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OPNAV INSTRUCTION 5350.6D

From: Chief of Naval Operations

Subj: NAVY COMMUNITY SERVICE PROGRAM

Ref: (a) Public Law 101-165
(b) SECNAVINST 5720.44C
(c) DoD 5500.7-R, Joint Ethics Regulations, 30 August 1993
(d) U.S. Navy Regulations, 1990
(e) NAVSUP-486
(f) E.O. 12999
(g) SECNAVINST 5211.5E
(h) SECNAVINST 5210.8E
(i) DoD Instruction 1400.25 of 19 March 2015
(j) OPM Memorandum for Heads of Executive Departments and Agencies, Strengthening our Commitment to Service, 22 Apr 1998 (NOTAL)
(k) JAGINST 5800.7F
(l) 42 U.S.C. §14503

Encl: (1) Navy Community Service Program Awards
(2) Navy Community Service Flagships and Regional Coordinators

1. Purpose. To establish policy and assign responsibilities for the management, coordination, and administration of the Navy Community Service Program, under references (a) through (l).

a. Major changes are summarized in subparagraphs 1a(1) through 1a(4).

(1) Combined BUPERSINST 1650.12E, Navy Community Service of the Year Award Program into this revision.

(2) Removed the Navy Community Service Council.

(3) Designated the health, safety and fitness flagship.

(4) Updated the stakeholders' responsibilities.

b. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5350.6C; BUPERSINST 1650.12E; CNIC Form 5350/1 Navy Community Service Program Command Quarterly Report Form; CNIC Form 5350/2, Navy

Community Service Program Regional Quarterly Report Form; and CNIC Form 5350/3 Navy Community Service Program Local Area/Base Quarterly Report Form.

3. Scope and Applicability. Provisions of this instruction apply to all Navy personnel, commands, permanent detachments, and departments. Personnel of other Department of Defense (DoD) components and U.S. Coast Guard are included when assigned to Navy commands. Navy Community Service Program provides an avenue to ensure the relationship between communities and the Navy is reinforced and mutually beneficial.

4. Background. The Navy Community Service Program is in agreement with reference (a), section 9111, the Partnership with Schools Program of November 1989, 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. Reference (b) establishes Navy community relations as an overarching program to foster community service, create and sustain partnerships with the public at home and abroad, and increase public awareness and understanding of the Navy. One way the Navy accomplishes these objectives is through command-sponsored community service events and programs that meet the guidelines of the Navy Community Service Program. A comprehensive, ongoing community service program provides the Navy with visibility as a good community citizen.

5. Policy

a. Navy policy is to promote a joint Navy and community effort to assist in revitalizing citizenry through the education and enrichment of America's youth and communities. Navy civilian and military volunteers should strive to improve education and the quality of life in local communities.

b. The Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO (N1)) provides Navy Community Service Program policy to meet community service goals. The program is managed under Commander, Navy Installations Command (CNIC), who holds overall responsibility for the annual Navy Community Service of the Year Award Program. A description of each award is contained in enclosure (1).

c. Flagship programs were created under five major Navy Community Service Program focus areas, which are defined in enclosure (1). CNO (N1) assigns the flagship sponsors listed for those flagship programs. Each flagship sponsor will appoint a flagship program manager to oversee all aspects of the program, including recognition and awards.

6. Guidance. All Navy commands are highly encouraged to maintain an ongoing community service program that improves quality of life in their communities. The five flagship areas are designed as a guide to foster good community relations between the command and the residents

of its surrounding area. To ensure effective and responsible community service programs, the guidelines in subparagraphs 5a through 5g must be followed.

a. All activities including youth must 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.

b. Participation by Department of the Navy (DON) personnel (active, Reserve, and civilian employees) in the Navy Community Service Program is voluntary.

c. Military personnel, where feasible, will participate in uniform.

d. Military volunteers authorized by their commanders 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 these activities. Claims against the United States are processed in line with references (c) and (d). The scope of the employment decision is ultimately made by the Attorney General of the United States.

e. Other volunteers acting on their own initiative or without command sponsorship, and persons who are not DoD employees (e.g., spouses and retirees) are not protected as described in subparagraph 6d above. Such volunteers should obtain liability coverage through school, youth organization, or other volunteer associations.

f. Standards of conduct, found in reference (e), prohibit Navy personnel from using their title or position in connection with charitable or non-profit organizations. The standards of conduct also prohibit Navy personnel from officially endorsing, or appearing to endorse, any such organization or their fundraising activities. Soliciting persons outside of DoD in connection with official community service activities is generally prohibited.

g. Supplies, facilities, and services provided in support of community service activities must be under the guidelines of reference (b), chapter 5, and reference (f), article 0835. Fiscal expenditures for community service must 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 (b), section 0502.

(2) Guidance on the use of Navy facilities in support of community service activities is found in reference (b), section 0504.

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

(4) Donation of computer equipment to schools should follow the guidelines of reference (h). The DoD Computers for Learning Program is administered by the Defense Logistics Agency. The DoD Computers for Learning Program Web site, at <http://www.dla.mil/DispositionServices/Offers/Reutilization/CFL.aspx>, 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 General Service Administration (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 (b), section 0507, must be followed concerning proper arrangements for visits and tours.

(7) Resources for command-sponsored activities are approved by local commanders and must be covered by the command's operation and maintenance funds or official representations funds. Community outreach participation must not detract from operational missions. Commands are encouraged to identify necessary annual operation and maintenance funds to support outreach events. The duration of a community outreach event must normally not exceed 3 days. Reference (b), section 0502, applies.

(a) Charging admission is prohibited. No charges or fees must be imposed on the public by a military installation for admission, parking, or viewing any activity.

(b) Commands may support approved on-base community outreach events with concessions and other appropriate offerings provided that the generating of revenue for morale, welfare, and recreation, or an association (e.g., chief petty officers association, spouse support group) is not a primary objective of the event.

7. Responsibilities

a. CNO (N1) is responsible for overall policy aspects of the Navy Community Service Program. Specific responsibilities are included below in subparagraphs 7a(1) and 7a(2).

(1) Encouraging all military and civilian employees to voluntarily participate in direct community service. Community service may include participating in programs, activities, and initiatives designed to strengthen youth and communities per the five Navy Community Service Program flagships listed in enclosure (1).

(2) Developing, maintaining, and distributing policy through 21st Century Sailor Office (OPNAV N17), Total Sailor Fitness Branch (N170).

b. Deputy Chief of Naval Operations, Fleet Readiness and Logistics (CNO (N4)) is responsible for serving as flagship sponsor of the environmental stewardship program and for appointing a flagship program manager. CNO (N4) must advise CNIC on environmental stewardship issues.

c. Chief of Chaplains of the Navy (CNO (N097)) is responsible for serving as flagship sponsor of the Project Good Neighbor Partnership Program and appointing a flagship program manager. CNO (N097) will advise CNIC on Project Good Neighbor Partnership Program issues.

d. CNIC is responsible for overall management of the Navy Community Service Program to include:

(1) serving as a resource for Navy Community Service Program information and support, and providing guidance and instruction to naval activities;

(2) appointing a program manager to oversee Navy Community Service Program;

(3) sponsoring the United States Ship (USS) *BAINBRIDGE* (nuclear-powered guided missile cruiser (CGN 25)) Award for Overall Excellence; and

(4) serving as flagship sponsor of the Personal Excellence Program.

e. CNIC Navy Community Service Program manager is responsible for:

(1) advising CNIC on all aspects of Navy Community Service Program;

(2) coordinating the efforts of flagship sponsors and regional coordinators;

(3) advising regional coordinators on resources and administrative issues.

(4) conducting boards for the USS *BAINBRIDGE* (CGN 25) Award for Overall Excellence and the Personal Excellence Partnership Flagship Award, releasing results via naval message (NAVADMIN), and providing plaques and certificates to winners by the end of each calendar year;

(5) preparing and submitting funding documents;

(6) administering and overseeing all aspects of the Navy Community Service of the Year Award Program;

(7) coordinating Navywide training for Navy Community Service Program, to include collection and submission of community service projects and activities (to include command, number of volunteers, volunteer hours, and partnerships);

(8) promoting Navy Community Service Program to Navy commands to increase awareness and encourage participation;

(9) maintaining database of all quarterly reports submitted by regional coordinators; and

(10) maintaining Navy Community Service Program Web site and social media sites.

f. Commander, Navy Reserve Forces Command (COMNAVRESFOR) is responsible for serving as flagship sponsor of the Campaign Drug Free Program and for appointing a flagship program manager. COMNAVRESFOR will advise CNIC on Campaign Drug Free Program issues.

g. Commander, Naval Education and Training Command (NETC) is responsible for serving as flagship sponsor of the Health, Safety and Fitness Program and appointing a flagship program manager. NETC will advise CNIC on health, safety and fitness program issues.

h. Flagship program managers are responsible for:

(1) facilitating, promoting, and expanding opportunities for community service for Navy commands and individuals for their specific flagship;

(2) providing information, technical support, and training to Navy commands and individuals concerning their specific flagship;

(3) considering any appropriate changes in policy or practices that would encourage volunteer participation in community service; and

(4) conducting a board for their specific flagship award, releasing results via NAVADMIN, and providing plaques and certificates to winners by the end of each calendar year.

i. CNIC regional commanders are responsible for:

(1) appointing regional and command coordinators and ensuring all appointed Navy Community Service Program coordinators exemplify the highest standards of community service and possess the leadership, expertise, and experience to manage daily operations of the program;

(2) recognizing outstanding community service efforts;

(3) ensuring that any gathering of information including any records established are maintained in line with the provisions of references (i) and (j); and

(4) submitting command quarterly reports, assigned CNIC Report Control Symbol (RCS) 5350-1.

j. CNIC regional coordinators' responsibilities are listed below in subparagraphs 7j(1) through 7j(9).

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

(2) Maintaining a database of all community service projects and activities (to include command, number of volunteers, volunteer hours, and partnerships) in their geographic area.

(3) Conducting an awards board for their specific region and providing awards packages to CNIC and flagship sponsors no later than 30 September for consideration in Navywide competition.

(4) Coordinating and assisting with implementing and monitoring of community service activities within their geographic area of responsibility.

(5) Supporting Navy Community Service Program objectives by ensuring voluntary partnerships exemplify the highest standards of community service consistent with the mission, functions, and tasks of Navy commands.

(6) Publicizing community service program initiatives internally and externally.

(7) Encouraging Navy commands, as well as DON active duty members, Reservists, and civilian employees, to participate in the Navy Community Service Program.

(8) Distributing community service materials to commands within their purview.

(9) Submitting a quarterly regional volunteer activity report, assigned CNIC RCS 5350-2, to the CNIC program manager by the quarterly due dates of 31 October, 31 January, 30 April, and 31 July.

k. Commanders, commanding officers, and officers in charge (hereafter referred to as commanders) responsibilities are per subparagraphs 7k(1) through 7k(10).

(1) Informing the appropriate regional coordinators of all community service outreach partnerships or projects with local schools, youth organization partnerships or projects with local youth support group, or other community service organizations. These coordinators are available for technical assistance and guidance in their specific region. A list of regional coordinators can be found in enclosure (2).

(2) Setting specific community service goals. Goals may include improving the overall effectiveness of volunteer programs; increasing command participation and outreach of volunteer programs annually; and communicating the benefits of these efforts during and after outreach events. Command goals should be reviewed periodically to ensure relevance based on current programs.

(3) Submitting a local area and base quarterly volunteer activity report, assigning CNIC RCS 5350-3, to the appropriate regional coordinator prior to the CNIC quarterly due date. Ensuring that any gathering of information including any records established are maintained as directed by the provisions of references (i) and (j).

(4) Submitting command awards packages for Navy Community Service of the Year Award Program consideration to the regional coordinator no later than 31 July.

(5) Ensuring all volunteers are screened and accept only those volunteers who exemplify personal excellence. The school, youth organization, or community service agency may require additional screening if necessary.

(6) Approving all volunteer events representing Navy commands under the commander's purview.

(7) Ensuring that command-sponsored community service events are scheduled during normal working hours when possible and conducted in groups. The command mission must not be compromised in support of community service projects.

(8) Encouraging military personnel to participate in community volunteer events to the extent authorized by 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 must be made at the discretion of the commander.

(9) Permitting civilian personnel to voluntarily participate in community service activities by authorizing alternative work arrangements, or granting annual leave or leave without pay. Commands must review references (c), (d), (k) and (l), and any collective bargaining agreement before approving a civilian employee's participation in community service activities.

