



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

USNANOTE 5340
8/Agency Chairperson

6 OCT 2011

USNA NOTICE 5340

From: Superintendent

Subj: ANNAPOLIS SUB-AREA 2011 COMBINED FEDERAL CAMPAIGN (CFC)

Encl: (1) Annapolis Sub-Area CFC Unit Organization
(2) Unit Organization Report (USNA CFC 5340/1 (Rev 1/2011))

1. Purpose. To promulgate the procedures for the 2011 United States Naval Academy (USNA) CFC.
2. Cancellation. This notice remains in effect until superseded.
3. Discussion
 - a. The campaign will be conducted 3 October – 2 December 2011.
 - b. The Naval Academy actively sponsors only two voluntary fundraising campaigns: the CFC and the Navy-Marine Corps Relief Fund Drive.
4. Organization. Enclosure (1) lists the organizational structure for the 2011 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:

<u>USNA Chairman</u>	VADM M. H. Miller, USN Superintendent, United States Naval Academy
<u>USNA Assistant Chair</u>	CAPT R. J. Brennan, USN Director, Division of Mathematics and Science
<u>Team Coordinator</u>	CDR R. K. Constantian, USN Instructor of Oceanography
<u>Assistant Team Coordinators</u>	
Unit Level Giving	LT K. N. Bosche, USN Instructor of Mathematics
Assistant Coordinator	2nd Lt B. C. Flaherty, USMC Oceanography

6. Goals. The 2011 goal for the Annapolis Sub-Area is to make 100% contact.

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.

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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

a. 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 9d, no later than 7 October 2011.

b. Additionally, there will be special events that target selected CFC member charities. These include a used multimedia fair and the annual 5th Battalion 5K run in order to raise money for military-centric charities.

9. Points of Contact

- a. CDR Chip Constantian, USN, x3-6564, constant@usna.edu
- b. LT Kerry Bosche, USN, x3-6717, bosche@usna.edu
- c. 2nd Lt Brian Flaherty, USMC, x3-6566, ofc12286@usna.edu

/S/
M. H. MILLER

Distribution:
All Non Mids (electronically)

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ANNAPOLIS SUB-AREA 2011 COMBINED FEDERAL CAMPAIGN UNIT ORGANIZATION

The organizational structure for the 2011 campaign is broken down as follows:

USNA

1. Superintendent's Cost Center
 - 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 Character Development & Training
 - h. Division of Leadership, Ethics and Law

3. Dean of Admissions

4. Academic Dean and Provost
 - a. Academic Center
 - b. USNA Museum - belongs to Naval History Command
 - 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. Athletic Director
 - a. Physical Education

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

(next page: Annapolis Area Organizations)

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Annapolis Sub-Area 2011 Combined Federal Campaign (continued)

Annapolis Area Organizations

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

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COMBINED FEDERAL CAMPAIGN 2011 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

Return by 7 October 2011 to:
 Division of Math and Science
 Computer Science Department
 ATTN: CFC
 Stop 9f

Or fax or email to:
 410-293-2137
 ATTN: CDR Chip Constantian
 CFC Coordinator
 constant@usna.edu
 (Ext 3 6564)

