



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 4001.2J

5/Dep Mgt

13 JAN 1998

USNA INSTRUCTION 4001.2J

From: Superintendent

Subj: POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE NAVAL
ACADEMY MUSEUM AND GIFT FUND PROGRAM

Ref: (a) 10 USC 6974 (Appendix A) (NOTAL)
(b) 10 USC 6973 (Appendix B) (NOTAL)
(c) Navy Comptroller Manual (NOTAL)
(d) SECNAVINST 4001.2G
(e) USNAINST 5450.3E
(f) USNAINST 5370.6
(g) FASTDATA Site User Manual (NOTAL)
(h) Procedures for FASTDATA Technicians (NOTAL)
(i) NAVCOMPTINST 7102.2C

Encl: (1) Museum Fund Accounts
(2) General Gift Fund Accounts
(3) Prize and Award Fund Accounts
(4) Sample Relieving Letter
(5) Sample Authorization to Approve Obligations of Museum and Gift
Funds Memorandum
(6) Sample Museum and Gift Fund Entertainment Requirements Memorandum
(7) Sample Grant Request Memorandum
(8) Sample Liquidation of Grant Memorandum
(9) Sample Request for Voluntary Graduate Education Program Funds
Memorandum
(10) Sample Reconciliation of Voluntary Graduate Education Program Funds
Memorandum
(11) Sample Paying Agent Letter
(12) Museum and Gift Fund Budget Submission (USNA-ENB 4001/1
(Rev. 8/97))
(13) Operating Target (OPTAR) Procedures (with attachments)

1. Purpose. To establish policies and procedures for administering the U.S. Naval Academy (USNA) Museum and Gift Fund (M&GF) Program. This issuance supersedes all other Naval Academy policy correspondence.

2. Cancellation. USNAINST 4001.2H. This is a complete revision and should be reviewed in its entirety; no special markings appear in the margins because changes are extensive.

3. Background

a. The desire to construct the USNA Museum provided the impetus for Congressional approval of the Naval Academy's Museum Program. In 1938, the 75th Congress enacted Public Law 450 which authorized the Superintendent, USNA to accept gifts and bequests of money to be used to construct the USNA

13 JAN 1999

Museum. In addition, the Act authorized the Secretary of the Navy (SECNAV) to accept gifts or bequests of money for benefit of the Museum. Congressional authority for the Museum Fund is summarized in reference (a).

b. In 1944, the 78th Congress enacted Public Law 274 which created the USNA General Gift Fund. Establishment of the General Gift Fund allowed the Navy to accept gifts and bequests of money for benefit of the USNA excluding the USNA Museum. Congressional authority for the USNA General Gift Fund is summarized in reference (b).

c. Per reference (c), paragraph 074800, the USNA Museum and Gift Funds are neither appropriated nor nonappropriated funds. They are trust funds which have been established by legislative or administrative action and which may be used only in accordance with the terms of the trust. Paragraph 022200 designates the Chief of Naval Operations (CNO) as the responsible office for administration of the USNA M&GF program. As the responsible office, CNO has overall responsibility for budgeting, accounting, and reporting for all programs financed by the two funds. The Superintendent is authorized to expend the funds in accordance with the wishes of the donors subject to the financial controls and responsibilities of reference (c), paragraphs 032010 and 032011. Enclosures (1) through (3) provide information on the M&GF accounts.

d. The Superintendent maintains ultimate responsibility for the management of the M&GF Program at the Naval Academy. He retains complete legal responsibility under section 1517, Revised Statutes, for all obligations incurred within the program. As "cognizant official" of the M&GF Program, the Superintendent may accept gifts that meet the criteria outlined in reference (d). For gift offers which exceed his acceptance authority, recommendation for either acceptance or rejection is forwarded to SECNAV.

e. Per reference (e), the Memorials and Gifts Advisory Board (MEGAB) serves as an advisory body to the Superintendent. As the coordinating agency for all aspects of memorials and gifts, the Board develops and proposes projects relating to a long-range gifts and memorials program subject to the approval of the Superintendent. The Board prepares and periodically reviews a list of gifts and memorials projects for the Naval Academy and makes recommendations to the Superintendent.

4. Policy

a. General

(1) The M&GF Program will assist in accomplishing the mission of the Naval Academy by providing flexible funding support for the Academy. Financed by contributions and bequests, the M&GF Program finances projects which cannot be appropriately or adequately supported with appropriated funds.

(2) All Naval Academy personnel involved in the M&GF Program are reminded of the requirement to follow the provisions of reference (f). All expenditures must meet the requirements of the Standards of Conduct. Care should be taken to make sure violations of the Standards of Conduct do not occur or could reasonably be suspected in the handling of M&GF Program funds. No expenditures will be made for entertainment or gifts to USNA contractors.

13 JAN 1998

(3) The Comptroller will establish and maintain three subaccounts for each M&GF account. The first account, the "reserve" account, will accumulate all funds not required for immediate expenditure. Donations, interest/trust income, and principal payments from matured investments are examples of funds which would reside in the "reserve" account. The second account, the "investment" account, will be maintained to identify funds expended in the procurement of Treasury securities. The third account, the Operating Target (OPTAR) account, will be established based on the Superintendent's approved budget. This OPTAR account will be used by the Account Manager.

(4) The same control and propriety that is exercised in the expenditure of appropriated funds will be exercised in the expenditure of M&GFs. Account Managers will ensure separation of duties for the purchase, receipt, and payment of materials and services to the maximum extent possible. A Fund Administration and Standardized Document Automation (FASTDATA) record will be maintained for each account and reconciled monthly to official accounting reports per references (g) and (h). Account Managers may delegate personnel to maintain this record.

(5) Refunds received by Account Managers including cash, checks, or negotiable instruments, will be turned over to the Comptroller within 3 working days. The Comptroller will deposit funds weekly with Midshipmen Disbursing.

(6) Upon turnover, the Account Managers will conduct a review of the account with the relieving Account Manager. A "relieving letter," enclosure (4), will be prepared and signed by both the old and new Account Managers. An "Authorization to Approve Obligations of Museum and Gift Funds" letter, enclosure (5), will also be prepared. Both letters will be forwarded to the Comptroller.

(7) Account Managers will designate those individuals authorized to spend M&GFs and will make sure a current "Authorization to Approve Obligations of Museum and Gift Funds" letter, enclosure (5), is on file with Midshipmen Disbursing.

(8) To ensure proper internal controls and fund utilization, Account Managers will process procurement actions through normal Naval Academy supply channels to the maximum extent possible.

