email:
Unit:

Unit Campaign Manager:
Phone:
Stop Number:
Fax Number:

Number of Personnel:

Military
Civilian

Total

KEY PERSON(s)	EMAIL ADDRESS

Return by **30 September 2008** to:

Division of Math and Science
Physics Department
ATTN: CFC
Stop 9c

Or fax to:

410 293 3729
ATTN: LT Brett Williams
CFC Coordinator
(Ext 3 6685)