



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

USNAINST 1100.1
3/DeanAdmissions

JUN 26 2006

USNA INSTRUCTION 1100.1

From: Superintendent, United States Naval Academy

Subj: POLICY AND PROCEDURES FOR CANDIDATE GUIDANCE CONTINGENCY FUND

1. Purpose. To issue policy and procedures for the conduct and administration of the Candidate Guidance Contingency Fund.

2. Cancellation. Superintendent Itr 1100 Ser 12-116 of 7 December 1993.

3. Background

a. The Candidate Guidance Contingency Fund acts as a collection and disbursing agent for various initiatives sponsored by the Candidate Guidance Office.

b. Sponsored marketing and training initiatives using the fund include the Naval Academy Summer Seminar Program, Educator Visits, Blue and Gold Officer Program, Congressional Staffer visits and Outreach programs.

4. Policy

a. The Candidate Guidance Contingency Fund is to be used to collect and disburse monies in the operation of its sponsored marketing initiatives. Additionally, the fund will be used as a collection and disbursing agent for expenses incurred in connection with Candidate Guidance Office sponsored marketing, training and orientation evolutions. Any excess balance may be used to fund outreach initiatives, including those to market the Naval Academy summer seminar program, Admissions Information Forums, Educator Orientation Visits (EOVs) and Centers of Influence (COI) visits. Efforts will be made to equalize income and expenditures of recruiting initiatives, training, and orientation events. Use of excess balance funds may be made at the discretion of the Director of Admissions to support shortfalls experienced by these initiatives and/or evolutions and other expenses deemed appropriate to the operation of the Candidate Guidance Office.

b. A minimum balance, normally not to exceed \$150,000, may be kept in the Contingency Fund to provide for initial expenses for Summer Seminar. This initial amount is required for list generation, printing, advertising and mailing recruiting materials each year prior to collection of Summer Seminar Fees.

c. The fund balance will not exceed \$200,000 on an annual basis after all marketing, training and orientation events have been completed and reconciled.

5. Administrative Procedures

a. The Dean of Admissions has overall responsibility for the administration of the fund.

b. The Director of Admissions is authorized to approve expenditures exceeding \$10,000, but not greater than \$25,000.

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c. The Director of Admissions will obtain Superintendent's approval for expenditures exceeding \$25,000. This will normally apply to the purchase of names for summer seminar marketing initiatives and advertising.

d. The Head of Candidate Guidance has the delegated authority to approve all deposits and expenditures not exceeding \$10,000. All collections of greater than \$100 will be deposited daily in accordance with DOD FMR (Vol 13).

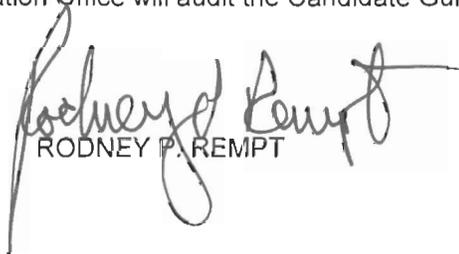
e. Naval Academy Non-Appropriated Fund Program Division is responsible for processing all deposits and expenditures approved by the Candidate Guidance Office.

6. Accounting. The Naval Academy Non-Appropriated Fund Program Division is responsible for all monies collected in the Candidate Guidance Contingency Fund. Separate accounting is made of the collection and disbursement of monies for recruiting initiatives, training and orientation evolutions, and the augmented funds from outside sources. Returned check procedures will be in accordance with the Non-Appropriated Fund Program Division directives. Additionally, a cost analysis of recruiting initiatives will be conducted annually to determine profit/loss so participation fees may be adjusted accordingly.

7. Audits

a. Fund accounts are to be maintained in a format deemed proper by the Naval Academy Command Evaluation Office.

b. The Naval Academy Command Evaluation Office will audit the Candidate Guidance Contingency Fund annually.



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