(9) Entertainment expenses, including food, beverages, miscellaneous supplies, and related expenses such as memento presentation, for functions which clearly promote Naval Academy and M&GF Programs, are authorized from the General Gift Fund Accounts, Herbert Rorer Account, and the Harry Ward Account for the Superintendent, Academic Dean and Provost (AD&P), and the Commandant of Midshipmen. These functions normally involve both Naval Academy and distinguished non-Naval Academy personnel. These funds are not to be used for the purchase of flowers and gifts for staff personnel or meals/parties that are not part of an official function. All vouchers for payment must include a list of attendees and their relationship to the Academy and the purpose of the function, enclosure (6). The following accounts are designated for specific

13 JAN 1998

functions:

(a) General Gift Fund, AD&P's Account: For entertainment of distinguished visitors, Naval Academy faculty, staff, and midshipmen when promoting education at the Naval Academy.

(b) General Gift Fund and Rorer Fund, Superintendent's and Commandant's Accounts: For entertaining midshipmen, guests associated with the Forrestal Lecture Series, distinguished visitors to the Naval Academy, and other midshipmen related meetings/events as the Superintendent may direct.

(c) Harry E. Ward Account: For Trident Scholar dinners where midshipmen make presentations on the research they have done during their year as Trident Scholars. These presentations are made to high-level Washington, DC officials and other senior officers and guests.

(10) Individuals may request grants to provide advance funding for personal or group costs incurred in connection with M&GF Programs; i.e., transportation, per diem, tuition, registration, miscellaneous supplies, etc. Enclosures (7) and (8) will be prepared to request and liquidate grants. Requests and liquidation of tuition grants for the Voluntary Graduate Education Program will be processed using enclosures (9) and (10).

(11) A Paying Agent will be appointed for grants issued to an individual for group costs in connection with M&GF programs. Enclosure (11) will be prepared by the individual requesting paying agent appointment. Appointments will be for a specific fiscal year and must be renewed annually in September for the subsequent year.

b. Acceptance of Gifts

(1) Per reference (d), it is SECNAV policy to decline any gift which, at some future time, might embarrass the Department of the Navy by reason of favors expected as a result of the gift, by creating the appearance of a relationship in which favors are granted, or which might result in unwarranted publicity for the donor at the expense of the Department. Also, the offer of a gift with specified conditions other than designated use, or requiring substantial expenditures of funds or administrative efforts, should be carefully evaluated to determine whether acceptance is desirable. Gift or gift opportunities will be accepted upon the review and recommendation of the MEGAB and approval of the Superintendent. Only minor museum artifacts and library books/publications may be accepted by the Museum Director or the Librarian without prior MEGAB review.

(2) It is essential that all gifts or property be maintained in a condition befitting the spirit in which they were given and in consonance with the standards of the Naval Academy. Because of this, the projected maintenance/upkeep costs associated with each gift must be fully identified and considered before acceptance.

(3) No memorial-type gift will be accepted without having the **expressed written approval of the next of kin.**

13 JAN 1998

(4) An agreement will be reached with the donor during preliminary negotiations to provide that any money remaining unspent may be transferred to an unrestricted general account. This precludes the possibility of a nominal sum of money remaining in an account after the specific purpose of the gift or bequest has been fulfilled. The formal letter of acceptance will include this provision.

(5) When known in advance that donated property may be sold immediately instead of retained, prospective donors of property will be informed in writing.

(6) When the donated property is retained for use by the Naval Academy, appropriated funds, civil service, and military personnel may be used for the maintenance of donated property. If there is reasonable expectation of future sale of the donated property, appropriated funds will not be used to substantially improve the property. If improvements are necessary to bring the property up to required safety standards or other requirements imposed by lawful government authority, then appropriated funds may be used to a greater extent. Appropriated funds will not be used to maintain donated property if it is known at the time of acceptance that the property will be sold immediately after acceptance by the Navy.

5. Procedures

a. Acceptance of Gifts

(1) An offer of a gift to the Naval Academy (except offers to the Naval Academy Museum and the Library) will be forwarded to the Deputy for Management for presentation to the MEGAB. Offers of gifts to the Museum and the Library will be forwarded to the Museum Director or the Librarian for presentation to the MEGAB. Pending acceptance of monetary gifts, funds will be deposited in the Navy suspense account.

(2) The Board will review the gift and recommend acceptance or rejection based on SECNAV and USNA policy.

(3) In the event the MEGAB recommends rejection, Deputy for Management or Museum Director will prepare a rejection letter for the Superintendent's signature.

(4) When MEGAB recommends acceptance, Deputy for Management will prepare an acceptance letter of \$50,000 or less. For gifts greater than \$50,000, the acceptance letter will be forwarded to SECNAV for signature. Gifts of \$2,500 or less, offered to the museum or library, will be accepted by the Museum Director or the Librarian.

b. Budget Formulation

(1) Account Managers will formulate and submit an annual budget, enclosure (12), for the upcoming fiscal year. When programs are funded from multiple sources including Museum and Gift Funds; i.e., Drum & Bugle Corps (M&G and Operation and Maintenance, Navy), complete section 3 of enclosure (12). The sum of sections 1 and 3 should represent the total resources

13 JAN 1998

required to manage the specified program. Budgets will be submitted via Cost Center Heads to be received by the Comptroller by 25 May.

(2) Cost Center Heads will review M&GF budgets and forward them to the Comptroller with an endorsement. The endorsement will include a certification that all requirements have been identified. For programs supported by appropriated and/or other funds as well as M&GFs, the endorsement will identify the amount and source of funds available to support them.

(3) The Comptroller will consolidate budgets for the review and approval of the MEGAB and Superintendent. The Comptroller will then prepare a formal budget submission to CNO per reference (i).

c. Budget Execution

(1) The Comptroller will provide quarterly/annual fund allocations to Cost Center Heads and Account Managers.

(2) Account Managers will execute approved budgets and will maintain FASTDATA records and files per enclosure (13) and local FASTDATA guidance.

(3) Account Managers will reconcile FASTDATA records with the official accounting records per local FASTDATA guidance.

(4) Fund allocations will not be exceeded. If additional funds are required, Account Managers will forward a request to the Comptroller via the Cost Center Head. The request for funds will include a description of the requirements, a justification, and an impact statement if funding is not received.

6. Responsibilities

a. Memorial and Gift Fund Advisory Board. Comply with reference (e).

b. Program Manager/Deputy for Management

(1) Maintain an active M&GF Program ensuring the best possible use of the funds in consideration of the overall mission of the Naval Academy and the stated purpose of each fund.

(2) Forward MEGAB recommended budgets to the Superintendent for approval.

(3) Recommend approval or disapproval to the Superintendent on all unfunded requests greater than \$1,000.

