



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

Canc: Jan 13
USNANOTE 5200
28/CE

4 JAN 2012

USNA NOTICE 5200

From: Superintendent

Subj: 2012 COMMAND EVALUATION SCHEDULE

Ref: (a) USNAINST 5200.5B, Command Evaluation Program

Encl: (1) 2012 Command Evaluation Schedule

1. Purpose. To publish enclosure (1).

2. Background. Reference (a) establishes the Command Evaluation Program at the Naval Academy. Enclosure (1) has been formulated to provide the Superintendent with an independent, in-house assessment of compliance with existing directives, proper expenditure and control of appropriated and nonappropriated funds, and internal controls.

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 This notice remains in effect until superseded.

4. Policy

a. All reviews will be conducted in a thorough and professional manner with a minimum of disruption to normal routine. All approved recommendations or other corrective action will be carried out in a timely manner.

b. The Command Evaluation Office will be available to assist managers with problems that fall outside a scheduled review and relate to fraud, waste, or mismanagement; economies and efficiencies; or internal controls. Reports on assistance visits will be forwarded directly to the Cost Center Head or functional manager and will be outside the normal review reporting and follow-up requirements.

c. In addition to the reviews scheduled in enclosure (1), the Command Evaluation Office will conduct unannounced verifications of funds held by the Midshipmen Disbursing Officer and funds held by nonappropriated fund activities.

5. Responsibilities

a. The Command Evaluation Officer is responsible for contacting the functional managers prior to beginning reviews to determine a mutually agreeable starting date. Entrance and exit briefs will be scheduled.

b. The Cost Center Heads and functional managers are responsible for ensuring all reviews proceed without undue interference. Functional managers are responsible for carrying out action on approved recommendations or other approved alternatives in a timely manner. Status reports are to be forwarded to the Command Evaluation Officer as stated in the subject reports and are required until all recommended actions are completed.

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6. Action

a. The Command Evaluation Officer will execute enclosure (1) as written. Deviations from the schedule will be coordinated with the functional manager.

b. Cost Center Heads and functional managers will contact the Command Evaluation Officer at extension 3-1632 as soon as conflicts with the scheduled reviews become known. Requests for assist visits should be referred to the same number.

/S/
S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

2012 COMMAND EVALUATION SCHEDULE

<u>REVIEWS</u>	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>
Academic Conferences				Nov
Admissions Application Processing	Feb			
Candidate Guidance Fund	Mar			
Civilian Timekeeping			Jul	
Combined Federal Campaign	Feb			
Contract Administration and Monitoring (APF)			Sep	
Ethics Program				Dec
Faculty Sabbaticals				Nov
Gift Funds		Jun		
Human Resources Division:				
Voluntary Leave Transfer Program	Jan			
Midshipmen Extracurricular Activities		Jun		
Midshipmen Food Service Division	Jan			
Midshipmen Welfare Fund		Jun		
Naval Academy Athletic Association			Sep	
Naval Academy Business Services (NABSD):				
Brigade Sport Complex				Oct
Midshipmen Issue and Services Fees		Apr		
Nonappropriated Fund Contracting/Procurement			Jul	
Naval Academy Cemetery	Jan			
Naval Academy Preparatory School			Aug	
Navy-Marine Corps Relief Society Fund Drive		May		
Purchase Card Program	Mar			
Religious Offerings Fund		Apr		
Sexual Assault Victim Intervention (SAVI) Program		May		
Summer Training Travel (Midshipmen)				Oct
Transportation Management (B and C Motor Pools)			Aug	
Travel Charge Card Program	Feb			Dec

SURPRISE CASH COUNTS/VERIFICATIONS (DATES NOT PUBLISHED)

- Brigade Sports Complex (NABSD)
- Dahlgren Funds (NABSD)
- Main Cash Office Funds (NABSD)
- Midshipmen Disbursing Office (quarterly)
- Midshipmen Food Service Division Funds
- Midshipmen Welfare Funds
- The Club at Greenbury Point (NABSD)
- Visitor Center and Gift Shop Funds (NABSD)