



DEPARTMENT OF
CHIEF OF NAVAL EDUCATION
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508-5100

CNETINST 5350.2
NETPMSA Code 0437
NOV 4 1991

CNET INSTRUCTION 5350.2

Subj: PERSONAL EXCELLENCE PARTNERSHIP PROGRAMS

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

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

1. Purpose. This instruction provides policy and guidance for the implementation of Navy Personal Excellence Partnership Programs within the Naval Education and Training Command (NAVEDTRACOM). This instruction contains extensive revisions and should be read in its entirety.

2. Cancellation. CNETINST 1500.17A

3. Background

a. The mission of the NAVEDTRACOM is to provide personnel the training to obtain the skills necessary to operate and maintain complex and technologically advanced systems. Our success in training is a cornerstone for the Navy's continued ability to carry out national defense policy. A key factor in our success is the educational competence of America's youth since this competency level determines the base upon which we train. Readiness demands upon our fleet can only be met with well-educated and physically fit citizens.

b. Partnership initiatives involve programs aimed at placing Navy personnel, both military and civilian, as volunteers in public and private schools (grades 1-12) to enhance the mental, physical and moral development of our nation's youth. It also involves providing assistance to military personnel interested in teaching careers after retirement or separation. 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 expose youth to the Navy and what it has to offer and provide exceptional tutors and role models to school-age youth. Navy personnel gain by serving the community in which they live and have a long range, positive influence on the future readiness of the Navy by helping assure the availability of a better prepared citizenry.

4. Policy

a. In support of the Chief of Naval Operations Personal Excellence Initiative's goals and objectives as outlined in reference (a), NAVEDTRACOM activities are encouraged to establish and fully support Personal Excellence

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Partnership Programs. Enclosure (1) outlines three major partnership programs currently underway at various commands. Variations on these programs may be implemented depending on the command's capabilities and the school's needs.

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

5. General Guidelines for Involvement

a. Initiating and Reporting Partnerships. Commands desiring to initiate a partnership program shall notify the CNET Personal Excellence Partnership Coordinator, Naval Education and Training Program Management Support Activity (NETPMSA), Code 0437, at (904) 452-1291 or AV 922-1291. Commands will be provided with specific partnership program information. At the end of each school year participating commands will be requested to apprise NETPMSA, Code 0437, of their Command Coordinator, school with whom the command is partnered, types of activities being conducted within the partnership, volunteers devoted to the program, total number of volunteer hours devoted, and number of students involved. Enclosure (3) applies.

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. Civilian employees 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 Navy people 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).

(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 volunteer reporting for volunteer activities.

g. Keys to Success. The following 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. CNET

(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 Navy commands and volunteer personnel for outstanding partnership efforts.

b. CNET Personal Excellence Partnership Coordinator

(1) Provide guidance and program informational materials to commands in establishing and managing partnerships and provide guidance to individuals interested in pursuing a second career in teaching.

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(2) Gather end-of-year partnership activity information from CNET Command Coordinators to be provided to CNET and Bureau of Naval Personnel (BUPERS), Personal Excellence and Partnership Division.

c. Commanders, Commanding Officers, Officers in Charge, and Directors

(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 Saturday Scholars Program. Further specific guidance on development of these programs is available from the CNET Personal Excellence Partnership Coordinator, NETPMSA, Code 0437, (904) 452-1291 or AV 922-1291.

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

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

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

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

d. Personal Excellence Partnership Command Coordinators

(1) Coordinate with CNET Personal Excellence Partnership Coordinator, NETPMSA, Code 0437, regarding establishment of new or maintaining existing partnerships.

(2) Implement all aspects of the command's 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 requested at the end of each school year from each command participating in a partnership.

(4) Recommend outstanding volunteers and programs for command recognition.

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

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(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. Point of Contact. The point of contact for information, policy questions, and technical guidance is the CNET Personal Excellence Partnership Coordinator, NETPMSA, Code 0437, (904) 452-1291 or AV 922-1291.

