



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CNATRINST 5350.6

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CNATRA INSTRUCTION 5350.6

Subj: NAVY COMMUNITY SERVICE PROGRAM

- Ref: (a) OPNAVINST 5350.6C
(b) NAVPERS 15604D
(c) DOD 1400.25-M, Subchapter 630, Section 7.4.7,
of Dec 96
(d) OPM Memorandum for Heads of Executive Departments
and Agencies of 23 Apr 98 (NOTAL)
(e) U. S. Navy Regulations, 1990
(f) SECNAVINST 5720.44B
(g) JAGINST 5800.7E
(h) 42 U.S.C. 14501, Volunteer Protection Act of 1997
(i) BUPERSINST 1650.12E
(j) SECNAVINST 1650.1H
(k) SECNAVINST 5211.5E

1. Purpose. To provide policy and guidance for the establishment, management, coordination, and administration of the Navy Community Service Program (NCSP) within the Naval Air Training Command (NATRACOM) per reference (a).

2. Background. The NCSP was established in November 1992 to support national youth education goals. Following the success of the Navy's Personal Excellence Partnership and Community Outreach Programs, the NCSP was expanded to include programs that encourage Navy volunteers to make a difference in local communities by strengthening education, preserving the environment, providing humanitarian assistance, and promoting anti-drug and healthy lifestyles. The NCSP is in agreement with the Partnership with Schools Program of November 1989 (Public Law 101-165, Sec. 9111) and Civilian-Military Cooperative Action Program of October 1992 (10 U.S.C., section 410), which authorizes military services to work together in collaboration with government, civic, and social service organizations, as well as representatives of business and labor, to perform community service and develop school volunteer programs.

3. Policy. It is the Navy's policy to promote a joint Navy and community effort to assist in the education and enrichment of

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America's youth and communities and in revitalizing citizenry. The Chief of Naval Air Training (CNATRA) Special Assistant for Community Service will establish command policy in support of five Chief of Naval Operations (CNO) community service flagship programs. In doing so Navy civilian and military volunteers are highly encouraged to strive to improve education, as well as the quality of life in local communities by joining with other services, businesses, labor foundations, colleges, universities, religious organizations, community groups, health care centers, and governmental agencies in developing a positive vision of community needs, commitment to share responsibilities and resources required to address them. The following five "Flagships" serve to strengthen youth and communities:

a. Personal Excellence Partnership. Develops American youth to their fullest potential in the areas of education and civic responsibility. Volunteers tutor, mentor, provide technical expertise, and serve as positive role models. Project goals include improving scholastic achievement, social and life skills, and providing vocational guidance.

b. Health, Safety, and Fitness. Promotes healthy, safe, and fit lifestyles through initiatives which include athletic events, health and safety awareness activities and programs, nutrition, hygiene, youth violence prevention programs, and recreational programs such as Special Olympics.

c. Environmental Stewardship. Encourages Navy and Marine Corps commands to join efforts with local communities to provide education on domestic and international environmental initiatives and to encourage the preservation, protection, restoration, and enhancement of the environment. Activities include developing youth environmental stewardship, teaching environmental values, enhancing environmental science curricula of schools, and organizing or participating in environmental clean-up efforts.

d. Campaign Drug Free. Encourages Navy commands to promote drug demand reduction programs to schools, organizations, and communities to address youth on the dangers of drug abuse and the importance of being drug free. This program reports on all outreach demand reduction activities and sponsors a specific Campaign Drug Free curriculum.

e. Project Good Neighbor. A year-round program that provides an avenue for volunteers to contribute to improve quality of life in their communities. By reaching out to those less fortunate with food drives, repairs/renovations of shelters and homes, Navy people can brighten the future for struggling individuals, families and communities. This project generates hope and helps others help themselves.

4. Guidance. NATRACOM Commanding Officers (COs) are encouraged to appoint a Command Navy Community Service (NCS) Coordinator, in writing to ensure effective and responsible community service programs. This can be a collateral duty and can be filled by either military officers/senior enlisted or a civilian, or both who can share responsibilities. To ensure an effective and responsible NCSP, the following guidelines will be followed:

a. Participation by Department of Navy (DON) personnel (active, reserve, and civilian employees) in the NCSP is voluntary. Only those volunteers who exemplify the highest standards of Navy Core Values should be part of any youth based program. COs should ensure all volunteers are screened and accept only those volunteers who exemplify "personal excellence." Procedures are described in section 4 of reference (b).

b. All volunteer events representing Navy commands shall be approved by the CO. Command-sponsored community service events should be scheduled during normal working hours when possible and conducted in groups. The command mission shall not be compromised in support of community service projects.

