



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5350.9
03

20 DEC 1993

NTC GREAT LAKES COMPLEX² INSTRUCTION 5350.9

Subj: NTC PARTNERS IN EXCELLENCE PROGRAM

Ref: (a) OPNAVINST 5350.6
(b) NAVPERS 15604 (Personal Excellence Partnership Guidebook)
(c) CNETINST 5350.2

Encl: (1) Personal Excellence Partnership Program Descriptions
(2) Sample Certificate of Participation
(3) Personal Excellence Partnership Program Sheet

1. Purpose. This instruction provides policy and guidance for the implementation of Navy Personal Excellence Partnership Programs within Naval Training Center (NTC), Great Lakes.

2. Background.

a. Since 1983 the Navy has been involved in the formation of formal partnership programs such as Adopt-a-School, The Math/Science Initiative, and Saturday Scholars. These partnerships are aimed at helping youth in grades K-12. By participating in partnership programs, Navy personnel allow school age youth to be exposed to exceptional tutors and role models.

b. The mission of NTC Great Lakes, is to prepare personnel for service in a complex and technologically advanced Navy. By keeping today's youth striving for personal excellence we ensure the competence of future generations of sailors. Partnership programs also enhance public opinion of the Navy by demonstrating our willingness to be part of the community in which we live.

3. Policy.

a. In support of the Chief of Naval Operations' personal goals and objectives as outlined in reference (a), NTC activities are encouraged to establish and fully support partnership programs. Enclosure (1) outlines three major partnership programs currently underway at various commands. Guidelines may be found in reference (b).

b. Participation in a personal excellence partnership program is strongly encouraged for all commands. A partnership program is however, strictly voluntary. Individual commands must determine the extent of their involvement by the number of volunteers available and the personal assets of these volunteers, consistent with the mission requirements of the command. The goal of personal excellence partnerships with schools is to

20 DEC 1993

assist America's youth Kindergarten through twelfth grade, in becoming better educated, healthier and more responsible citizens.

4. General Guidelines for Involvement.

a. Initiating and report partnerships. Commands desiring to initiate a partnership program should contact the NTC Schools Officer, who shall provide partnership information. Participating commands will advise the schools officer upon initiation of a partnership after each school year has ended, participating commands will notify the Schools Officer of the activities accomplished, with their school, during the year using enclosure (3).

b. Screening. Commanding Officers must ensure that volunteers are screened. Only those people who exemplify high standards of personal excellence should be part of officially endorsed programs. Screening procedures are described in Chapter 4 of reference (b).

c. Participation. Participation is authorized for personal excellence partnership volunteers, both military and civilian, during normal duty hours. Personnel may be excused from their duties for short periods of time without loss of pay or charge to leave to participate in command sponsored volunteer activities.

d. Uniform. Navy personnel should participate in uniform during normal working hours unless particular activities make this impractical (e.g., damage to or undue soiling of uniforms).

e. Role of Navy Volunteers. Care must be taken to preclude any perception that the volunteers are "taking the place of teachers." Our role is one of assistance and support. Those involved in instructional activities should use curriculum materials approved by the school system.

f. Liability. Active duty Navy and Department of Navy civilian employees involved in personal excellence partnership activities are not personally liable for mishaps while engaged in authorized partnership activities. The following items apply:

(1) To ensure voluntary activities are authorized and therefore covered within the scope of official duties, commands should establish formal written partnership agreements. A certificate to meet this requirement is provided as enclosure (2).

20 DEC 1993

(2) Most public school systems with which the Navy has partnerships have their own liability insurance for school volunteers, however, commands should ensure that volunteers meet all necessary requirements imposed by individual school districts to be covered by their insurance. This may take the form of a formal check-in/out procedure at the school for each person reporting for volunteer activities.

g. Keys to success. The following are keys to success for school volunteer programs:

- (1) Strong top level support.
- (2) An enthusiastic, capable command coordinator.
- (3) Competent and willing volunteers.
- (4) Collaborative planning between command coordinators, teachers, and volunteers.
- (5) Promotion with gusto.
- (6) Formal recognition for those who volunteer.

6. Action

a. NTC Simplex

(1) Encourage participation in and provide support for implementation of educational partnerships.

(2) Designate a Personal Excellence Partnership Coordinator to serve as the primary partnership program liaison to provide technical assistance and support to commands in the formation and management of partnerships.

(3) Recognize the contributions of NTC commands and volunteer personnel for outstanding partnership efforts.

b. NTC Personal Excellence Partnership Coordinator

(1) The schools officer is the NTC Personal Excellence Partnership Coordinator. The Schools Officer may be reached at extension 2220.

(2) Provide guidance and program information materials to commands establishing and managing partnerships, using references (b) and (c) as guidelines.

20 DEC 1993

(3) Gathers end-of-year information on partnership activity from NTC Command Coordinators to be provided to the CNET Personal Excellence Partnership Coordinator, NETPMSA, Code 0437, (904) 452-1291 or DSN 922-1291.

c. Commanding Officers and Officers in Charge

(1) Establish and promote partnership programs such as those listed in this instruction as well as other potentially benefitting programs. Because a partnership with a school represents the establishment of long term command commitment, the decision to enter into a partnership should be made with prudence and deliberation. Enclosure (1) has been developed to aid commands in establishing an Adopt-a-School Program, Math/Science Initiative, or a Saturday Scholars Program.

(2) Designate a command Coordinator to oversee the implementation and maintenance of the command's Personal Excellence Partnership program and to keep accurate records of partnership activities.

(3) Create incentives to encourage volunteers to participate in command-sponsored partnership programs.

(4) Authorize program participation for command members who have been screened and approved as program volunteers.

(5) Appropriately recognize military and civilian personnel for exemplary achievement in contributing to a command-sponsored partnership.

d. Personal Excellence Partnership Command Coordinators

(1) Coordinate with the Schools Officer regarding establishment of new or maintaining existing partnerships.

(2) Implement all aspects of the commands partnership program to include identifying, screening, training, and monitoring volunteer participation.

(3) Maintain ongoing records of partnership activities. Enclosure (3) outlines the basic information that will be required at the end of each school year from each command participating in a partnership.

(4) Recommend outstanding volunteers for command recognition.

20 DEC 1993

(5) Plan activities with schools, identify resources and evaluate partnership effectiveness.

(6) Prepare a turnover file to ensure continued success of the program. As a minimum the file should include program directives, the Navy Personal Excellence Partnership Guidebook, reference (b), a copy of the Certificate of Participation, enclosure (2); and command goals and objectives.

7. Publication. NAVPERS 15604, S/N 0500-LP-320-0060 may be obtained from the Naval Publications and Forms Center.


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LIST I, II (Case B), III