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



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PERSONAL EXCELLENCE PARTNERSHIP
PROGRAM DESCRIPTIONS

Partnership Benefits

- Partnerships upgrade the academic capabilities and attitudes of the young people who will guide our nation and our Navy in the years ahead.
- Volunteers represent a valuable resource capable of assisting public schools in a myriad of ways.
- Volunteers' credibility relates the "real world" to academics.
- Volunteers can provide up-to-date and first hand career information.
- Students are better motivated when they see someone voluntarily devoting time and effort toward their education.
- The Navy will realize increased prestige and goodwill within the community.
- Navy morale is improved through an enhanced self-image realized through meaningful community service.

PROGRAM DESCRIPTION

PROGRAM NAME: Adopt-A-School

GOAL: To improve the quality of local education by drawing upon the resources and expertise of Navy personnel, and to develop a mutually beneficial relationship between the Navy and area schools. This increases mutual understanding, expands student learning activities, provides students with positive role models, and assists teachers by providing additional resources, alternatives, and supplements to classroom learning experiences.

DESCRIPTION: Adopt-A-School is a voluntary partnership between one particular public or private school and a military command. Working in partnership with local education officials, a command formally "adopts" a local elementary, middle, or secondary school. The command provides human resources to enrich the school and creates a special bond with the school to implement mutually agreed upon activities.

TYPES OF SERVICES THAT COMMANDS MAY PROVIDE:

- a. Tutoring
- b. Lectures, demonstrations or presentations in math, science, technology, dental care, aviation, health, computers, hobbies - wherever the command's/volunteer's expertise lies.
- c. Career fairs or health fairs.
- d. Sponsoring art contests - displaying art at the commands.
- e. Bulletin board displays at the command and at the school.
- f. Field trips or group tours.
- g. Painting/clean-up/landscaping efforts at the school.
- h. Sponsoring or assisting with special events - sports events, dances, cook-outs, fun-runs, festivals, carnivals.
- i. Color Guards/Drill Teams/Navy Band performing at school events.
- j. Sponsoring an "Honors Program" - designate Navy scholars with prizes.
- k. Joint newspaper activities/writing contests.
- l. Job observance - students observing Navy workers on the job.

- m. Involving school in community outreach programs such as Toys for Tots, canned food drives, Christmas caroling at hospitals, nursing home visits.

LENGTH OF PROGRAM: On-going throughout the school year and renewed annually.

COMMAND RESOURCES NEEDED

a. A Command Coordinator supported by a team from the command which meets regularly to discuss needs of the school, placement of volunteers and develop ideas for activities. The Command Coordinator must be highly motivated and willing to commit time to make the program work. The team must recruit participants, generate enthusiasm and publicity for the program, and evaluate its effectiveness. A formal "adoption" ceremony should be held to kick off the program.

b. A mechanism to identify interested personnel, orient and screen them, and recognize their efforts as volunteers.

c. Overall command enthusiasm, commitment (long-range), imagination, and team support.

PROGRAM DESCRIPTION

PROGRAM NAME: The Math/Science Initiative

GOAL: To help alleviate the national decline of math, science, and computer science skills in the nation's public and private school systems. (Personnel need not be limited to volunteer only in these areas; those with expertise in other subjects should be encouraged to participate as well.)

DESCRIPTION: Enlisted and officer personnel with high technology skills assist in schools helping teachers and children sharpen skills in math, science, and computers (and other subject areas) at all grade levels. Assistance may be provided at more than one school in this program.

TYPES OF SERVICES INDIVIDUALS MAY PROVIDE

- a. Tutoring at a school of the volunteer's choice, both during and after school, depending on school policy.
- b. Sponsoring math, science, or computer clubs.
- c. Participating in special programs such as Math Superstars/Young Astronauts.
- d. Helping with science fair projects and science labs.
- e. Lecturing.
- f. Teaching computer skills.

