DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 5350.6C
N135
26 Mar 07

OPNAV INSTRUCTION 5350.6C

From: Chief of Naval Operations

Subj: NAVY COMMUNITY SERVICE PROGRAM (NCSP)

Ref:
(a) DOD 1400.25-M, Subchapter 630, Section 7.4.7., of Dec 96
(b) OPM Memorandum for Heads of Executive Departments and Agencies of 23 Apr 98 (NOTAL)
(c) U.S. Navy Regulations, 1990
(d) SECNAVINST 5720.44B
(e) NAVSUP-486, Volume 1, Food Services Management General Messes Manual
(f) Executive Order 12999 of 17 Apr 96
(g) JAGINST 5800.7D
(h) 42 U.S.C. 14501, Volunteer Protection Act of 1997
(i) BUPERSINST 1650.12D
(j) NAVPERS 15604C, Navy Community Service Handbook
(k) DOD 5500.7-R of Nov 03
(l) SECNAVINST 1650.1H
(m) SECNAVINST 5211.5E
(n) SECNAVINST 5210.8D
(o) SECNAV M-5210.1 of Dec 05

1. Purpose. Provide policy and assign responsibilities for the management, coordination, and administration of the Navy Community Service Program (NCSP). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5350.6B.

3. 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 the 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.

4. Policy. It is Navy's policy to promote a joint Navy and community effort to assist in the education and enrichment of America's youth and communities and in revitalizing citizenry. Navy civilian and military volunteers will strive to improve education, as well as the quality of life in local communities. Volunteers are highly encouraged to join with other services, businesses, labor foundations, colleges, universities, religious organizations, community groups, health care centers, and governmental agencies in developing a collective vision of community needs and 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 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 a variety of initiatives, including 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 improved 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.

5. Guidance. To ensure effective and responsible community service programs, the following guidelines will be followed:

a. Participation by Department of Navy (DON) personnel (active, reserve, and civilian employees) in the NCSP is voluntary. Commanding Officers (COs) should ensure all volunteers are screened and accept only those volunteers who exemplify "personal excellence." The school, youth organization, or community service agency may screen volunteers.

b. All volunteer events representing Navy commands shall be approved by the CO.

c. 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 personnel are encouraged to participate in community volunteer events to the extent authorized by Department of Defense (DOD) policy and prudent use of official time. Adjustments to normal duty schedules, and the granting of liberty, leave, or no-cost Temporary Additional Duty (TEMADD) may be made at the discretion of the CO.

(2) COs may permit civilian personnel to voluntarily participate in community service activities by authorizing "alternative work arrangements" or granting annual leave, leave without pay, or, in very limited circumstances, excused absence. Commands should review references (a) and (b), other applicable regulations, and any collective bargaining agreement before approving a civilian employee's participation in community service activities.

(3) 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 written permission of the youth's parent or legal guardian.

d. 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.

e. Military personnel, where feasible, shall participate in uniform.

f. Commands choosing to initiate a community service outreach partnership or project with a local school, youth support group, or other community service organization should inform the appropriate regional and local area/base coordinators. A list of regional areas and coordinators can be found at https://cnicportal.cnic.navy.mil/C13/C1/Community%20Service/default.aspx

(1) Commands shall submit a quarterly volunteer activity report using Commander, Navy Installations Command (CNIC) provided forms to the appropriate regional or local area/base coordinator by the quarterly due date shown on the form.

(2) Deploying units shall contact the coordinator for the area in which the command is homeported.

(3) Each regional and local area/base coordinator has been designated a point of contact for the NCSP. This individual is available for technical assistance and guidance with regard to NCSP in their specific region.

g. 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.

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

(1) Expenditure of public funds to benefit a non-Navy entity in furtherance of Navy goals is governed by reference (d), section 0702.

(2) Guidance on the use of Navy facilities in support of community service activities is found in reference (d), section 0703.

(3) Eligibility for galley meals at reduced cost is governed by reference (e).

(4) Donation of computer equipment to schools should follow the guidelines of reference (f). The DOD Computer Donation Program is administered by the Defense Reutilization and Marketing Service (DRMS) in conjunction with guidelines provided by the U.S. General Services Administration (GSA), through the Computers for Learning Program. Navy activities should access the DRMS Web site for information on donations to schools. The DOD Computers for Learning (DOD CFL) Web site, at https://www.drms.dla.mil/cfl_online/ gives schools the ability to register, request equipment, and view current status.