(4) Recommend Account Manager appointments.

(5) Take action on other matters concerning the M&GF Program which may arise.

c. Comptroller

- (1) Deposit funds received for M&GF accounts with Midshipmen Disbursing.
- (2) Prepare authorizations.
- (3) Maintain a "reserve," "investment," and "OPTAR" subaccount for each M&GF account.
- (4) Publish annual budget call, consolidate submits, and forward to the Program Manager with recommendations. Prepare and submit a formal budget to the CNO.
- (5) Prepare and distribute OPTAR authorizations for approved budgets. Monitor budget execution and recommend reprogramming as necessary.
- (6) Administer an active investment program of funds not required for current expenditures.
- (7) Maintain official accounting records and provide monthly reports to Account Managers.
- (8) Endorse "Authorization to Approve Obligations of Museum and Gift Funds" letters and forward to Midshipmen Disbursing.
- (9) Provide training to Account Managers as requested.
- (10) Prepare annual Chief Financial Officer Statements and forward to the Assistant Secretary of the Navy, Financial Management and Comptroller (ASN(FM,&C)), FMO-21.

d. M&GF Account Managers

- (1) Forward funds; e.g., cash, checks, etc. to the Comptroller within 3 working days.
- (2) Make sure funds are expended consistent with the wishes of the donor and in accordance with USNA policy concerning the fund.
- (3) Administer assigned M&GF account per the provisions of this instruction. Maintain required OPTAR logs and files per local FASTDATA guidance.
- (4) Request training from the Comptroller as required.
- (5) Submit M&GF program budget for appropriated funds, and other funds via Cost Center Head to the Comptroller annually by 25 May.
- (6) Prepare enclosure (5), "Authorization to Approve Obligations of Museum and Gift Funds" as required. A separate signature authorization letter will be forwarded for each account.
- (7) **Accomplish turnover review with relieving Account Manager and forward enclosure (4) to the Comptroller.**

USNAINST 4001.2J

13 JAN 1998

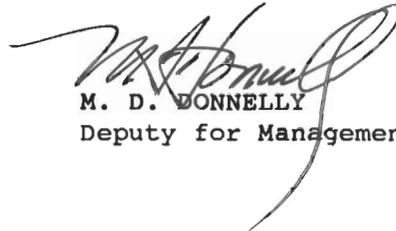
(8) Review monthly accounting reports and reconcile to OPTAR records. Prepare reconciliation report per local FASTDATA guidance. Make sure discrepancies are corrected on subsequent month's accounting reports.

e. Cost Center Heads. Review M&GF budgets and forward them to the Comptroller with an endorsement. The endorsement will include a certification that all requirements have been identified. For programs supported by appropriated and/or other funds as well as M&GF, the endorsement will identify the amount and source of funds available to support them.

f. Midshipmen Disbursing Office. Collect and disburse funds. Ensure disbursement documents are accompanied by the required supporting documentation to confirm the accuracy and propriety of the payment.

g. Staff Judge Advocate. Provide legal counsel concerning acceptance of gifts, disposal/sale of assets, appropriateness of expenditures, and similar matters.

h. Command Evaluation. Accomplish annual reviews.


M. D. DONNELLY
Deputy for Management

Distribution:
A
Plus AD&P (2)
Comdt (3)
Museum Dir
Registrar
Dir. Research

USNAINST 4001.2J
13 JAN 1998

MUSEUM FUND ACCOUNTS

Account: General Museum
Account Number/Manager: 11, Museum Director

Established in 1938 to accept gifts from the U.S. Naval Institute (\$50,000) and the Naval Academy Athletic Association (\$150,000) for construction of the USNA Museum. Subsequent to construction of the Museum in 1939, the Academy was authorized to expend funds from this account for the general benefit of the Museum. The fund is used today primarily for the restoration of paintings, rental of exhibits, acquisition of articles of historic and/or artistic value, and occasional entertainment related to openings of special exhibits at the Museum. The General Museum Fund is an expendable trust, (both the principal and earnings generated from investing either all or part of the principal may be expended). Revenues are generated from donations by individuals, contributions from the Naval Academy Endowment Trust, and interest income from investments in United States Government securities.

Account: Beldon Roach
Account Number/Manager: 13, Museum Director

A bequest by Beldon Roach in 1944 established the Beldon Roach Trust Fund, a nonexpendable trust (income generated from investing the principal is available for expenditure but the principal must be held intact). Originally \$25,000, the bequest was reduced by Canadian Government taxes to \$22,000. The Morgan Trust Company of New York administers this trust and forwards interest income semiannually (in March and September) to the USNA. The income finances the cost of compilation, preparation, and publication of material dealing with U.S. Naval History; i.e., a Museum catalog and brochure.

Account: Christian A. Zabriskie
Account Number/Manager: 14, Museum Director

Christian A. Zabriskie bequeathed \$25,000 to the Secretary of the Navy on the condition that said sum be used for the benefit of the USNA Museum. The account was established in 1971 and is used primarily for the restoration of paintings and the acquisition of articles of historic and/or artistic value. While the account is an expendable trust, requirements have been funded primarily from interest income generated from investing the principal in U.S. Government securities.

Account: Beverly R. Robinson
Account Number/Manager: 15, Museum Director

The largest of the four Museum accounts was established in 1973 to be used for the care, maintenance, and enlargement of the Beverly R. Robinson collection of naval battle prints. The general plans for utilizing the bequest included rehabilitating certain appropriate spaces at the Academy and hiring a curator for the prints. The will provided that the bequest to

Enclosure (1)

USNAINST 4001.2J

13 JAN 1986

the Museum would be placed in a separate fund and the income would be used for the "care, maintenance, and enlargement of the Robinson Collection." In addition, the testatrix requested that a portion of the income be used to insure the collection against damage or loss. The Beverly R. Robinson trust is a nonexpendable trust. The principal, approximately \$1.2 million, is invested in U.S. Government securities.

