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NAS PATUXENT RIVER INSTRUCTION 5350.1A

From: Commanding Officer, Naval Air Station Patuxent River

Subj: PERSONAL EXCELLENCE PARTNERSHIP PROGRAM

Ref: (a) OPNAVINST 5350.6D
     (b) NAVPERS 15604 (Personal Excellence Partnership Guidebook)
     (c) Federal Personal Manual Supplement 990-2, Subchapter Sll-5 (NOTAL)
     (d) U.S. Navy Regulations, 1990
     (e) SECNAVINST 5720.44C CH-2

1. <u>Purpose</u>. To provide policy and guidance for the implementation of the Navy Personal Excellence Partnership (PEP) within the Southern Maryland Tri-County area.

2. <u>Cancellation</u>. Cancel NAS Patuxent River Instruction 5350.1.

3. <u>Background</u>.

   a. In November 1992, Navy launched the Navy Community Service Program (NCSP) to support national youth education goals and a globally competitive America. Building on successes of PEP and community outreach programs, the Navy expanded its role in strengthening the academic and personal growth of school youth and in improving the quality of life in local communities. NCSP is in agreement with Partnership with Schools Program of November 1989 (Public Law 101-165, sec. 9111) and Civilian-Military Cooperative Action Program of October 1992 (10 U.S.C., sec 410), which authorize 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.

   b. Per reference (a), Commanding Officer, Naval Air Station Patuxent River is the designated local area coordinator for the Maryland counties of St. Mary's, Calvert, and Charles. Responsibilities include coordinating and assisting with the implementation of PEP Programs within the Southern Maryland Tri-County area.

4. <u>Definitions</u>. Terms relevant to the PEP Program are defined and described by references (a) and (b).

   a. Personal Excellence Partnership. Develops American youth to their fullest potential in areas of education, healthy lifestyles, and civic responsibility. Volunteers tutor, mentor, provide

(4) Authorize PEP Program participation and establish command policy on participation during working hours and use of command facilities, supplies, and services, in accordance with references (d), (e), and (f).

(5) Screen all volunteers prior to approving them as program volunteers.

c. Command PEP Program Coordinators shall:

(1) Keep the PEP Program Coordinator informed of all existing or new partnerships.

(2) Implement all aspects of the local PEP Program to include identifying, surveying, screening, training, and monitoring volunteer participation.

(3) Maintain local statistics in order to identify outstanding volunteers and programs, to assist in command recognition of volunteers, and to support nominations for the annual PEP of the Year Award Program.

(4) Plan activities with schools and youth organizations, identifying resources and evaluating effectiveness.

(5) Prepare turnover files, including, as a minimum, all program directives, command goals, objectives, and partnership agreements.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed as per SECNAV Manual 5210.01 of January 2012.

7. Review. Per OPNAVINST 5215.17A, the PEP Coordinator will review this instruction annually, on the anniversary of its effective date to ensure applicability, currency, and consistency for Federal, DoD, and Navy policy and statutory authority. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

J. J. BRABAZON

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via
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