(10) Ensuring each volunteer has an orientation that includes the purpose and objective of the Navy Community Service Program as well as the individual's personal requirements and responsibilities for the project. Commands must work closely with the civic organization or school to identify program objectives, operating parameters, membership responsibilities, and resource commitments.

l. Command volunteer coordinators' responsibilities are listed below in subparagraphs 7l(1) through 7l(6).

(1) Serving as the Navy point of contact for community service activities within their command and responding to requests for information from higher authority. In that capacity, coordinators should be aware of all command-sponsored community service projects.

(2) Coordinating, implementing, and monitoring community service activities within their command.

(3) Supporting Navy Community Service Program objectives by ensuring voluntary partnerships exemplify the highest standards of community service consistent with the mission, function, and tasks of Navy commands.

(4) Publicizing community service program initiatives internally and externally.

(5) Encouraging personnel to participate in the Navy Community Service Program.

(6) Distributing community service materials to members of the command.

m. All Navy commands and activities who collect any data from the public in connection with their community service activities must contact their command or activity information management control officer (IMCO) or the DON IMCO to obtain an Office of Management and Budget control symbol, per Secretary of the Navy (SECNAV) Manual 5214.1 of December 2005.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A OPNAV (N17) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Form and Information Management Control

a. OPNAV 5350/13 Navy Community Service Award Nomination Data Sheet is available for download on Naval Forms OnLine at:


<https://navalforms.documentservices.dla.mil/web/public/home>.

b. The CNIC RCSs are assigned and approved per SECNAV Manual 5214.1 of December 2005.

(1) CNIC 5350-1 Navy Community Service Program Command Quarterly Report

(2) CNIC 5350-2 Navy Community Service Program Regional Quarterly Report.

(3) CNIC 5350-3 Navy Community Service Program Local Area/Base Quarterly Report



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

NAVY COMMUNITY SERVICE PROGRAM AWARDS

1. Award Categories. Awards are based on population size for shore, sea, and overseas commands.

- a. Small: fewer than 200 command personnel.
- b. Medium: 200 to 499 command personnel.
- c. Large: 500 or more command personnel.

2. Types of Awards

a. USS BAINBRIDGE (CGN 25) Award for Overall Excellence. CNIC is the flagship sponsor. This category is open to all commands, regardless of size. Commands must submit a separate package consisting of a minimum of three flagship categories to be considered and must place a first place winner in at least one flagship award in the regional competition to be advanced to CNIC for Navywide consideration.

b. Personal Excellence Partnership. CNIC is the flagship sponsor. This program develops 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; improving social and life skills; and providing vocational guidance. This award recognizes the best educational partnership program between a Navy command and school or youth service organization.

c. Health, Safety, and Fitness. NETC is the flagship sponsor. The program promotes healthy, safe, and fit lifestyles for youth and adults 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. This award recognizes the best program that teaches and encourages individuals to lead healthy, active lifestyles.

d. Environmental Stewardship. CNO (N4) is the flagship sponsor. Encourages Navy commands to join efforts with local communities on domestic and international environmental and energy education initiatives, encouraging the preservation, protection, restoration, and enhancement of the environment. Such activities may include developing youth environmental stewardship awareness; teaching environmental values and energy efficient habits; enhancing environmental and energy science curricula of schools; implementing recycling programs; and organizing or participating in environmental clean-up efforts or energy awareness events. This award recognizes the best year-round volunteer-supported program or special project that promotes education and good stewardship of environmental resources.

e. Campaign Drug Free. COMNAVRESFOR is the flagship sponsor. 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. This award recognizes the best program that reaches out to teach children about the dangers of drug abuse using the Navy Reserve Force specially prepared video tapes and presentation or other anti-drug programs such as Navy's Drug Education for Youth or Red Ribbon Campaign.

f. Project Good Neighbor Partnership Program. CNO (N097) is the flagship sponsor. The program provides an avenue for volunteers to contribute to improved quality of life in their communities year-round. By reaching out to those less fortunate with food drives, repairs and renovations of shelters and homes, and other initiatives, Navy personnel can brighten the future for struggling individuals, families, and communities. This project generates hope and helps others help themselves. This award recognizes the best year-round program or special project that encourages activities to provide humanitarian assistance to the least fortunate of the community.

