

Section 1

Introduction to the Navy Community Service Program

Community Service Program Goal and Objectives

1. **Community Service Goal.** The Navy Community Service Program promotes volunteerism and community service to assist in the education and enrichment of the nation's youth and communities and in revitalizing citizenry.
2. **Community Service Objectives.** Efforts of the Navy focus on:
 - Promoting a joint Navy and community effort,
 - Improving education as well as the quality of life in communities, and
 - Developing a collective vision of community needs and commitment to share responsibilities and resources in a partnership with other military services, businesses, labor, foundations, colleges and universities, religious organizations, media groups, community organizations, health care centers, and Government agencies.

Community Service Program Background

In November 1992 the Navy Community Service Program (NCSP) was developed to support national youth education goals and a globally competitive America. Building on the success of the Personal Excellence Partnership (PEP) and community outreach

The NCSP corresponds to the Partnership with Schools Program of November 1989 (Public Law 101-165, sec. 9111) which authorizes the military services to coordinate with government agencies, civic and social service organizations, and representatives of business and labor to perform community service and develop volunteer programs.

Recent legislative and executive initiatives are incorporated into the NCSP. The Civilian-Military Cooperative Action Program, passed by the United States Congress in 1992, resulted in a directive from the Secretary of Defense that encourages the armed forces to support civilian efforts addressing domestic deficiencies. The Civilian-Military Cooperative Action Program focuses on six objectives:

1. Enhancing individual and unit training and morale in the armed forces through meaningful community involvement.
2. Encouraging cooperation between civilian and military sectors of society in addressing domestic needs.
3. Advancing equal opportunity.
4. Enriching the civilian economy through education, training, and transfer of technological advances.
5. Improving environmental, economic, and social conditions.
6. Providing opportunities for disadvantaged citizens.

Executive Order 12820 facilitates federal employee participation in community service opportunities. It encourages federal employees, including members of the armed forces, "to participate voluntarily in direct and consequential community service." To facilitate its implementation, the Office of Personnel Management provided policy guidance to encourage federal employee volunteerism by establishing flexible work-hours and volunteer recognition programs.

The NCSP targets issues related to education, citizenship, health and fitness, environmental conservation, drug demand reduction, and humanitarian assistance. Navy commands are encouraged to establish community service partnerships while Navy volunteers are encouraged to participate in community service programs.

The Navy has implemented the NCSP as a way to develop quality sailors; reinforce the Navy Core Values of Honor, Courage, and Commitment; and broaden leadership training. Community service should be a lifelong endeavor, focusing on improving the individual and the community. Participation in community service partnerships benefits the community, military personnel, and the military. Navy participation in community service projects increases visibility of the military while also enhancing the image within the community. As a result,

community support for Navy efforts increases, and the Navy is identified as a partner. Furthermore, participation in community service projects increases team spirit of Navy personnel by providing activities outside the workplace. Navy personnel also have a vested interest in the success of community service projects and partnerships. The NCSP encourages the personal and professional development of Navy personnel through participation in community service. By participating in community service projects, volunteers reinforce the Navy Core Values as a means to further leadership and character development.

This guidebook should be used to ensure effective and responsible implementation of the NCSP. The contents identify opportunities for establishing community service partnerships and encourage participation in local community service projects. This guidebook is a comprehensive source that provides parameters for (1) initiating community service projects and partnerships, (2) identifying and recruiting volunteers, (3) managing associated risks, (4) recognizing volunteer and partnership efforts, and (5) monitoring and evaluating projects, partnerships, and activities.