Enclosure (1)

13 JAN 1998

GENERAL GIFT FUND ACCOUNTS

Account: General Gift
Account Number/Manager:

- 11A Flag Supply
- 11B Deputy for Management
- 11C Executive Assistant (EA) to the Academic Dean and Provost
- 11D EA to the Commandant
- 11E EA to Academic Dean (Hydro Lab)
- 11F Director of Research
- 11G EA to Academic Dean (Tutorial Program)
- 11H Commanding Officer, Naval Academy Preparatory School (NAPS)
- 11K Public Works Officer
- 11L Operations Officer, Midshipmen Welfare Fund
- 11M EA to Academic Dean (Mechanical Engr)
- 11N Deputy for Operations (Family Service Center)

The General Gift Account was established in 1944 and is composed of donations with no stipulated purpose. The funds are available for expenditures for any purpose within the mission of the Naval Academy at the discretion of the Superintendent. The General Gift Account is an expendable trust. Revenues are generated from donations made by individuals as well as organizations such as the Naval Academy Endowment Trust; Alcoa Foundation; Oklahoma Foundation, Inc.; First Virginia Bank; Annapolis Parents Club; and Bethlehem Steel Corporation. Contributions not required for immediate expenses are invested in U.S. Government securities. The General Gift Account is subdivided into subaccounts to more easily purchase prizes for top NAPS graduates; to finance various social functions hosted by the Superintendent, Commandant, Academic Dean and Provost; to support midshipmen organizations; and to finance the Faculty Enrichment Program which includes travel for civilian and military faculty on occasions when they present approved papers at various conferences.

Account: Superintendent's Unrestricted
Account Number/Manager: 12, Deputy for Management

The Superintendent's Unrestricted Account was established in 1996 and is composed of donations with no stipulated purpose. The funds are available for expenditures for any purpose within the mission of the Naval Academy at the discretion of the Superintendent. Revenues are generated from donations from the Naval Academy Endowment Trust, and interest on investments in U.S. Government securities. The Superintendent's Unrestricted Account is an expendable trust.

Account: Kittyn M. Maas
Account Number/Manager: 15, Registrar

The Secretary of the Navy accepted a \$5,000 bequest on 29 December 1954. The account is a nonexpendable trust. Income from the fund is to be used to purchase U.S. Savings Bonds of an amount substantially equivalent to the income realized by the fund. The bonds are presented annually to the midshipmen writing the best essay in French.

Enclosure (2)

USNAINST 4001.2J

13 JAN 1990

Account: Frederick L. Sawyer
Account Number/Manager: 17, Registrar

Fund established in 1951 by a bequest of CDR F. L. Sawyer, USN, Retired, in the amount of \$5,000. The bequest stipulated that the money was to be used "for the instruction of midshipmen in economics and finance as applied to National Defense." The account is used for a prize; e.g., watch, camera, or binoculars presented during Commissioning Week to the first class midshipman who prepared the best original essay on economics and/or finance as applied to national defense. The account is an expendable trust. Revenues are generated from interest income of a U.S. Government security.

Account: Dudley F. Wolfe
Account Number/Manager: 19, Director, Naval Academy Sailing

The largest account within the General Gift fund, the Dudley Wolfe Account was established in 1940. The will stated that the bequest was "to be used for the purposes of said Academy, as its Managing Board may from time to time determine. Without in any way limiting the right of the management of said Naval Academy at any time to use the principal, income, or any portion thereof, in any manner it may deem fit, incidental to the purposes of said Naval Academy, it is my wish that the principal and/or income of the fund hereby bequeathed be expended, so far as possible, in the training of students of said Naval Academy, including the personnel of the U.S. Navy, in the principles of coast piloting, seamanship training, navigation, and the tradition of the sea, which in my opinion, can be readily and thoroughly learned from the handling of small sailing craft at sea." The account is currently used to supplement the funding required to support the USNA Sailing Program. Typical expenditures include: (1) outfitting and repairing yachts and yawls, (2) entry fees for sailing regattas, (3) coaches' salaries, (4) entertainment expenses, (5) travel expenses, (6) procurement of uniforms, and (7) preparation of news releases. The Dudley F. Wolfe Account is an expendable trust. Revenues are generated from interest income of investments in U.S. Government securities and from the sale of yachts which had been previously donated to the Academy.

Account: Herbert C. Rorer
Account Number/Manager:

- 24A Flag Supply
- 24B Operations Officer, Midshipmen Welfare Fund
- 24C EA to the Commandant

This account established in 1962 was to aid indigent midshipmen in attending social functions, who otherwise would be unable to attend. The Naval Academy acceded to the request in principle, although the family's desires are not legally binding. The Rorer Account is a nonexpendable trust administered by the Mellon Bank. The Academy receives 1/15 of the income of a received quarterly in March, June, September, and December. The account has trust fund for a period of 60 years which began on 19 April 1962. Income is been used to finance the annual Brigade dance in Philadelphia following the Army-Navy game as well as for entertainment during Military Academy Exchange Weekends. Income not required for immediate expenditure is invested.

Enclosure (2)

13 JAN 1998

Account: Harry E. Ward
Account Number/Manager:

27B Registrar
27C Director, Special Education Programs

An expendable trust, this account was established in 1964. The account is used for the following purposes: (1) Harry E. Ward Prize, ship's clock and barometer, presented during Commissioning Week for excellence in foreign language; (2) Harry E. Ward Gold Medals, awarded to the top-ranking midshipmen in the basic course in each of the foreign languages taught at the Academy; and (3) assistance to and awards in connection with the Trident Scholar Program. Revenues are generated from periodic donations from the Harry E. Ward Foundation.

Account: Charles DiBona Award
Account Number/Manager: 34, Registrar

The fund was established in 1997 to endow an annual award in international economics in honor of alumnus Charlie DiBona. The award is to recognize the graduating midshipman majoring in economics, who has attained an exceptional academic standing in addition to an excellent performance in the study of international economics. The award of an engraved officer's sword, with a letter of conferral and congratulations, is given to the recipient at the awards ceremony for the Division of Humanities and Social Sciences held during Commissioning Week.

Account: Catherine E. B. Potter
Account Number/Manager: 35, Chairman, English Department

Established in 1974, this account finances a prestigious annual memorial lecture series in English, entitled "Rear Admiral William Parker Potter Memorial Lecture Series." The nonexpendable trust is administered by the Key Trust Company of Albany, New York. According to the will, 3/36th of the income of the trust is forwarded to the USNA annually.

Account: Marion S. Redman
Account Number/Manager: 36, Registrar

The Fund was established in 1974 through a bequest from Marion S. Redman of \$10,000 to the U.S. Naval Academy in memory of her late husband RADM Joseph R. Redman, USN. The income from this nonexpendable trust finances a prize, consisting of a wrist watch and a cash award. It is presented annually to that midshipman of the graduating class who has demonstrated the greatest achievement in the professional courses in electrical engineering.

Enclosure (2)

USNAINST 4001.2J

13 JAN 1998

Account: Leland D. Whitgrove
Account Number/Manager: 38, Registrar

A nonexpendable trust, this fund was established in April 1978 to perpetuate an annual award in memory of CAPT Leland D. Whitgrove, USN. The award, a watch or a pair of binoculars is given to the graduating midshipman standing highest in naval architecture.

