USNA INSTRUCTION 1552.3F

From: Superintendent, U.S. Naval Academy

Subj: POLICY AND PROCEDURES FOR SELECTION AND PROCUREMENT OF MIDSHIPMEN COURSE MATERIALS

1. Purpose. To establish procedures for the selection and procurement of midshipmen course materials.

2. Cancellation. USNAINST 1552.3E.

3. Background. While the Superintendent maintains final responsibility for the approval of course materials for classroom use, approval authority has been delegated to the applicable department chairperson.

4. Categories. Course materials are categorized as follows:

   a. Departmental Course Materials. Items issued to midshipmen on a loan basis to be returned for reissue. The issue of these items, collection, storage, and disposal is the responsibility of the department chairperson.

   b. Issue of Books to Faculty Members. The applicable department chairperson is responsible for obtaining a desk copy of the textbook for each instructor teaching the course.

   c. Textbooks and Non-textbook Course Materials.

      (1) New textbooks and consumable text materials are purchased or rented by midshipmen from their personal funds. The responsibility for procurement and sale or rental of this category rests with the Director, Naval Academy Business Services Division (NABSD).

      (2) Used textbooks are previously owned textbooks and materials purchased or rented to midshipmen. Midshipmen will use their personal funds to obtain these materials. The responsibility for procurement and resale or rental of used textbooks rests with the Director, NABSD.

      (3) Non-textbook Course Materials. Any items identified by faculty as required instructional aids for students, including but not limited to, lab goggles, navigation kits, lab manuals, internet access codes, modeling kits, student assessment and survey tools. The responsibility for procurement and resale of non-textbook course materials rests with the Director, NABSD.
5. Policies for Purchase or Rental of Course Materials

   a. Course Materials for Core Courses. Purchase or rental of course materials for all core courses will be mandatory for all midshipmen through NABSD.

   b. Course Materials for Non-Core Courses. Midshipmen may obtain the materials for non-core courses from NABSD or by other means.

6. Action

   a. The Textbook Coordinator for each academic department will submit course material requirements by the dates mutually agreed to by the Provost and the Director, NABSD. If these dates fall on a weekend, the submission date is the following Monday.

   b. Upon receipt of these requests, the Textbook Manager will use a combination of the requests and an analysis of past sales history to procure the needed number of course materials.

   c. The Textbook Issue Department and the Midshipmen Financial Advisor will establish such procedures as required to purchase, distribute, and account for the ordered textbooks and related materials.

7. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, Director, Naval Academy Business Services Division will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

   J. S. BATES
   Chief of Staff

Releasability and distribution: This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, https://www.usna.edu/AdminSupport/Inst/