



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 12330.1  
24/ED  
15 December 1982

USNA INSTRUCTION 12330.1

From: Superintendent

Subj: Procedures for requesting paid advertising for civilian personnel purposes

Ref: (a) NCPGINST 12330.1  
(b) Federal Personnel Manual, Ch 332.1-9

Encl: (1) Request/Approval for Authority to Advertise (DD Form 1535)

1. Purpose. To issue procedures for requesting authority to use paid advertising.

2. Action. In accordance with references (a) and (b), managers authorized to utilize paid advertising as a recruitment tool will adhere to the following procedures:

a. Forms. Requisition and Invoice/Shipping Document (DD-1149) and DD-1535, with an attached copy of the advertisement typed on plain paper, must be submitted to the Employment Officer, Civilian Personnel Department, via the Cost Center Head, for administrative review and approval. Enclosure (1), (DD Form 1535), is available in the Civilian Personnel Department.

b. Responsibility. The Employment Officer is assigned the administrative duties in accomplishing paid advertising and will review the Forms DD-1149 and DD-1535 and attachment(s) for content, completeness, and adherence to applicable personnel regulations. Questions regarding authorization may be referred to the Employment Officer. The Employment Officer will retain the DD Form 1535 and forward approved DD Form 1149 and attachment(s) to the Supply Department for placement of the order and processing to disbursing centers for payment within 10 calendar days after receipt.

J. R. POOLE  
Deputy for Operations

Distribution:  
AA  
CPD (25)

15 December 1982

<b>REQUEST/APPROVAL FOR AUTHORITY TO ADVERTISE</b>		DATE
THRU.	TO	FROM:
<p style="text-align: center;">Authority is requested to advertise in accordance with law and regulations in the publications indicated herein, which are considered by me as the best media for securing publicity for the purposes of the Government.</p>		
TYPE OF AUTHORITY REQUESTED <input type="checkbox"/> SPECIAL <input type="checkbox"/> GENERAL	SUBJECT OF ADVERTISEMENT OR	ESTIMATED COST
ADVERTISEMENT FOR (Name and Place)		FISCAL YEAR
NAMES OF PUBLICATIONS		
<p style="text-align: center;">It is contemplated to use only such of these publications as are necessary to secure the requisite publicity. Advertisements to be given six insertions in daily and four insertions in weekly journals, if time will permit.</p>		
TYPED NAME OF REQUESTING OFFICIAL	SIGNATURE OF REQUESTING OFFICIAL	
<p style="font-size: small;"><i><sup>1</sup>In case special authority is desired, copy of the proposed advertisement must accompany the application, and the number of insertions specified for each publication.</i></p> <p style="font-size: small;"><sup>2</sup>For _____ (Activity) _____ (Location) _____ during fiscal year 19__</p>		
<b>RECOMMENDATION</b>		DATE
TO:	FROM:	
RECOMMENDATION		
TYPED NAME OF RECOMMENDING OFFICIAL	SIGNATURE OF RECOMMENDING OFFICIAL	
<b>APPROVAL</b>		DATE
TO:	FROM:	
UNDER AUTHORITY VESTED IN ME BY		
<p style="font-size: small;"><input type="checkbox"/> Special <input type="checkbox"/> General authority to advertise in accordance with law and regulations in the above-mentioned journal is hereby granted, as requested, except—</p>		
TYPED NAME OF APPROVING OFFICIAL	SIGNATURE OF APPROVING OFFICIAL	