Account: Marshall H. Cox
Account Number/Manager: 40, Chairman, Language Studies

Established in June 1980, this nonexpendable trust fund is administered by the Naval Academy Alumni Association and supports the study of foreign languages abroad by midshipmen. First class midshipmen and recent graduates are eligible to participate in the program which includes trips abroad to study French, German, Russian, Spanish, and Chinese.

Account: Prizes
Account Number/Manager: 45, Registrar

Prize funds are identified separately on enclosure (3) to the basic instruction.

Account: Thomas and Elliott M. Senn Memorial Fund
Account Number: 47
Account Manager: Chair, Graduate Education Committee

RADM Elliott M. Senn, USN bequeathed approximately \$450,000 to the Department of the Navy to establish the Thomas and Elliott M. Senn Memorial Fund. The Navy accepted the gift in 1980 and invested it. Interest income has grown to the point where the will can be fulfilled. The will states that interest accrued should be used for educational purposes. CNO (OP-01) is the program sponsor, establishing administrative operating procedures to be followed by USNA and Chief of Naval Education and Training (CNET) and coordinates an annual review of the program. The Assistant for Administration to the Under Secretary of the Navy manages the investments and disburses funds annually to USNA and CNET. The Naval Academy's portion is to be used for grants to midshipmen based on scholarship, integrity, honesty, or leadership. Currently, grants are provided to midshipmen in the VGEP.

Account: D. B. Duncan
Account Number/Manager: 48, Admissions

Fund established in 1991 by bequest of Aniela M. Duncan in memory of Admiral and Mrs. D. B. Duncan in the amount of \$84,656. The account is an expendable fund to be used "as a sponsor for young men to enter the United States Naval Academy."

Enclosure (2)

Account: Ambassador Annenberg
Account Number/Manager: 50, Deputy for Management

Established in 1995, this unrestricted fund totaling \$1,000,000, donated over a 3-year period, is used at the Superintendent's discretion.

Account: Class of 1938 Leadership Library
Account Number/Manager: 51, EA to the Commandant

This account was established in 1994 with funds donated by the Class of 1938 to establish a Leadership Library in Bancroft Hall. The Class of 1938 agreed to provide operating funds of \$3,000 annually, commencing in June 1995, for a period of 3 years at which time a reassessment of the annual budget will be made. The annual amount will be adjusted as necessary at that time.

Account: W.J. Dimitrijevic
Account Number/Manager:

52A Admissions
52B Operations Officer/Commandant

This account was established in 1990 to provide funds or loans to midshipmen for transportation from the Naval Academy to home, or elsewhere, due to sudden family illness, deaths, emergencies, etc. In 1994, a Declaratory Judgment was obtained to expand the use of this trust to include transporting: (1) midshipmen to other countries to study under scholarships abroad, (2) midshipmen to local airports for leave periods, (3) Fourth Class Regiment to Washington, DC to view the U.S. Marine Corps Sunset Parade, (4) midshipmen to cultural arts sites in the Washington and Baltimore areas, (5) midshipmen for brigade support activities, extracurricular activities and club sports, (6) the Glee Club and Drum and Bugle Corps to perform at events such as the White House Gala and Inaugural Ball, and (7) other similar transportation needs of midshipmen. This nonexpendable trust is administered by the Farmers Bank of Maryland, and income is received quarterly.

Account: Patricia Jenkins Memorial
Account Number/Manager: 53, Deputy for Management

This expendable memorial contribution was donated to the Naval Academy in 1995 by CAPT Walter T. Jenkins in memory of his daughter, Patricia. The donation stipulated that the money be used for: (1) \$3,000 for general Naval Academy cemetery upkeep, (2) \$2,000 for the altar guild, (3) \$2,000 for the Naval Academy Garden Club, and (4) \$2,000 for the Chapel fund.

Account: Carroll F. Johnson Scholarship
Account Number/Manager: 54, Chair, Graduate Education Committee

Established in 1996, funds were bequeathed to the Naval Academy with the stipulation that the proceeds be used to establish a scholarship in memory of Carroll F. Johnson, Class of 1927. This account is used for grants to midshipmen in the VGEP.

Enclosure (2)

USNAINST 4001.2J

13 JAN 1996

Account: McMullen Leadership Fund

Account Number/Manager: 55, Academic Dean and Provost

Mr. John J. McMullen donated 100,000 shares of Talley Industries Common Stock in 1996 to support the Naval Academy's leadership chair. The market value of the stock at the time of receipt was approximately \$750,000. Per SECNAV guidance, the stock must be liquidated and invested in Treasury Securities.

Enclosure (2)

13 JAN 1998

PRIZE AND AWARD FUND ACCOUNTS

Prize funds were established for the purpose of promoting effort and recognizing achievement among midshipmen in the various curricular and extracurricular activities which further the mission of the Naval Academy.

Account Manager: Registrar

Account Number/Prize Name:

45A Naval Leadership Prize
45B1 Carl Vinson Leadership Award
45B2 Griffin Moody Award
45C John Roach Prize
45D Henry Roberts, Jr. Prize
45E Congressional Medal of Honor
45F Class of 1924 Prize
45G Class of 1912 Prize
45H Brainard Award
45I Cochrane Fencing Award
45J Leonard Kaplan Prize

Prize funds held by banks in trust consist of the following:

45K Class of 1897 Award
45L Gardner L. Caskey Prize
45M Henry Vandyke Prize

Additional prize funds under the Naval Academy Gift Fund consist of the following:

15 Kittyn M. Maas
17 Frederick L. Sawyer
27 Harry E. Ward
34 Charles DiBona
36 Marion S. Redman
38 Leland D. Whitgrove

13 JAN 1998

Date:

From: (Current Account Manager)
To: Comptroller
Via: (Relieving Account Manager)

Subj: RELIEF OF MUSEUM AND GIFT FUND
ACCOUNT NAME/NO. _____

Ref: (a) USNAINST 4001.2J
(b) M&GF Reconciliation Report of _____

1. Per reference (a), I officially relinquish control of M&GF Account (Name) _____, Number _____ to _____ (fill in name) effective _____.

2. FASTDATA report has been reviewed and reconciles with the official accounting reports per reference (b). The following information is provided for the record:

a. The last document number issued for 1348s is _____ and for other documents; e.g., Standard Form 1034, is _____.

b. The account balance is _____.

c. Invoices for the following documents have been received but have not been forwarded to Midshipmen Disbursing for payment:

d. Invoices for the following documents have not been received:

Signature

FIRST ENDORSEMENT

From: (Relieving Account Manager)
To: Comptroller

Encl: (1) Authorization to Approve Obligations of M&GF

1. I have reviewed the accounts records and found everything in order. I have read reference (a) and accept the duties of Account Manager. Enclosure (1) is forwarded per reference (a).