LENGTH OF PROGRAM: Participants are not required to participate for a specific time frame. Volunteering can be once a week for 6 weeks, two times a month for the entire school year, or whatever schedule the school and the volunteer agree upon, based on the school's needs and the volunteer's availability.

COMMAND RESOURCES NEEDED

- a. A Math/Science Initiative Command Coordinator who will:
 - (1) Set up program procedures/guidelines with local school officials.
 - (2) Generate publicity about the program.
 - (3) Coordinate recruiting efforts.
 - (4) Set up and monitor a screening process for volunteers.
 - (5) Set up an orientation meeting at beginning of school year.

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(6) Liaison with schools for placement of volunteers.

(7) Keep records of active volunteer efforts.

(8) Set up a recognition system for volunteers.

b. A cadre of military personnel at the command who have high academic or work experience skills in math, science, computers, or any other specific area.

PROGRAM DESCRIPTION

PROGRAM NAME: Saturday Scholars

GOAL: To reinforce the basic reading, writing, and math skills of elementary students; to increase their self-esteem; to generate positive attitudes toward school; and to provide positive role models for the students.

DESCRIPTION: Military personnel provide one-on-one tutoring to local elementary age students in basic reading, math, and writing skills for 2 hours on Saturday mornings for 6 or 8 consecutive weeks at one particular school selected by the school district. Students volunteer or are recommended by their teachers for the program and parents must provide permission. The school provides the instructional materials, trains the tutors, and pairs the tutors with the students. A graduation ceremony hosted by the military command concludes each program and consists of Navy officials, school officials, volunteers, and parents honoring the new "scholars." Local commands have historically sponsored two programs per school year, one in the fall and one in the spring.

TYPES OF SERVICES PROVIDED: Volunteers tutor math, reading, and writing skills. Activities include reading to the student from a book the student has selected, solving simple math problems, doing enrichment and activity exercises from a Saturday Scholars workbook, engaging in word and number games, participating in discussions, interviewing each other, and exchanging written autobiographies.

LENGTH OF PROGRAM: From 6 to 8 weeks each, depending on school's needs and command resources. Commands usually sponsor two programs per school year.

COMMAND RESOURCES NEEDED

a. A Command Coordinator plus three or four assistants are necessary to make this program successful. This team must:

- (1) Generate publicity, keep records, report activities.
- (2) Coordinate recruiting efforts within each department/division.
- (3) Set up and monitor a screening process for the tutors.
- (4) Liaison with the school chosen for the program.
- (5) Set up an orientation meeting and a graduation ceremony at the command to include all administrative details.
- (6) Attend all Saturday sessions to monitor program.
- (7) Coordinate transportation of volunteers (if necessary), gather and inspect volunteers each Saturday involved, coordinate printing of graduation brochure.

(8) Develop recognition system for volunteers (letters of appreciation, commendation, etc.)

b. A group of dedicated military personnel who are willing to give 6 to 8 Saturday mornings to the program, who enjoy working with children, and who wish to help out in the education of young people.



This is to certify that

and

have entered into a
Personal Excellence Partnership

and have pledged to work together to promote school--
community relations and to improve the education, health,
fitness, and citizenship of our community's youth.

Command Representative

School Representative

Commanding Officer

Superintendent of Schools

Date

School Year: _____

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Personal Excellence Partnership Information

Command: _____
(No Acronyms Please)

Full Address: _____

Command Coordinator: _____
Rate, Rank or Civilian Grade

Name Phone Number

Name of Partnership Program: _____
(Adopt-A-School, etc.)

Name of Partner(s): _____
(School, Youth Organization, Business)

Number of Volunteers: _____
Military Civilian

Total Number of
Volunteer Hours: _____
Military Civilian

Number of School-Age Children Involved
in Partnership Activities: _____
(Approximate if # unknown)

Summary of Activities This Past School Year: