DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 5726.2
SER 00H/003
31 July 2002

NAVSEA INSTRUCTION 5726.2

From: Commander, Naval Sea Systems Command

Subj: NAVY VOLUNTEER COMMUNITY SERVICE PROGRAM

Ref: (a) OPNAVINST 1754.1A
(b) OPNAVINST 5760.2C
(c) OPNAVINST 5760.5B
(d) OPNAVINST 5350.6B

Encl: (1) Responsibilities of the Volunteer Services Council
(2) Notice of Volunteer Activity
(3) Command Volunteer Service Report
(4) NAVSEA HQ Volunteer Application

1. Purpose. To establish local responsibilities and procedures for the Navy Community Service Program at Headquarters, Naval Sea Systems Command per references (a) through (d).

2. Scope. This instruction applies to all military and civilian personnel assigned to headquarters, Naval Sea Systems Command.

3. Discussion. The purpose of the Navy Volunteer Community Service Program is to plan, manage, coordinate, and recruit a variety of volunteer service opportunities in which Headquarters personnel (civilian and military) and their families may participate.

4. Policy. Volunteerism benefits the surrounding community and the individual volunteer. Headquarters, Naval Sea Systems Command supports volunteer efforts to the extent permitted by Navy regulations and mission requirements.

5. Action

a. The NAVSEA Chaplain is designated the Volunteer Program Coordinator (VPC) to coordinate the NAVSEA Headquarters/PEO Service Program.

b. Volunteer Program Coordinator will:

(1) Act as the central point of contact for all requests for volunteer assistance within Headquarters including the screening of volunteers.

(2) Review all requests and consult with Judge Advocate/NAVSEA OOL for advice on legal constraints.

(3) If requested, assist Directorates and PEO's in developing flagship projects.

(4) Provide an annual report to the Commander listing volunteer activities, hours, and participants.

(5) Assist in compiling and forwarding, via the chain of command, applications for annual community service awards.

(6) Maintain a record of time (approved by appropriate level supervisor) donated by NAVSEA HQ personnel (civilian and military).

c. Volunteer Service Council (VSC) will include an appointed representative from each Directorate and Program Executive Offices (PEO) involved in community service or volunteerism. Official NAVSEA HQ/PEO organizations may also designate a representative. Functions of the VSC are delineated in enclosure (1).

d. Public Affairs Officer (PAO) will evaluate volunteer projects for potential media interest and generate press releases to publicize volunteer efforts.

e. PEO's/Directorates involved in Community Service activies or volunteerism will:

(1) Designate a representative to serve as Departmental/Command Volunteer Coordinator (DVC).

(2) Ensure Notice of Volunteer Activity, enclosure (2), is forwarded to the VPC and PAO with as much lead time as possible to facilitate news coverage.

(3) Ensure that Command Volunteer Service Report, enclosure (3), is completed and forwarded to the VPC after each volunteer project.

(4) Ensure all Headquarters command volunteer events are coordinated through the VPC.

(5) Refer personnel to the volunteer clearinghouse for information on volunteer opportunities as indicated in enclosure (4).

P. M. BALISLE

Distribution:
NAVSEA SPECIAL LIST Y2
A1J1F PEO SS
A1J1L PEO TSC
A1J1M PEO MUW
A1J1N PEO SUB
A1J1P PEO EXW
A1J1Q PEO CARRIERS

RESPONSIBILITIES OF THE VOLUNTEER SERVICE COUNCIL

The responsibilities of the Volunteer Services Council (VSC) include:

1. Coordinate and monitor volunteer efforts within NAVSEA Headquarters.

2. Plan, implement, and evaluate volunteer awareness and recruiting efforts.

3. Provide information on volunteer programs directly to all departments via committee representatives.

4. Advise the Commander of needs, initiatives, and accomplishments of the volunteer program.

5. Review all requests for volunteer assistance, recommending approval or disapproval based on guidance provided by the Commander and applicable regulations.

6. The representatives appointed to the VSC will act as their Directorate/PEO/Organizations point of contact for information and appropriate coordination.

7. Ensure appropriate individual and organizational recognition for volunteer efforts (i.e. Navy Community Service Medal, flag letter of commendations, and/or media coverage).

8. Review nominations for Navy Volunteer Achievement Medal and forward nominations to Commander, NAVSEASYSCOM.

NOTICE OF VOLUNTEER ACTIVITY

From: PEO/Directorate/Organization
To: Volunteer Program Coordinator
Public Affairs Officer

Subj: NOTICE OF VOLUNTEER ACTIVITY

1. The following volunteer project has been coordinated by the _____ PEO/Directorate/Organization.

Benefiting organizations:

Location:

Date, Time:

Project description:

COMMAND VOLUNTEER SERVICE REPORT

MEMORANDUM

From: PEO/Directorate/Organization
To: Volunteer Program Coordinator

Subj: COMMAND VOLUNTEER SERVICE REPORT

1. Our PEO/Directorate/Organization participated in _____ events with _____ people and _____ hours.

2. The following is a list of the events and number of personnel involved in each.

EVENT	DATE	# OF PERSONNEL	POINT OF CONTACT

3. Description of projects:

4. Additional pertinent comments:

Privacy Act Statement: Authority to request this information is contained in 5 USC 301 Departmental Regulations. This information will be used to identify your skills in order to assign you volunteer opportunities that match your abilities. Failure to provide required information may result in denial of participation in volunteer activities sponsored by NAVSEA.

DATE _____

NAVSEA HEADQUARTERS VOLUNTEER APPLICATION

NAME: _____
Last First Middle Rank/Rate

Directorate/PEO/Org: _____ Code: _____ Phone: _____

Have you worked as a volunteer before? Yes: _____ No: _____
Do you have supervisory approval Yes: _____ No: _____
Supervisor's Name _____

Primary areas of interest:

_____ Tutoring in Academic Subjects
_____ Supervising Student Projects (Science Fairs, Research Projects, Career Fair)
_____ Guest Speaker (Academics, Hobbies, Travel); Suggested Topics: _____
_____ Classroom Assistance (any area)
_____ Assisting with Computers
_____ Working with Clubs/School Publication
_____ Assisting with Education Classes or Sports Teams
_____ Hosting/Organizing Field Trips
_____ Landscaping, Building or Repair Projects (i.e., HABIJAX, etc.)
_____ Environmental Awareness

Time Available:

Weekly: _____ Bimonthly: _____ Monthly: _____ As Needed: _____
With What Age Do You Prefer To Work? Elementary: ____ Middle: ____ High: ____
List Subjects With Which You Prefer To Assist
(1) _____
(2) _____
(3) _____

Copy to:
Volunteer Program Coordinator

ENCL (4)