Signature

Enclosure (4)

USNAINST 4001.2J
13 JAN 1998

Date: _____

MEMORANDUM

From: M&GF Account Manager
To: Midshipmen Disbursing Officer
Via: Comptroller

Subj: AUTHORIZATION TO APPROVE OBLIGATIONS OF MUSEUM AND GIFT FUNDS

Ref: (a) USNAINST 4001.2J

1. Per reference (a) and by virtue of my position as Account Manager, the following personnel are authorized to sign obligation documents for the below listed account:

Account Number: _____

Account Name: _____

NAME, RANK/RATING	SIGNATURE	STOP NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

Account Manager

FIRST ENDORSEMENT

Date: _____

From: Comptroller
To: Midshipmen Disbursing Officer

1. Approved and forwarded.

Signature

Enclosure (5)

3 JAN 1998

(Date)

MEMORANDUM

From: Account Manager
To: Midshipmen Disbursing Officer
Via: Comptroller

Subj: MUSEUM & GIFT FUND ENTERTAINMENT REQUIREMENTS

Ref: (a) USNAINST 4001.2J

1. As required by reference (a), the following information is provided for reimbursement of entertainment expenses:

Account Name:

Date of function:

Location of function:

Purpose:

/ / - A list of attendees is attached, or

/ / - The following information is provided:

USNA Personnel	Number attending
Faculty	_____
Military	_____
Civilian	_____
Midshipmen	_____
Other DOD Personnel	
Military	_____
Civilian	_____
Foreign Dignitaries	_____
Non-DOD Personnel	_____
TOTAL	_____

Signature

Enclosure (6)

MEMORANDUM

Date: _____

From: (Requestor)
To: Account Manager

Subj: GRANT REQUEST

Ref: (a) USNAINST 4001.2J

1. Per reference (a), I request a grant from the Museum and Gift Funds. The following information is provided:

Account: _____

Purpose: _____

Date(s) covered: _____

Number of participants: _____

Amount Requested:

Transportation	\$ _____
Per Diem	_____
Registration Fees	_____
Other expenses (itemize)	_____
_____	_____
_____	_____
_____	_____
Total	\$ _____

2. Within 10 days of completion, I will provide a statement of actual costs, including copies of receipts, and reimburse the account for unused funds.

Signature

Standard Form 1034 Information
(To be filled in by Account Manager):

Date Prepared: _____

Document Number: _____

Enclosure (7)

3 JAN 1998

MEMORANDUM

Date: _____

From: (Requestor)
To: Comptroller
Via: Account Manager

Subj: LIQUIDATION OF GRANT

Ref: (a) USNAINST 4001.2J

1. Per reference (a), the following information is provided to liquidate grant received:

Account: _____

Standard Form 1034 Document Number: _____

Actual Costs (copies of receipts attached):

Transportation	\$ _____
Per Diem	_____
Registration Fees	_____
Other expenses (itemize)	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	\$ _____

Less Grant Received: _____

Overpayment/Underpayment: _____
(For overpayment, please provide check payable to U.S. Treasury)

Signature

FIRST ENDORSEMENT

Date: _____

From: Account Manager
To: Comptroller

1. Forwarded. The following is applicable:

_____ Standard Form 1034 has been amended for underpayment.

_____ Please credit enclosed check for overpayment to Standard Form 1034.

Signature

Enclosure (8)

13 JAN 1998

MEMORANDUM

Date _____

From: _____ USNA Class _____
Social Security No. _____ Phone _____

To: Financial Manager, Division of Mathematics and Science
Via: (1) Graduate Education Program Manager
(2) Chair, Graduate Education Committee

Subj: REQUEST FOR VOLUNTARY GRADUATE EDUCATION PROGRAM (VGEP) FUNDS

1. I respectfully request funds for my VGEP as follows:

University: _____ Graduate Major _____

Session: Spring 199__, Summer 199__, Fall 199__

Session starts _____ and ends _____

Estimated Tuition Cost: \$ _____ Number of courses _____
Total credit hours _____

Registration fee: _____
Laboratory fees: _____
Mandatory fees: _____ List _____
Other fees: _____

Total Estimated Cost: \$ _____

2. Upon completion of registration, I will provide the Financial Manager with the original receipts. I will bring my receipts first to the Graduate Education Program Manager for copying. I will reimburse the government for any unused funds by check, payable to the U.S. Treasury. (Receipts are not required for Univ. of MD. Students, unless requested.)

VGEP Student (signature)

FIRST ENDORSEMENT

Date _____

From: Graduate Education Program Manager

1. Forwarded. I certify the above midshipman/officer is a VGEP selectee per COMDTMIDNNOTE 1560 and has maintained eligibility per USNAINST 1560.3C.

Graduate Education Program Manager

SECOND ENDORSEMENT

Date _____

From: Chair, Graduate Education Committee

1. Forwarded. I approve and authorize the expenditure from VGEP funds.

Chair, Graduate Education Committee
Enclosure (9)

MEMORANDUM

Date _____

From: _____ USNA Class _____
Social Security No. _____ Phone _____

To: Financial Manager, Division of Mathematics and Science
Via: Graduate Education Program Manager

Subj: RECONCILIATION OF VOLUNTARY GRADUATE EDUCATION PROGRAM (VGEP) FUNDS

1. The actual cost of my tuition and fees for VGEP follows. Original receipts are attached.

Document Number: _____
University: _____ Graduate Major: _____
Session: _____

Actual Costs:

Tuition: \$ _____
Registration fee: _____
Laboratory fees: _____
Mandatory fees: _____
_____: _____
_____: _____
Other fees: _____
_____: _____

Total Actual Cost: \$ _____
Funds Received: _____

APPROVAL

To be initialed by Grad. Ed. Prog. Manager

Overpayment/
Underpayment: _____
(for overpayment, please enclose check payable to U.S. Treasury)

VGEP Student

FIRST ENDORSEMENT

Date _____

From: Graduate Education Program Manager
To: Financial Manager, Division of Mathematics and Science

1. Forwarded. I authorize the above expenditures as initialed and approve payment/reimbursement.

Graduate Education Program Manager
By direction of the Chair, Graduate
Education Committee

Enclosure (10)

USNAINST 4001.2J
13 JAN 1998

From: Superintendent, United States Naval Academy
To: (Appointee)

Subj: APPOINTMENT AS PAYING AGENT FOR MUSEUM AND GIFT FUNDS
ACCOUNT NAME/NO. _____

Ref: (a) NAVCOMPT Manual Vol. IV, Chap 2, par. 0604
(b) NAVCOMPT Manual Vol. IV, Chap 3, par. 1201
(c) USNAINST 4001.2J

1. Per references (a) and (b), you are hereby appointed as Paying Agent for the Midshipmen Disbursing Officer during FY____. As a Paying Agent you will disburse funds received through the grant process of reference (c) for group costs associated with M&GF programs; i.e., transportation, per diem, etc.

2. The duties and limitations contained in references (a) and (b) will be strictly adhered to in the performance of your duties as Paying Agent. All pertinent disbursing procedures will be properly observed, including requirements for:

- a. safeguarding of funds
- b. identification and signature of payees
- c. required vouchers, documents, and certifications
- d. return of funds and vouchers

Signature

FIRST ENDORSEMENT

Date _____

From:
To: Superintendent, United States Naval Academy

1. I accept the Paying Agent position described above. I agree to hold myself accountable to the United States for all public funds received.

Signature

Enclosure (11)

13 JAN 1998

MUSEUM AND GIFT FUND BUDGET SUBMISSION

ACCOUNT: _____ DATE: _____

1. Line item Detail.

A	B	C	D	E
Line Item	FY __ Budget	FY __ Budget	Incr/ Decr	Description of Incr/Decr
Salaries (Labor)				
Salary Reimbursement				
Travel				
Rents				
Communications				
Equipment Maintenance				
Purchase Services				
Supplies				
Equipment				
Printing				
Totals				

2. Quarterly Distribution of Budget Year Requirements. (Total will match column "C" total)

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
_____	_____	_____	_____	_____

3. Additional Funding Sources and Amount(s):

Appropriated \$ _____ Other (Specify) \$ _____

NOTES:

- Column A: Indicate the general purpose of the planned expenditure (i.e., supplies, travel, publications, prize, etc.).
- Column B: Identify current fiscal year plan.
- Column C: Identify budget year requirements.
- Column D: (Columns C minus B.) Identify increase and/or decrease from current year plan.
- Column E: Explain the difference; e.g., inflation.

THE SUM OF SECTIONS 1 AND 3 SHOULD REPRESENT THE TOTAL RESOURCES REQUIRED TO MANAGE THE SPECIFIED PROGRAM.

13 JAN 1990

OPERATING TARGET (OPTAR) PROCEDURES

PROCUREMENT/EXPENDITURE DOCUMENTATION

1. Procurement of goods and services will be done using NAVCOMPT Form 2276, Standard Form 1034, and DD Form 1348. Document numbers, job orders, and accounting classification data are provided in attachments (A) and (B).
2. For procurement of goods and services through the Supply Department, see current issue of USNA Instruction 4235.3.
3. A Voucher for Purchases and Services Other Than Personal (SF 1034) will be used to obtain a check from Midshipmen Disbursing for payment of goods and services received or processing of a grant advance and liquidation. Preparation of SF 1034 is per attachment (C).

FASTDATA OPTAR RECORDS

1. M&GF OPTAR funds will be maintained in FASTDATA per references (g) and (h).
2. FASTDATA Technicians will:
 - a. Generate obligation documents in FASTDATA or post memorandum records to FASTDATA.
 - b. Forward signed original with backup documentation to the Supply Department or Midshipmen Disbursing as appropriate.
 - c. Maintain files for all documents issued. File should include required supporting documentation; i.e., request/liquidation memos for grant request, receipts, etc.
 - d. Reconcile FASTDATA records monthly to the Cumulative Job Order Report and the Active Document Listing provided by the Comptroller Department and forward reconciliation to the Comptroller Department, Accounting Office, Stop 20f.
 - e. Provide Account Managers with FASTDATA reports monthly or as needed.

13 JAN 1998

JOB ORDERS/DOCUMENT NUMBERS ASSIGNED

<u>Account No./Name</u>	<u>Job Order</u>	<u>MILSTRIP/ Stock Fund Document Nos.</u>	<u>All Other Purchases Document Nos.</u>
MUSEUM FUNDS:			
11 General Museum	00161*11MUS**	B001-B025	B0001-B0049
13 Beldon Roach	00161*13MUS**	B026-B050	B0050-B0099
14 Christian Zabriskie	00161*14MUS**	B051-B075	B0100-B0149
15 Beverly Robinson	00161*15MUS**	B080-B100	B0150-B0649
GIFT FUNDS:			
11A General Fund	00161*11AGI**	C001-C025	C0001-C0099 C2100-C2149
11B	00161*11BGI**	C026-C050	C2030-C2079
11C	00161*11CGI**	C051-C075	C0100-C0179
11D	00161*11DGI**	C076-C100	C0180-C0229
11E	00161*11EGI**	C101-C125	C0230-C0279
11F	00161*11FGI**	C126-C225	C0280-C0379
11G	00161*11GGI**	C226-C250	C0380-C0429
11H	00161*11HGI**	C251-C275	C0430-C0529
11K	00161*11KGI**		C2220-C2319
11L	00161*11LGI**		C2320-C2419
11M	00161*11MGI**		C3000-C3099
11N	00161*11MGI**		C3100-C3199
12 Supt's Unrestricted	00161*120GI**		C2700-C2799
15 Kittyn Maas	00161*150GI**	C276-C300	C0530-C0579
17 Frederick Sawyer	00161*170GI**	C301-C325	C0580-C0679
19 Dudley Wolfe	00161*190GI**	C326-C350	C0680-C0979
24A Herbert C. Rorer	00161*24AGI**	C351-C375	C0980-C1029
24B	00161*24BGI**	C376-C400	C1030-C1079
24C	00161*24CGI**	C401-C425	C1080-C1129
27B Harry E. Ward	00161*27BGI**	C426-C450	C1130-C1179
27C	00161*27CGI**	C451-C475	C1180-C1229
35 Catherine Potter	00161*350GI**	C476-C500	C1230-C1279
36 Marion S. Redman	00161*360GI**	C501-C525	C1280-C1329
38 Leland Whitgrove	00161*380GI**	C526-C550	C1330-C1379
40 Marshall Cox	00161*400GI**	C551-C575	C1380-C1579
45 Prize Funds	00161*450GI**	C601-C625	C1630-C1829
47 Senn Funds	00161*470GI**	C626-C750	C1830-C1929
48 D. B. Duncan	00161*480GI**	C751-C775	C1930-C2029
49 Zachary Fisher	00161*490GI**		C2150-C2159
50 Ambassador Annenberg	00161*500GI**		C2160-C2189 C2420-C2400 C2900-C2999
51 Class of 1938	00161*510GI**		C2190-C2219

Enclosure (13)
Attachment (A)

USNAINST 4001.2J

3 JAN 1999

52A W.J. Dimitrijevic	00161*52AGI**	C2500-C2599
52B	00161*52BGI**	C2600-C2699
53 P.Jenkins Memorial	00161*53OGI**	C2800-C2899
54 C.Johnson Scholarship	00161*54OGI**	C3200-C3299
55 McMullan Leadership	00161*55OGI**	C3300-C3399

* Fill in with the last digit of the fiscal year.