(5) Donation of other Federal properties under the "Federal Surplus Personal Property Donation Program" is managed by the Property Management Division of GSA Central Office. State surplus property agencies have been established by each state, the District of Columbia, and U.S. territories to distribute personal property designated as surplus by the Federal Government. Contact the appropriate GSA regional office for information on eligibility, program requirements, and procedures.

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

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

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

i. 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). The scope of employment decision is ultimately made by the Attorney General of the United States.

j. 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 obtainliability coverage through school, youth organization, or other volunteer associations.

6. Responsibilities

a. The Deputy Chief of Naval Operations (DCNO) (Manpower, Personnel, Training and Education (MPT&E)) (N1) is responsible for overall policy aspects of the 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) Chief of Naval Operations (CNO) (N135) develops, maintains, and distributes policy.

b. Commander, Navy Installations Command (CNIC) shall:

(1) Serve as a resource for NCSP information and support, providing guidance and instruction to naval activities when the chain of command is unable to do so.

(2) Coordinate the efforts of "Flagship sponsors," regional and local area/base coordinators.

(3) Appoint a program manager to oversee NCSP and serve as an advisor to the CNO on community service issues. Specific responsibilities of the program manager include:

(a) Marketing NCSP to Navy commands.

(b) Advising the regional coordinators on resources and administrative issues.

(c) Preparing and submitting funding documents.

(d) Administering the Navy Community Service Award Program, per reference (i).

(e) Serving as the executive secretary to the Navy Community Service Council (NCSC).

(f) Coordinating training for NCSP Navy-wide.

c. The Flagship sponsors facilitate, promote, and expand opportunities for community service for Navy commands and individuals and provide information and technical support concerning their specific Flagship. They work with the NCSC and other Flagship sponsors to consider any appropriate changes in policy or practices that would encourage volunteer participation in community service. Flagship sponsor assignments are as follows:

(1) CNIC is Flagship sponsor for the Personal Excellence Partnership program. Focus is on academic, life skills, and civic education for youth.

(2) Commander, Naval Education and Training Command (NETC (N00K)) is Flagship sponsor for the Health, Safety, and Fitness program. The focus is on programs that promote healthy, safe and fit lifestyles.

(3) DCNO (Fleet Readiness and Logistics) (N4) is Flagship sponsor for the Environmental Stewardship program. Program focus is education of youth and families on environmental conservation initiatives and helping communities manage America's natural resources and improve the world environment.

(4) Chief of Navy Reserve (CNO (N095)) is Flagship sponsor for the Campaign Drug Free program. Focus is on helping communities and schools educate youth on the dangers of drugs and substance abuse.

(5) Chief of Chaplains of the Navy/Director of Religious Ministries (CNO (N097)) is Flagship sponsor for Project Good Neighbor, the Navy's overall community caring program. Focus is on year-round sharing by Navy people by joining with local outreach efforts to build a sense of community and energize people with hope.

d. Regional commanders shall support NCSP objectives as follows:

(1) Appoint regional coordinators and ensure local area/base NCSP coordinators are appointed who exemplify the highest standards of community service and possess the leadership, expertise, and experience to manage community collaborative efforts.

(2) Implement volunteer community service programs in their respective commands and encourage voluntary participation.

(3) Recognize outstanding community service efforts.

(4) Develop public relations strategies to communicate community service initiatives internally and externally.

(5) Submit quarterly reports per CNIC guidelines.

e. Regional coordinators shall support NCSP objectives as set forth in this instruction. Consistent with the primary mission, function, and tasks of Navy commands, regional 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. Regional coordinators shall:

(1) Submit a quarterly regional volunteer activity report to the CNIC program manager by the quarterly due date.

(2) Coordinate and assist with implementation and monitoring of community service activities within their geographic area of responsibility.

(3) Publicize community service program initiatives internally and externally.

(4) Encourage Navy commands as well as individual active duty members, reservists, and DON employees to participate in the NCSP.

