



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT/SOPA (ADMIN)
HRINST 5350.2
N10P

1:1 DEC 2000

COMNAVREG MIDLANT/SOPA (ADMIN) HAMPTON ROADS INSTRUCTION 5350.2

Subj: NAVY COMMUNITY SERVICE PROGRAM

Ref: (a) OPNAVINST 5350.6 Series
(b) CINCLANTFLTINST 5400.2 Series
(c) DOD Dir 5500.7R, DoD Joint Ethics Regulations
(d) NAVPERS 15604A, Navy Community Service Guidebook (NOTAL)
(e) SECNAVINST 5720.44A
(f) BUPERSINST 1650.12 Series

1. Purpose. To provide policy and guidance for the Navy Community Service Program (NCSP), reference (a), for Navy commands based or home ported in Virginia (less Northern Virginia), Pennsylvania, West Virginia, and Delaware.

2. Cancellation. COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 5350.2. This is a complete revision and should be read in its entirety.

3. Background

a. Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) is designated a Regional Coordinator for NCSP by reference (b). NCSP, an outreach program, encourages collaboration with the civilian sector in addressing community needs.

b. NCSP provides for volunteer support in the areas of education; health, safety and physical fitness; environmental stewardship; substance abuse prevention; and human welfare through five "Flagship Projects" designed to strengthen youth and communities. These flagship projects are:

(1) Personal Excellence Partnership Program. Focuses command attention on helping youth attain excellence in education, health and fitness, and citizenship. Partnerships are between Navy commands and schools, and youth organizations and alliances.

(2) Health, Safety, and Physical Fitness. Promotes healthy and fit lifestyles, especially among youth. Initiatives

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include sports and recreation programs, health fairs, drug education programs, and other fitness-related projects such as support to Special Olympics, etc.

(3) Environmental Stewardship. Promotes the preservation and restoration of the environment through education programs and by participation in initiatives designed to protect natural resources, such as environmental cleanups, recycling, etc.

(4) Campaign Drug Free. Provides a drug demand reduction program for youth. Volunteers use specially prepared materials to convey the anti-drug message. Materials and training are available from the Naval Reserve (1-800-554-4542). All other drug education programs fall under the Health, Safety, and Physical Fitness Flagship.

(5) Project Good Neighbor. Focuses on improving the quality of life for those less fortunate through year round volunteer activities. Activities are far ranging and include, but are not limited to, relief efforts, housing repairs, and support to the elderly, the sick, the homeless, and the hungry.

4. Policy

a. Participation in NCSP is strongly encouraged. This program is, however, strictly voluntary in nature. Individual commands must determine the extent of their involvement based on volunteer resources and the mission requirements of the command.

b. The Department of Defense Joint Ethics Regulations, reference (c), contain further guidance on providing support to non-federal entities. Official participation in fundraising is limited to those organizations identified in Section 3-210 of reference (c).

5. Guidance. To ensure an effective and responsible community service program, commands will comply with the following guidelines.

a. Commands desiring to initiate a Personal Excellence Partnership with a school or youth organization shall contact the COMNAVREG MIDLANT Community Service Office to receive program guidance. Commands located in Hampton Roads Virginia shall work through the COMNAVREG MIDLANT Community Service Office to identify a school partner. Commands in other geographic areas should contact the School District partnership coordinator in their locale to identify where their support is most needed.

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b. Commands interested in initiating a community outreach project may contact the COMNAVREG MIDLANT Community Service Office for assistance in identifying projects. Additional assistance is available through community Volunteer Centers.

c. Participation by Department of Navy (DON) personnel shall be voluntary. Active duty, reserve, and civilian employees are eligible to participate.

(1) Commanding officers must ensure that volunteers are screened before being allowed to participate. Reference (d) provides guidance for screening of volunteers.

(2) Military personnel participating in a NCSP activity shall do so in uniform unless the activity makes this impractical.

(3) Activities involving youth shall be conducted in groups where at least one other adult is present.

d. Command-sponsored community service activities may be authorized during normal working hours. The command mission shall not be compromised in support of NCSP activities.

(1) Military personnel may be permitted to voluntarily participate by adjusting normal duty schedules or by granting liberty, leave, or no-cost temporary additional duty (TAD).

(2) Civilian employees may be permitted to voluntarily participate by authorizing alternative work arrangements or granting annual leave, leave without pay, or, in very limited circumstances, short periods of excused absence. Commands should review their collective bargaining agreements before approving an employee's participation.

e. References (c) and (e) provide guidance regarding furnishing supplies, facilities, and services in support of NCSP activities.

(1) Donation of excess computer equipment to schools and nonprofit organizations is permitted by Executive Order 12999 of 17 April 1996. Commands should contact their Immediate Superior in Command (ISIC) and the Defense Information Systems Agency for guidance in transferring equipment.

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Defense Information Systems Agency
Office of the Chief Information Officer
Educational Institutions Partnership Program
701 South Courthouse Road
Arlington, VA 22204-2199
(703) 696-1904 or DSN 426-1904

(2) Donation of other federal properties must be in compliance with the "Federal Surplus Personal Property Donation Program." Schools and nonprofit organizations may obtain information on eligibility, program requirements, and procedures from their respective state agency for surplus properties. State agencies are listed in reference (d).

(3) Transportation for non-federal groups may be provided by commands only in the absence of any other available means and when all of the following apply:

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

(b) Transportation costs can be absorbed within the command's 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.

6. Responsibilities

a. Commander, Navy Region, Mid-Atlantic (Regional Area Coordinator) shall:

(1) Serve as Regional Area Coordinator for NCSP for Navy units based or home ported in Virginia (less Northern Virginia), Pennsylvania, Delaware, and West Virginia.

(2) Provide program guidance, and technical assistance and support to Navy commands in the implementation, maintenance, and evaluation of community service programs.

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(3) Recognize outstanding contributions of Navy commands through an awards program.

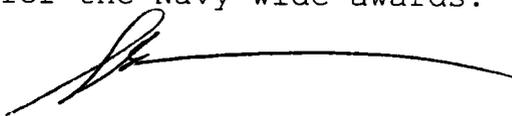
b. Commanders, commanding officers, and officers in charge shall:

(1) Advise the COMNAVREG MIDLANT Community Service Office of the name of their command coordinator, their community partner, and the status and objectives of their overall program.

7. Awards

a. The NCSP program recognizes the most outstanding project or program in each of the community service flagship areas. The award period is 1 July through 30 June annually. Award criteria and nomination procedures are contained in reference (f). Commands must submit nominations via the respective Regional Commander for NCSP.

b. Nominations must be received at the COMNAVREG MIDLANT Community Service Office by 31 July annually. COMNAVREG MIDLANT will convene an awards selection panel. Winners of the regional competition will be nominated for the Navy-wide awards.



S. E. BARKER
Chief of Staff

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