** Fill in with an appropriate expense element, i.e., U,T,Q,M,W,Y,E.

Milstrip documents numbers will consist of N00161 followed by: the last digit of the calendar year (7 for 1997), the julian date (093 for 3 April), and then the serial number assigned. EXAMPLE: N0016197MDC0001.

Document numbers for the NAVCOMPT Form 2276 and Standard Form 1034 will consist of N00161 followed by: the last two digits of the fiscal year (97), document type RC (for NAVCOMPT Form 2276) or MD (for Standard Form 1034), and then the serial number assigned. EXAMPLE: N0016197MDC0001.

Enclosure (13)
Attachment (A)

13 JAN 1998

ACCOUNTING CLASSIFICATION DATA

Acct No.	Appropriation	Subhead	Object Class	Bureau Control	SA	AAA	TT	PAA	Cost Code
MUSEUM FUNDS									
11	17X8730	6801	000	11040	0	068892	2D	*	00161**11MUS***
13	17X8730	6801	000	13040	0	068892	2D	*	00161**13MUS***
14	17X8730	6801	000	14040	0	068892	2D	*	00161**14MUS***
15	17X8730	6801	000	15040	0	068892	2D	*	00161**15MUS***
GIFT FUNDS									
11A	17X8733	6801	000	11040	0	068892	2D	*	00161**11AGI***
11B	17X8733	6801	000	11040	0	068892	2D	*	00161**11BGI***
11C	17X8733	6801	000	11040	0	068892	2D	*	00161**11CGI***
11D	17X8733	6801	000	11040	0	068892	2D	*	00161**11DGI***
11E	17X8733	6801	000	11040	0	068892	2D	*	00161**11EGI***
11F	17X8733	6801	000	11040	0	068892	2D	*	00161**11FGI***
11G	17X8733	6801	000	11040	0	068892	2D	*	00161**11GGI***
11H	17X8733	6801	000	11040	0	068892	2D	*	00161**11HGI***
11K	17X8733	6801	000	11040	0	068892	2D	*	00161**11KGI***
11L	17X8733	6801	000	11040	0	068892	2D	*	00161**11LGI***
11M	17X8733	6801	000	11040	0	068892	2D	*	00161**11MGI***
11N	17X8733	6801	000	11040	0	068892	2D	*	00161**11NGI***
12	17X8733	6801	000	12040	0	068892	2D	*	00161**120GI***
15	17X8733	6801	000	15040	0	068892	2D	*	00161**150GI***
17	17X8733	6801	000	17040	0	068892	2D	*	00161**170GI***
19	17X8733	6801	000	19040	0	068892	2D	*	00161**190GI***
24A	17X8733	6801	000	24040	0	068892	2D	*	00161**24AGI***
24B	17X8733	6801	000	24040	0	068892	2D	*	00161**24BGI***
24C	17X8733	6801	000	24040	0	068892	2D	*	00161**24CGI***
27B	17X8733	6801	000	27040	0	068892	2D	*	00161**27BGI***
27C	17X8733	6801	000	27040	0	068892	2D	*	00161**27CGI***
35	17X8733	6801	000	35040	0	068892	2D	*	00161**350GI***
36	17X8733	6801	000	36040	0	068892	2D	*	00161**360GI***
38	17X8733	6801	000	38040	0	068892	2D	*	00161**380GI***
40	17X8733	6801	000	40040	0	068892	2D	*	00161**400GI***
45	17X8733	6801	000	45040	0	068892	2D	*	00161**450GI***
47	17X8733	6801	000	47040	0	068892	2D	*	00161**470GI***
48	17X8733	6801	000	48040	0	068892	2D	*	00161**480GI***
49	17X8733	6801	000	49040	0	068892	2D	*	00161**490GI***
50	17X8733	6801	000	50040	0	068892	2D	*	00161**500GI***
51	17X8733	6801	000	51040	0	068892	2D	*	00161**510GI***
52A	17X8733	6801	000	52040	0	068892	2D	*	00161**52AGI***
52B	17X8733	6801	000	52040	0	068892	2D	*	00161**52BGI***
53	17X8733	6801	000	53040	0	068892	2D	*	00161**530GI***
54	17X8733	6801	000	54040	0	068892	2D	*	00161**540GI***
55	17X8733	6801	000	55040	0	068892	2D	*	00161**550GI***

NOTES:

* The PAA field will be filled in with the last six digits of the document number.

** To be filled in with the LAST digit of the fiscal year.

*** To be filled with an appropriate expense element, i.e. U, T, Q, M, W, Y, E.

Enclosure (13)
Attachment (B)

13 JAN 1998

Public Voucher for Purchases and Services Other than Personal
Standard Form 1034

U.S. Department, Bureau, etc: Type your department name.

Date Voucher Prepared: Type date prepared.

Contract Number and Date: Leave blank.

Requisition Number and Date: Type document number assigned per attachment (a).

Voucher No.: Leave blank.

Schedule No.: Leave blank.

Paid By: Type 00161
USNA
Symbol B5197
DFAS-CL, Cleveland, OH

Payee's Name and Address: Type name and address of the recipient of the check.

Date Invoice Received: Leave blank.

Discount Terms: Leave blank.

Payee's Account Number: Leave blank.

Shipped From/To/Weight: Leave blank.

Government B/L Number: Leave blank.

Number and Date of Order: Fill in if applicable.

Date of Delivery/Service: Fill in if applicable.

Articles or Services:
- Type brief description of requirement.

Quantity: Fill in if applicable.

Unit Price: Fill in if applicable.

Amount: Type in dollar amount.

Total: Type total dollar amount.

Payment: Leave blank.

Approved For/By/Title/Exchange Rate: Leave blank.

Enclosure (13)
Attachment (C)

USNAINST 4001.2J

13 JAN 1998

Authorized Certifying Officer: Type name and title of person authorized to sign M&GF documents.

Accounting Classification: Type accounting classification assigned per Attachment (B). Type amount approved for payment.

Paid By: Leave blank.

Per: Type name and title of Midshipmen Disbursing Officer.

Enclosure (13)
Attachment (C)