3. Nomination Submission Process and Requirements

a. The award period for all awards is from 1 July through 30 June annually. Command nomination packages are due to the regional coordinator, listed in enclosure (2), no later than 31 July annually for consideration in regional competition. The preferred method of submission is electronic copy, via e-mail or compact disc. All packages must be submitted to regional coordinator on time to be eligible for Navywide competition. No packages are to be sent directly from command to CNIC Headquarters (HQ) or flagship sponsor.

b. Regional nomination packages are due to CNIC HQ or flagship sponsor no later than 30 September annually for consideration in Navywide awards competition. The preferred method of submission is electronic copy, via e-mail or compact disc.

c. Command nomination submissions must not exceed 10 pages. The data sheet and one-page command endorsement must not count toward the 10-page limit. Each command submission must include a narrative statement, which must be on 8-1/2" x 11" paper, single-sided, double spaced, with a five-page maximum. Commands may include up to five pages of supplemental materials to include letters, testimonials, news clippings, pamphlets, etc., to support the nomination. The data and guidelines on command nomination submissions are contained in OPNAV 5350/13 Navy Community Service Award Nomination Data Sheet. Although there is no exact formula for what makes a successful award package, nominations should include clear, concise statements that support ongoing community service efforts and partnerships by the command over a duration of time. Also, efforts in a variety of areas that greatly benefit the surrounding community are taken into highest consideration by the awards board.

- d. A one-page command endorsement is required for each separate flagship or USS *BAINBRIDGE* award nomination package.
- e. The Navy Community Service of the Year Award Program is open to all Navy commands. Community relations projects including those which occur during port visits or large-scale Navy events such as Fleet Week, are eligible for nomination as long as they are command-sponsored events. All sea commands should refer to their regional coordinator in their homeport location for any questions they may have in regard to qualifying projects.
- f. All permanently assigned Navy military and civilian employees, to include joint service commands where Navy personnel are assigned, must be counted when totaling numbers for command personnel. This will ensure an equitable count for determining size categories.
- g. Awards recognize command-sponsored and approved activities only. These awards do not recognize individual or community activities outside the command's purview.
- h. Individual command organizations, such as officer wardrooms, chief petty officer associations, and first class petty officer associations, are ineligible to compete for these awards unless they operate under the command's overall community outreach charter.

4. Recognition Process. Navy Community Service Flagship Award winners will be recognized through:

- a. award plaques from respective flagship sponsor to Navywide winners;
- b. certificates from respective flagship sponsor to Navywide honorable mentions;
- c. recognition by the respective regional coordinator for regional winners; and
- d. publicity through Navy media relations, Navy Community Service Program Web site, social media sites, and other appropriate media.

5. Program Responsibility

- a. At the region and command levels, the Navy Community Service Program is managed by regional coordinators and command volunteer coordinators.
- b. Regional coordinators manage all aspects of the Navy Community Service Program in their geographic area, including providing quarterly reports using CNIC RCS 5350-2 guidance to CNIC and conducting annual awards boards in their region to nominate awardees for Navywide consideration in the Navy Community Service of the Year Award Program.

NAVY COMMUNITY SERVICE FLAGSHIPS AND REGIONAL COORDINATORS

1. Navy Community Service Flagships and Award Sponsors
 - a. Personal Excellence Partnership Flagship and Bainbridge Award Sponsor. Navy Community Service Program Manager, CNIC, Public Affairs Officer.
 - b. Campaign Drug Free Flagship. COMNAVRESFOR.
 - c. Health, Safety & Fitness Flagship. Commanding Officer, Naval Education Training Professional Development Center.
 - d. Project Good Neighbor Flagship. CNO (N097).
 - e. Environmental Stewardship Flagship. Public Affairs Office, CNO Energy and Environmental Readiness Division (OPNAV N45).
2. Regional Coordinators
 - a. Joint Region Marianas, Community Relations.
 - b. Naval District Washington, Regional Community Service Program Manager.
 - c. Navy Region Europe, Africa Southwest Asia Public Affairs.
 - d. Navy Region Hawaii, Public Affairs.
 - e. Navy Region Japan, Public Affairs.
 - f. Navy Region Korea, Public Affairs.
 - g. Navy Region Mid-Atlantic, Public Affairs.
 - h. Navy Region Northwest, Public Affairs.
 - i. Navy Region Southeast, Navy Community Service Council.
 - j. Navy Region Southwest, Public Affairs.
 - k. Singapore Area Coordinator, Public Affairs.