

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350

SECNAVINST 5760.1C
NMPC-12
5 September 1985

SECNAV INSTRUCTION 5760.1C

From: Secretary of the Navy
To: All Ships and Stations

Subj: AMERICAN NATIONAL RED CROSS

Ref: (a) 10 USC 2602
(b) 36 USC, Chapter 1
(c) DODD 1330.5 of 16 Aug 69 (NOTAL)
(d) NAVMILPERSCOMINST 1750.1A (NOTAL)
(e) MARCORP Order P5512.11 of 3 May 85 (NOTAL)
(f) DODD 1330.9 of 12 May 82
(g) DODD 1330.17 of 4 May 78 (NOTAL)
(h) NAVSUP Pub 487, Part C
(i) OPNAVINST 5112.4A (NOTAL)
(j) NAVFAC 930, Navy Family Housing Manual
(k) NAVSUP 486, Volume II
(l) NAVPERS 15951, Manual for Messes Ashore
(m) HQO P1746.15, Regulations Manual for Marine Corps Club, Volume I
(n) Joint Travel Regulations, Vol. 2
(o) NAVMILPERSCOMINST 4650.2
(p) OPNAVINST 4630.25B
(q) OPNAVINST 11103.3 (NOTAL)

1. Purpose. To provide a uniform policy for all Department of the Navy (DON) activities, consistent with existing Department of Defense (DOD) directives, governing the status of American National Red Cross (ARC) personnel assigned to duty with the Navy and Marine Corps.

2. Cancellation. SECNAVINST 5760.1B

3. Summary of Changes. This instruction is a complete revision and should be reviewed in its entirety. Symbols to denote deleted, revised or added paragraphs are not reflected.

4. Background. References (a) and (b) provide for the use of the ARC in aid of the Armed Forces and for other purposes. Under the authority contained in this law, reference (c) has set forth certain policies on the use of the ARC with the Armed Forces.

5. Categories of Red Cross Personnel. Red Cross personnel assigned to duty with the Armed Forces are employees of the Red Cross and may not be considered employees of the United States. These employees are divided into the following categories:

a. Uniformed and nonuniformed full/part time, paid professional field and headquarters staff, consisting of administrative and supervisory officers, station managers (paid and volunteer) and assistant station managers, administrative assistants, bookkeepers and local hires.

b. Full/part time, paid secretarial and clerical workers on duty outside the continental United States (OUT-CONUS).

c. Full/part time, paid secretarial and clerical workers on duty in Red Cross offices at activities within the Continental United States (CONUS).

d. Volunteer workers, uniformed and nonuniformed, within CONUS and in foreign areas.

6. Miscellaneous Privileges

a. **CONUS (including Hawaii, Alaska and Puerto Rico).** Red Cross personnel listed in paragraph 5a who are required to reside in military family housing or BOQ/BEQ's on DON installations are authorized to use exchanges and commissary store facilities as set forth in reference (d), (e), (f) and (g), ships' stores, retail outlets and service activities as prescribed in reference (h), and recreational facilities and similar privileges as authorized for civilian employees of DON installations.

b. **Foreign Areas (excluding Hawaii, Alaska and Puerto Rico).** Except as may be modified in foreign countries by treaty or other international agreement, Red Cross personnel listed in paragraphs 5a and b are authorized the following:

(1) Unlimited commissary and exchange privileges in accordance with reference (f).

(2) Hospitalization and medical care on a space-available basis for Red Cross personnel and their accompanying dependents. Charges for hospitalization and medical care for Red Cross personnel and their dependents will be the same as those applied for officer personnel and their dependents overseas. Charges will be collected locally.

(3) Recreational facilities.

(4) Education in dependents' schools on a space required, tuition paying basis.

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(5) Armed Forces postal service as prescribed in Chapter 3 of reference (i).

7. Uniforms. The Red Cross will prescribe and provide the uniforms to be worn by personnel on duty with DON. Items of clothing and equipment not prescribed by the Red Cross, but required to be used by Red Cross personnel, may be furnished by DOD.

a. Items sold normally to military personnel under the Clothing Monetary Allowance Systems will be sold to Red Cross personnel at the same price charged to enlisted personnel. All such items will be sold for cash.

b. Items issued normally to military personnel for temporary retention, for performance of a specific duty or required because of climatic conditions, will be issued to Red Cross personnel on the same basis. All items of insignia, including buttons, have been designated as distinctive items of the Navy uniform and will not be sold to Red Cross personnel who are not authorized to wear these articles as items of uniform.

8. Subsistence. Red Cross personnel listed in paragraphs 5a and b, when on duty with DON regardless of location, will be furnished subsistence on a sale of meal/reimbursable basis without surcharge. Red Cross personnel listed in paragraphs 5c and d, while on duty ashore with DON regardless of location, may be furnished subsistences on a sale of meal/reimbursable basis without surcharge at the discretion of the Commanding Officer.