(1) Military schedules, and the granting of liberty, leave, or no-cost Temporary Additional Duty (TEMADD) may be made at the discretion of the CO. COs may permit civilian personnel to voluntarily participate in community service activities by authorizing "alternative work arrangements" or by granting annual leave, leave without pay, or, in very limited circumstances, excused absence. References (c) and (d) provide guidance for authorizing civilian personnel participation.

(2) All activities involving youth shall be conducted in groups and not one-on-one. Youth participation in any off-site project, such as field trips or park picnics, requires the

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written permission of the youth's parent or legal guardian and is often done through the participating school partner.

c. Commands shall provide each volunteer with an orientation that includes the purpose and objective of the NCSP, as well as the individual's personal requirements and responsibilities for the project. Commands shall work closely with the civic organization or school to identify program objectives, operating parameters, membership responsibilities and resource commitments. Mentoring, tutoring and other school based programs can be developed to provide the most beneficial results and can be as unique as the needs require. The CNATRA Special Assistant for Community Service can offer suggestions and help when needed with program orientation and training.

d. Military personnel, where feasible, should always participate in uniform.

e. The Standards of Conduct prohibit Navy personnel from using their title or position in connection with charitable or non-profit organizations. Fundraising and solicitation by Navy personnel, in an official capacity during duty and off-duty hours, is limited to campaigns authorized by law or approval by the President or the Director of the Office of Personnel Management, such as the Combined Federal Campaign and Navy-Marine Corps Relief Society.

f. Supplies, facilities, and services provided in support of community services activities shall be per article 0835 of reference (e), and chapter 7 of reference (f). Fiscal expenditures for community service shall not compromise military mission or objectives.

(1) Guidance on the use of Navy facilities in support of community service activities is found in reference (e), section 0702.

(2) Tours of NATRACOM facilities may be offered to community service outreach project participants. Tours of ships, aircraft, and Naval Installations should be arranged on a not-to-interfere basis with military mission. Local public affairs guidance and reference (e), section 0708 shall be followed concerning proper arrangements for visits and tours.

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(3) Transportation may be provided in support of Navy Community Service activities by NATRACOM commands, if local commercial transportation or other community support service (e.g., school buses, metro buses) is unavailable. Reference (f) section 0702 and the following circumstances apply:

(a) There is no conflict with the command's mission.

(b) Transportation costs can be absorbed within existing budget parameters.

(c) There is no conflict with private sector companies regarding provision of transportation at a reasonable rate.

(d) The purpose of the field trip is to increase public understanding of Navy activities and missions.

g. Navy volunteers authorized by their CO to participate in command-sponsored community service programs are considered acting within the scope of official duties and employment. As such, they are normally not personally liable for mishaps that occur during those activities. Claims against the United States are processed per references (g) and (h).

h. Other volunteers acting on their own initiative or without command sponsorship and persons who are not DOD employees (e.g., spouses, retirees) are not protected as described in the above paragraph. Such volunteers should obtain liability coverage through school, youth organization, or other volunteer associations.

5. Responsibilities

a. CNATRA is responsible for overall policy aspects of the NATRACOM NCSP. Specific responsibilities include the following:

(1) Encourage all military and civilian employees to participate voluntarily in direct community service. Community service may include participation in programs, activities, and initiatives designed to address national problems pertaining to education, drug abuse, crime, the homeless, illiteracy, AIDS, teenage pregnancy, hunger, health care, and the environment.

(2) Encourage all NATRACOM commands to designate a command NCS Coordinator to assist with implementation of a NCSP for their commands.

b. NATRACOM command NCS Coordinators shall support NCSP objectives as set forth in this instruction. Consistent with the primary mission, function, and tasks of each NATRACOM command, NCS Coordinators will develop voluntary partnerships that exemplify the highest standards of community service and possess the leadership, expertise, and experience to manage community collaborative efforts. Responsibilities will include:

(1) Submit a quarterly volunteer activity report to the CNATRA NCS Coordinator by the quarterly due date.