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

(6) Serve as the Navy point of contact for community service activities within the geographic area and respond to requests for information from higher authority. In that capacity, coordinators should be generally aware of community service programs conducted by area commands and the specifics of each (i.e., coordinator, members of the partnership or collaborative, and goals and types of activities).

(7) Where feasible, ensure community service projects address the needs of youth in areas covered by 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.

(8) Recognize the contributions of Navy regions, personnel, and other community members for outstanding community service efforts, using reference (i).

(9) Provide direct and informal feedback to the appropriate Flagship sponsor and NCSP manager.

f. Installation COs shall:

(1) Appoint, in writing, local area/base coordinators to support NCSP objectives per this instruction. Consistent with the primary mission, function, and tasks of Navy commands, local area/base 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. Local area/base coordinators shall:

(a) Submit a local area/base quarterly volunteer activity report to regional coordinators by the quarterly due date.

(b) Advise regional coordinators of local area/base volunteer activities and partnerships.

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

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

(e) Publicize community service program initiatives internally and externally.

(f) Encourage Navy commands as well as individual active duty members, reservists, and DON employees to participate.

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

(h) Serve as local area/base point of contact for community service activities within the geographic area and respond to requests for information/assistance from higher authority and/or the community. In that capacity, coordinators shall be generally aware of community service programs conducted by area commands and the specifics of each (i.e., coordinator, members of the partnership or collaborative, and goals and types of activities).

(2) Where feasible, ensure community service projects 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 Navy commands/ activities and personnel for outstanding community service efforts, using references (i) and (j).

g. Unit commanders, COs, and Officers In Charge shall comply with reference (k) and are encouraged to:

(1) 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.

(2) Designate, in writing, a command coordinator to recruit, train, and manage volunteers, and organize community service activities.

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

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

(5) Publicize community service initiatives internally and externally.

(6) Keep the appropriate community service regional or local area/base coordinator informed of partnership activities by providing direct and informal program feedback and information.

(7) Ensure that any gathering or listing of personnel information (including any records established) are maintained per the provisions of the Privacy Act, the handling of Protected Personal Information, and Navy Records Management practices per references (m), (n), and (o).

7. Navy Community Service Council (NCSC). The NCSC serves as an advisory/support body to address Navy community service issues. This body further strengthens Navy support of community

service programs, promotes Sailor/Marine development, and assists in the professional development of command volunteer coordinators.

a. Membership is composed of:

(1) CNIC staff

(2) NCSP manager

(3) Flagship sponsors

(4) Regional coordinators

(5) Master Chief Petty Officer of the Navy representative

(6) Navy Office of Information Community Relations Director representative

(7) United States Marine Corps Personnel and Family Readiness representative (Children, Youth, and Teen).

b. NCSC shall:

(1) Advise the CNO on Navy policy/issues pertaining to community service to include updating instructions, policies, and guidelines.

(2) Conduct strategic planning.

(3) Increase awareness of volunteer activities performed by Navy commands through effective marketing.

(4) Advise CNIC on issues such as policy, volunteer management and administration, professional training, information sharing, risk management, awards programs, and publicity.

(5) Serve as an advocate for commands engaged in meaningful voluntary service.

(6) Advise NSCP manager on outreach activities.

8. Reporting and Forms. Data shall be collected and provided quarterly to the CNIC program manager for the purpose of

providing information to Navy leadership on community service partnerships.

a. The following forms are available at https://cnicportal.cnic.navy.mil/C13/C1/Community%20Service/default.aspx: CNIC 5350/1 (12-06), NCSP Command Quarterly Report Form; CNIC 5350/2 (12-06), NCSP Regional Quarterly Report Form; and CNIC 5350/3 (12-06), NCSP Local Area/Base Quarterly Report Form.

b. The following CNIC report control symbols (RCS) are assigned and approved per SECNAV M-5214.1 of December 2005. CNIC 5350-1 (12-06), NCSP Command Quarterly Report; CNIC 5350-2 (12-06, NCSP Regional Quarterly Report, and CNIC 5350-3 (12-06), NCSP Local Area/ Base Quarterly Report.

J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

Distribution:
Electronic only, via Department of the Navy Issuances Web site
http://doni.daps.dla.mil