9. Quarters. Red Cross personnel listed in paragraphs 5a and b, when on duty with DON, will be furnished Government quarters when available, as follows:

a. **Quarters Ashore.** Subsection (b) of reference (a) provides that personnel of the ARC may be quartered in military family housing or BOQ/BEQ as appropriate, in the same manner as civilian employees of the Armed Forces. They may be quartered at their expense or at the expense of the ARC. Exception: Where civilian employees of the Armed Forces are quartered without charge, employees of the ARC may be quartered without charge. When personnel of the ARC are quartered at their expense, or at the expense of the ARC, rental and charges will be in accordance with chapter 16 of reference (j) or (k), as appropriate.

b. **Quarters and Messes Afloat.** Red Cross personnel, when assigned for duty or when traveling in U.S. Navy vessels, will be assigned quarters and accorded wardroom mess privileges as required. Procedures contained in reference (k) are applicable. This is not to preclude Red Cross

personnel from subsisting in general messes afloat if the nature of duties and preference of the individual so dictate.

10. Commissioned Officers' Messes. Red Cross uniformed paid professional personnel may be extended privileges of the commissioned officers' mess in accordance with chapter 5 of references (l) and (m). Their dependents may be extended the same privileges accorded to dependents of Navy and Marine Corps officers except for package store privileges.

11. Use of American National Red Cross Personnel

a. **Staffing.** Initial requests for the services of Red Cross personnel will be forwarded by commanding officers to the Chief of Naval Operations or the Commandant of the Marine Corps, as appropriate, through the chain of command. After initial staffing, further contacts with the Red Cross about its services will be with the local Red Cross field director assigned to the naval installation or activity concerned. Commanding officers desiring the services of Red Cross volunteer workers from local Red Cross Units to assist the full-time paid staff in its activities on behalf of members of the naval service and their families shall request such services from the local Red Cross station managers.

b. **Acceptability.** The Red Cross shall furnish DON such information as may be required in order to assist the commander concerned in determining the loyalty and acceptability of Red Cross personnel selected for duty at naval installations and activities.

12. Court-Martial

a. **Exemption of Red Cross Personnel to Trial by Court-Martial.** The Supreme Court in *Kinsella v. Singleton*, 361 USC 234, dated 18 January 1960, decided that civilians serving with the Armed Forces overseas are not subject to the jurisdiction of military courts-martial for the trial of any offenses committed abroad.

b. **Liability of Red Cross Personnel to Trial by Court-Martial.** In time of war, Red Cross personnel are subject to trial by court-martial under Article 2 of the Uniform Code of Military Justice.

13. Office Space for Red Cross Officers and Activities

a. **Office Space.** Where office space is not provided by the Red Cross administration buildings, installation

commanders will provide the Red Cross with adequate office space, when available, without charge. Every effort will be made to assign office space which will be readily accessible to all Navy and Marine Corps personnel and afford privacy for interview.

b. Custodial Services. Custodial services will be furnished at DOD expense in those buildings owned or leased to the military services which are occupied by representatives of the Red Cross to the greatest extent practicable, as determined by the commands concerned.

c. Furnishing of Utilities and Maintenance Services. Utilities and maintenance services will be furnished at DOD expense in buildings owned by or leased to the military service which are occupied by representatives of the Red Cross, and in buildings owned by the Red Cross on DOD-owned land, subject to the limitations prescribed by the commands concerned.

14. Warehousing. When facilities are available, Red Cross supplies and property will be afforded storage and protection similar to that given DOD property, without charge.

15. Communication Facilities. The Red Cross may use DOD communication facilities, when available, without charge for sending and receiving administrative and emergency welfare messages in connection with the activities, functions, and duties necessary to accomplish the Red Cross mission, except under the following conditions and subject to military expediency:

a. Telephone Service. Official local telephone service, and access to AUTOVON where locally available, will be furnished without charge. Long distance toll charges and requirements for specialized installation and/or equipment will be paid by the Red Cross. At those locations where Class "B" service is no longer provided, the Red Cross should make arrangements with the communications carrier to have charges for this and other special services billed directly to the Red Cross.

b. Telegraph Service. The cost for transmission, or partial transmission, of messages through commercial telegraph facilities will be paid by the Red Cross.

16. Transportation of Red Cross Personnel

a. Personnel. Upon acceptance for duty, Red Cross personnel listed in paragraphs 5a and b will be provided transportation between CONUS and overseas areas, and

between overseas areas at Navy or Marine Corps expense when traveling under competent orders on Permanent Change of Station (PCS) or temporary duty.

b. Transportation Cost. The transportation costs are the financial responsibility of the naval activity acquiring Red Cross services. These costs are restricted to travel outside the United States, or to and from Alaska and Hawaii. Transportation will not be provided for above personnel for travel within CONUS. Red Cross supervisory personnel on temporary duty are authorized transportation within CONUS and overseas when traveling to, from and between places of duty.

c. Responsibility for Incurring Transportation Costs. The transportation costs are the financial responsibility of the naval activity acquiring Red Cross services. Upon return to CONUS, the activity at which the Red Cross personnel were serving is chargeable with transportation costs. Temporary duty travel performed in the interest of DON is chargeable to the naval activity to which Red Cross personnel are permanently assigned. Transportation costs for Red Cross supervisory personnel on temporary duty will be the responsibility of the Chief of Naval Operations.