(2) Coordinate and assist with implementation and monitoring of community service activities within their area of command responsibility and under the guidance of the appropriate Flagships.

(3) Publicize community service program initiatives internally and encourage participation of personnel when their job responsibilities permit such participation.

(4) Encourage their command personnel, to include active duty members, reservists, and DON employees to participate in the NCSP.

(5) Serve as the point of contact for their commands NCSP and respond to requests for information from their personnel about the program. NCS Coordinators should be generally aware of community service programs conducted by all NATRACOM commands in their geographical area and the types of activities done under the appropriate Flagships. They should also be cognizant of opportunities to serve in local communities as volunteers and partners where support is needed.

(6) Where feasible, ensure community service projects address the needs of youth in the local communities which would include educational excellence, healthy lifestyles (inclusive of a drug-free lifestyle), civic responsibility (reaching out to others while improving their communities), and environmental stewardship (neighborhood clean ups, graffiti cleanups).

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(7) Recognize command personnel involvement by using Flagship certificates signed/awarded by the commands CO/OIC and presented at command award ceremonies. The certificates are available through the supply system. For more information contact the NATRACOM NCS Coordinator at DSN 861-2641 or Commercial (361) 961-2641, Fax (361) 961-3160.

f. NATRACOM COs shall:

(1) Appoint, in writing, NATRACOM command NCS Coordinators to support CNATRA NCSP objectives per this instruction. Consistent with the primary mission, function, and tasks of NATRACOM commands, NCS Coordinators will develop voluntary partnerships that exemplify the highest standards of community service and possess the leadership, expertise, and experience to manage community collaborative efforts. NATRACOM NCS Coordinators shall:

(a) Submit a quarterly volunteer activity report to CNATRA's NCSP Coordinator by the quarterly date.

(b) Be aware of local area volunteer activities and partnerships.

(c) Enlist support for, and join in partnerships, with the local community to share responsibility and resources.

(d) Encourage and assist with implementation of community service activities and events within their geographic area of responsibility.

(e) Support, advertise/publicize program initiatives internally and externally, and encourage individual active duty members, reservists, and DON employees to participate.

(f) Distribute community service materials to commands within their purview.

(g) Serve as a command point of contact for community service activities within the NATRACOM and respond to requests for information/assistance from higher authority and/or the community. NCS Coordinators shall be generally aware of community service programs conducted by area commands and the

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specifics of each (i.e., Pilot for a Day, Adopt-A-School) program.

(2) Where feasible, ensure community service projects/events address the needs of youth and the local community at large, and address the goals of the five Flagships, including: Educational excellence, healthy lifestyles (inclusive of a drug free lifestyle), civic responsibility (reaching out to others while improving their communities) and environmental stewardship.

(3) Recognize the contributions of NATRACOM commands activities and personnel for active, ongoing community service efforts, using reference (i).

(4) Establish and promote community service activities. Program participation shall be conducted on a voluntary basis and not to interfere with the command's primary mission.

(5) Designate, in writing, a command NCS Coordinator to recruit, train, and manage volunteers, and organize community service activities.

(6) Create incentives to encourage volunteers to participate in community service programs to include award submissions for the Military Outstanding Volunteer Service Medal (identified in reference (j)), and other personal awards, as appropriate).

(7) Appropriately recognize personnel for outstanding achievements in self-development and contributions to community service efforts, as recommended in reference (k).

(8) Publicize community service initiatives internally and externally.

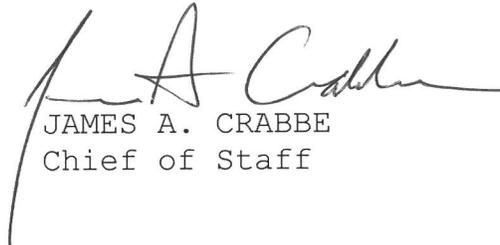
(9) Keep the appropriate community service coordinators informed of partnership activities by providing direct and informal program feedback and information.

6. Reporting. NCSP data shall be collected and provided quarterly to the CNATRA NCS Coordinator: It should be a simple report including the following: Name of Command, Date of Report, Name of Flagship, Number of Hours, Number of Command

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volunteers, for the purpose of providing information to Navy leadership on community service partnership and program participation.



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Distribution:
CNATRAINST 5215.1S
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