The council was established in 1996 and is composed of the Flagship Sponsors, Attendant Geographic/Regional and Local Area Coordinators, the Master Chief Petty Officer of the Navy

(MCPON), the Navy Recruiting Command (NRC) that represents the Education and Youth Programs, and the Chief of Naval Information (CHINFO). This council meets twice a year and is committed to promoting volunteerism in the five NCSP Flagships by

The Navy Community Service Council encourages feedback to increase the usefulness of this information and hopes that the guidebook is helpful in implementing community service projects and partnerships in local communities.

encouraging voluntary community service activities and providing Navy commands with policy, guidance, and support. Additional functions of the council include:

- Advising the Chief of Naval Operations on Navy policy and issues pertaining to community service and conducting strategic planning to promote Navy support for community service programs.
- Serving as a vehicle for Area Coordinators to exchange information on volunteer programs within their areas, strengthening Navy support for community service programs, and assisting in the professional development of Command Coordinators.
- Increasing awareness of volunteer activities performed by Navy commands.
- Establishing a framework and organizational structure that addresses issues such as policy, use of Navy resources, volunteer management and administration, promotional products, professional training, information sharing, use of electronic networks and technology, risk management, awards programs, and publicity.
- Serving as an advocate for commands engaged in meaningful voluntary service.
- Advising Navy Program Managers on outreach activities that develop Sailors' skills for positive use of leisure time, such as The Right Spirit campaign.

In addition to promoting community service, the council enhances personal readiness through community service, serves as an advocate for commands, addresses community service issues, incorporates professional volunteer management, and increases awareness of Navy efforts.

Navy Community Service Program Overview

The Navy Community Service Program (NCSP) encourages and expands involvement of Navy volunteers in the communities, in which they live and work. Its goal is to promote volunteerism and community service within the Navy among officers, enlisted personnel, civilians, and military personnel, whether within one of the Navy's Flagships or independently.

The NCSP consists of five Flagships that promote education, citizenship, health and fitness, environmental conservation, drug demand reduction, and humanitarian efforts within communities. Commands are encouraged to develop "Flagship Partnerships" with other military services, businesses, labor, foundations, colleges and universities, religious organizations, media groups, community organizations, health care centers, and Government agencies to promote the five Flagships.

The five Flagships are:

- **Personal Excellence Partnership** - A program focusing on improving scholastic achievement, social, and life skills, and providing vocational guidance.
- **Health, Safety, and Fitness** - A healthy lifestyle program that encourages fitness, good nutrition, and health education.
- **Environmental Stewardship** - An environmental education and natural resource stewardship program that encourages communities to preserve, protect, restore, and enhance the environment.
- **Campaign Drug Free** - A drug demand reduction program that educates youth on the dangers of drug and substance abuse and the importance of being drug-free.
- **Project Good Neighbor** - A year-round humanitarian outreach program to establish aid and restore hope for homeless, hungry, homebound, ailing, and elderly community members.

Personal Excellence Partnership Flagship

The Personal Excellence Partnership (PEP) Flagship, sponsored by the Assistant Chief of Naval Personnel for Personal Readiness and Community Support, Bureau of Naval Personnel, is a partnership effort among Navy commands, public and private sector organizations, schools, and youth groups. The project's goals include improving scholastic achievement, social, and life skills and providing vocational guidance.

The Flagship activities encourage young people from preschool through high school to be educated, healthy, and responsible citizens. Navy personnel (including military, civilians, and family members) volunteer time toward tutoring and mentoring youth in subjects such as reading, writing, mathematics, science, health, personal safety, and citizenship to encourage youth to excel. In return, volunteers acquire personal and professional skills and are exposed to the classroom environment. Moreover, by participating in community service projects, volunteers reinforce the Navy Core Values of Honor, Courage, and Commitment as a means to further leadership and character development.

Approximately 1,500 educational partnerships exist between Navy commands and youth organizations, involving approximately 20,000 volunteers and more than 200,000 youths annually.

The PEP Flagship includes:

- Adopt-A-School or Class
- Saturday Scholars
- Science Fair Sponsorships
- Career Education and Orientation Events
- Ship to School Program

For additional information, contact:

Health, Safety, and Fitness Flagship

The Health, Safety, and Fitness Flagship, sponsored by the Chief of Naval Education and Training, promotes healthy lifestyles and fitness for all.

Navy volunteers provide instruction and mentoring to supplement the health and physical education classes offered in schools. The Health and Physical Fitness curriculum, which involves scheduling lectures and practical training, focuses on nutrition, hygiene, mental health, disease prevention, leisure skills development, personal safety, and drug demand reduction.

