



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
197 ELLIOT STREET, WING ONE
NEWPORT, RI 02841-1519

NAPSINST 5350
29 Nov 2010

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5350

Subj: NAVAL ACADEMY PREPARATORY SCHOOL VOLUNTEER COMMUNITY SERVICE PROGRAM

Ref: (a) OPNAVINST 5350.6C
(b) BUPERSINST 1650.12E
(c) SECNAVINST 1650.1H

Encl: (1) NAPS Community Service Movement Report
(2) NAPS Community Service Hours Tracking Sheet
(3) NAPS Annual Volunteer Community Service Program Report

1. Purpose. To outline the policy and guidance for the Naval Academy Preparatory School's (NAPS) volunteer community service program.

2. Background. The United States Navy's Community Service Program (NCSP) established in reference (a) provides opportunities for Navy military and civilian employees to volunteer for meaningful command-sponsored community service projects. Through this program, Navy volunteers make a difference by strengthening education, preserving the environment, providing humanitarian assistance, and promoting anti-drug and healthy lifestyles.

3. Action. To ensure a responsible and effective NAPS Volunteer Community Service Program (NVCSP), the following guidelines will be followed:

a. Participation by Department of Navy (DON) personnel (Midshipman Candidate, military and civilian staff), in this command community service program is strictly voluntary.

(1) The school, youth organization, or community service agency may screen our volunteers and decline future participation.

(2) All military personnel, to include Midshipman Candidates, are encouraged to participate in uniform.

(3) All activities involving minors shall be conducted in groups and not one-on-one.

4. Policy

a. The NAPS Volunteer Community Service Program Coordinator (NVCSPC) will be designate in writing. The coordinator will be responsible for finding volunteer opportunities, coordinating student participation in these opportunities and drafting submissions for both Flagship unit awards as well as individual volunteer awards. Criteria for both Flagship and individual community relations awards are delineated in references (b) and (c).

b. Criteria for the Military Outstanding Volunteer Service Medal (MOVSM), for the efforts of individual students, staff and faculty is listed in reference (c). While there is no specific time period to qualify for the MOVSM, the service to be honored should merit the special recognition afforded by the medal. The MOVSM is intended to recognize exceptional

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community support over a sustained period of time, not a single act or achievement. Although the Department of the Navy (DON) views a "sustained period of time" to be three years the NAPS student is limited to an academic year. The guideline will therefore default to no less than 200 hours of volunteer community service during the continuous period of no less than 10 months. The overall level of volunteer participation and impact of an individual's community service is the key to determining whether award of the MOVSM is justified.

c. Midshipman Candidate, staff and faculty participation is voluntary.

d. All volunteers shall participate in either military uniform or appropriate civilian attire. The Battalion Officer will approve, via the corresponding movement order, the appropriate dress for all NAPS volunteer community service projects and/or events.

e. Command sponsored community service projects may be authorized during the academic period by the Commanding Officer.

5. Responsibilities

a. NVCSPC. Review the Flagship Award Criteria for all five Flagship programs, as outlined in reference (b). Additional tasks include:

(1) Using the NAPS Community Service Hours Tracker sheet (NCSHT), enclosure (2), maintain an accurate record of the volunteer community service hours performed by members of the NAPS command for each fiscal year.

(2) Submit the NAPS Annual Volunteer Community Service Report no later than 30 April of each fiscal year, enclosure (3).

(3) Prepare and submit MOVSM recommendations for any Midshipman Candidate, staff and faculty member who have met the criteria as outlined in references (a) and (b).

(4) Prepare and submit per reference (b), the Navy Community Service Award Nomination for NAPS no later than 30 June of each fiscal year.

b. Community service project points-of-contact. Ensure the NCSHTS, enclosure (2), is accurately filled out and submitted to the admin office, upon completion of each community service project.


J. J. CUNHA

Date

MEMORANDUM

From: NAPS Volunteer Community Service Program Coordinator
To: Executive Officer

Subj: MOVEMENT ORDER ICO (EVENT LISTED HERE)

The following information is provided in support of (EVENT LISTED HERE) Movement Order.

Mode of Transportation:

Destination:

POC:

Cell: (000) 000-0000

Uniform for Event: NWU(s) / SDB(s) / Civilian Attire

Movement Order Begins: time date

Movement Order Ends: time date

Reason for Movement Order:

Staff:

1.	rnk last name	Cell:	(000) 000-0000
2.	Mr. last name	Cell:	(000) 000-0000

Midshipman Candidates:

1.	LAST NAME	X	000000	7.			
2.				8.			
3.				9.			
4.				10.			
5.				11.			
6.							

NOTES:

Meal Coupons requested:

Box Lunch Pick up:

Cell Phone: (000) 000-0000

Team Meal:

Total Personnel: Staff: 00 Midshipman Candidates: 000

X. X. XXXX
NVCSPC

Encl (1)

3590
N1
30 Apr 10

From: NAPS Volunteer Community Service Program Coordinator
To: Commanding Officer

Subj: NAVAL ACADEMY PREPARATORY SCHOOL ANNUAL VOLUNTEER COMMUNITY SERVICE PROGRAM REPORT

Encl: (1) Cumulative NAPS Community Service Hours Tracking Sheet

1. The following report is submitted in accordance with NAPSINST 5350.
2. The cumulative hours reported are derived from individual community service hours tracking sheets. They are as follows:
 - a. (Community Service Project) total hours reported - 92 hours
 - b. (Community Service Project) total hours reported - 18 hours
 - c. (Community Service Project) total hours reported - 150 hours
 - d. (Community Service Project) total hours reported - 60 hours
 - e. (Community Service Project) total hours reported - 329 hours
3. Spread over five community service projects, NAPS has conducted 655 total hours of volunteer community service for fiscal year 2010.
4. Currently, the NAPS Volunteer Community Service Program has met all criteria for the following Flagship programs:
 - a. (Flagship program name)
 - b. (Flagship program name)
5. The following personnel assigned to NAPS have met all criteria for the Military Outstanding Volunteer Service Medal:
 - a. (Name and quick explanation why.)

X. X. XXXX

Encl (3)