d. Funds Chargeable. Transportation expenses are chargeable to the "Operation and Maintenance" funds of the activity receiving the direct benefit of Red Cross services.

e. Orders. Invitational travel orders will be issued in each case by the command desiring Red Cross services in accordance with chapter 6 of reference (n). These orders will contain (1) name, (2) title, (3) home address, (4) business address, (5) points between which transportation is authorized, (6) mode of transportation desired, if known, (7) authorized baggage allowance, (8) estimated date of availability for travel and (9) complete accounting data showing the appropriation chargeable with transportation costs. In addition, Red Cross personnel will be informed of the names and location of the appropriate command which will provide transportation.

f. Transportation. Government transportation (MAC) will be furnished when such transportation is available, otherwise commercial transportation will be provided in accordance with reference (o).

g. Baggage. Aboard any MAC service, passengers may check two pieces of luggage free. Each piece may not exceed 62 linear inches (the sum of length plus width plus height) or 70 pounds each. A third piece, not to

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exceed 45 linear inches and capable of being stowed under an aircraft seat, may be hand-carried aboard the aircraft. One piece of excess baggage may be allowed however, when the excess is provided for specifically in the invitational travel orders. When commercial air must be used as directed by a Navy passenger transportation office (NAV-PTO), the baggage allowance equivalent to MAC may be authorized and should be reflected in the invitational travel orders.

h. Personnel in Leave Status. Red Cross personnel on approved emergency leave status will be authorized travel between overseas commands and CONUS ports of entry, but not within CONUS.

17. Transportation of Dependents and Household Effects

a. Dependents of Red Cross personnel listed in paragraphs 5a and b are authorized transportation on a space-required basis when traveling under competent orders or travel authorization in connection with the principal's PCS (reference (p)). Entitlement to dependent travel is based on dependency status the same as for civilian employees of DON.

b. Space Available Transportation

(1) When in a leave status, travel of ARC personnel and their dependents will be at the expense of the person or the ARC.

(2) ARC personnel listed in paragraphs 5a and b and their dependents are authorized Government transportation in certain circumstances when on approved emergency leave. Personnel assigned to overseas duty locations may travel to and from the overseas area and the CONUS port of embarkation and within overseas areas. Travel may be space-available or space-required, cash reimbursable. Entitlements also extend to dependents of these employees who are serving accompanied tours.

(3) Dependent children engaged in undergraduate study in CONUS are entitled to space-available travel from the overseas area to CONUS and return. Only one round-trip is authorized each school year.

c. Shipment of Baggage and Household Goods (HHG). Unaccompanied baggage and HHG of ARC personnel listed in paragraphs 5a and b are moved at government expense to and from overseas PCS duty location. Baggage

and HHG are moved in the same manner as, and within the limitations prescribed for DON civilian employees. Nontemporary storage of HHG in lieu of shipment to the overseas area is authorized.

d. Shipment of privately owned vehicles (POVs). Shipment of POVs at Government expense is authorized between appropriate ports in CONUS and overseas areas for personnel listed in paragraphs 5a and b traveling to and from overseas areas. These personnel must be traveling under competent orders or travel authorization in connection with PCS. The travel orders must contain a statement that the shipment of a POV "is" or "is not" authorized.

18. Transportation of Supplies and Equipment. When in the interest of DOD, transportation of Red Cross supplies and equipment to and from overseas is sponsored for ocean or air shipment by DON, the applicable cost will be borne by operation and maintenance funds of the bureau, office, systems command, or operating force having financial responsibility of the activity to which the shipment is ultimately consigned. Accordingly, shipping activities will ensure that Government bills of lading, ocean manifests or air bills will cite the material identification and accounting codes as prescribed in NAVSUP Manual, Volume 5. Terminal facilities and wharfage, when available, will also be furnished to the Red Cross at Government expense. The cost of terminal services will be absorbed by the operation and maintenance allotment of the naval activity performing the loading or discharging services. As prescribed in chapter 6 of reference (q), commercial stevedoring and accessorial services assessed on shipments sponsored by DON, as well as like charges of all Army and Air Force Terminals, are the responsibility of the commander having financial responsibility for the command to which the shipment is ultimately consigned.

19. Audit of Red Cross Accounts. The Department of the Army is designated as the agency to perform an audit and prepare the annual report of the Congress under the provisions of reference (b)

20. Action Under the Chief of Naval Operations:

a. Deputy Chief of Naval Operations (MPT) (OP-01) has the responsibility for policy determinations concerning the relation between the Navy and the American National Red Cross.

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b. Commander, Naval Military Personnel Command (NMPC-12) is responsible for policy implementation of matters concerning the relation between the Navy and the American National Red Cross.

21. Commandant of the Marine Corps is responsible for policy determinations and implementation concerning the relation between the Marine Corps and the American National Red Cross.

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