Navy commands also sponsor recreational health and fitness events, such as:

- Special Olympics.
- Jump rope competitions
- Safety and health fairs

Moreover, by participating in community service projects, volunteers reinforce the Navy Core Values of Honor, Courage, and Commitment as a means to further leadership and character development.

For additional information, contact:

Chief, Naval Education and Training, Code 00K

250 Dallas Street, Pensacola, FL 32508-5100

Environmental Stewardship Flagship

The Environmental Stewardship Flagship, sponsored by the Deputy Chief of Naval Operations for Logistics (N4), encourages Navy commands to join efforts with local communities to educate youth and families on domestic and international environmental initiatives and to encourage communities to preserve, protect, restore, and enhance the environment. The Navy works in cooperation with community and natural resources organizations to establish partnerships with schools and neighborhoods as well as private, state, and federal organizations.

As Flagship Partners, goals focus on promoting environmental education and good stewardship. The activities include developing youth environmental stewardship, teaching environmental values, enhancing environmental science curriculums, and organizing or participating in environmental cleanup efforts. Navy personnel with engineering, mathematics, oceanography and other scientific experience demonstrate environmental conservation practices through presentations and hands-on activities. These experiences help students apply concepts learned from books, and allow Navy personnel to share technical knowledge and experiences. Moreover, by participating in community service projects, volunteers reinforce the Navy Core Values of Honor, Courage, and Commitment as a means to further leadership and character development.

Environmental Stewardship Flagship includes:

- Adopt-A-Highway
- Recycling Programs
- Environmental Education for Youth

For additional information, contact:

Chief of Naval Operations (OPNAV N451F)

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Campaign Drug Free Flagship

The Campaign Drug Free (CDF) Flagship, sponsored by the Director of Naval Reserve, focuses efforts on helping communities and schools educate youth on the dangers of drugs and substance abuse and the importance of being drug-free.

The CDF Flagship involves arranging speakers and providing educational materials to schools, organizations and communities. Posters, brochures, and public service announcements reinforce the anti-drug message and are available for use by the schools. As part of the presentation, Navy and Marine Corps volunteers use age-targeted videotapes to convey an anti-drug message to elementary, middle, and high school students. Following the videotape, volunteers discuss the challenges of taking charge and establishing self-control to remain drug-free. Moreover, by participating in community service projects, volunteers reinforce the Navy Core Values of Honor, Courage, and Commitment as a means to further leadership and character development.

To communicate the anti-drug message to youth, CDF Flagship Partnerships efforts have been coordinated with organizations such as:

- Walt Disney Productions
- New England Bell Telephone
- Boston Bruins Hockey Team
- Brigham and Women's Hospital of Boston
- The American Dream Foundation

Project Good Neighbor Flagship

The Project Good Neighbor Flagship, sponsored by the Chief of Chaplains of the Navy, is a cooperative effort with public and private organizations that encourage Navy personnel to help those who are less fortunate. Navy personnel, both military and civilian, participate in local, national, and international relief efforts to offer a helping hand to disadvantaged families and members within the community.

This Flagship promotes community outreach activities throughout the year to establish aid and restore hope for homeless, hungry, homebound, ailing, and elderly community members. It also provides a valuable lesson in caring, generosity, and human dignity. Volunteers have helped with food drives, meal deliveries to homeless people, repairs and renovations on homes and shelters, and other community service activities. Moreover, by participating in community service projects, volunteers reinforce the Navy Core Values of Honor, Courage, and Commitment as a means to further leadership and character development.

Project Good Neighbor Flagship Partnerships have resulted in Navy volunteers cooperating with various organizations including:

- Habitat for Humanity
- Navy/Marine Corps Relief Society
- Orphanages
- Disabled American Veterans
- Soup kitchens
- American Red Cross

For additional information, contact:

Navy Personnel Command (NPC-6G), Chief of Chaplains Liaison