

Navy Community Service Program
SUMMARY AND NARRATIVE STATEMENT

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- Nomination Data Sheet**
- ONE-SENTENCE summary statement
- Narrative Statement (no more than 5 pages maximum)
- Supplement Materials (no more than 5 pages maximum)
- Commanding Officer Letter of Endorsement
- Submit electronic copy of nomination via email or CD (mandatory)
- Official mail hard copy, two sets (optional)

Summary. Write a ONE-SENTENCE statement highlighting the goals of the voluntary community service activity.

Narrative statement. The narrative statement describes your program, in as much detail as possible, using the guidelines below. Label each section accordingly. The narrative must be on 8-1/2" x 11" paper, single-sided, **double-spaced**, with a **five-page maximum**. Enclose two stapled copies. Up to five pages of supplemental materials such as letters, testimonials, news clippings, pamphlets, etc., may be added to support the nomination. Supplemental materials must be no larger than 8 1/2" x 11". Do not submit videotapes, display materials, films, or scrapbooks as they will not be considered in judging the nomination, and will not be returned.

Section I - Priorities and Commitment. What is the purpose of the program? What are its goals? How does the program address the needs of youths or the community? How does your community service program help your personnel reinforce and integrate Navy Core Values of Honor, Courage, and Commitment? How long has the program been active? Is it a one-time project or an ongoing activity? When did it occur (mention specific dates, time periods)? What other organizations are involved? How does it link with the recipient's plans for improvement? Describe the activities and level of command support and visibility of community service at the command -- release time, recognition, volunteer recruitment, and retention, value placed by the command on volunteering, etc. Are all divisions and departments involved?

Section II - Program Administration. How is the program managed? How were volunteers screened, oriented, and trained? Describe recruitment efforts, publicity, risk management, volunteer recognition, and involvement of volunteers in planning ongoing activities, goal-setting, etc. What ongoing procedures are used to monitor and evaluate the program to ensure continual improvement?

Section III - Action and Results. How many non-Department of the Navy (DON) people directly benefit from this program? Be very specific in describing how the benefits occur. How do the volunteers gain leadership training? Is it an opportunity to experience and internalize actions that engender Navy Core Values of Honor, Courage, and Commitment? How many volunteers are involved? How much time (indicate the number of hours per week or month) do volunteers on average put into the program's efforts? (Include time spent in planning and organizing activities. Do not include travel to and from the volunteer site.) Describe the measurable results demonstrated by the program. Describe any other results.

Navy Community Service Awards Program Nomination Package Guidelines:

- All packages must include a letter of endorsement from the commanding officer for Regional award consideration and from the Region Commander for Navy-wide consideration.
- Packages will include fillable PDF Nomination Data Sheet and a summary and narrative statement, no more than ten pages in length, which shall follow the format above.
- Nomination data sheet does not count toward ten page limit. Any packages exceeding the ten page limit will be disqualified from competition.
- Command Award Nomination Packages are due to Region Coordinator via electronic copy (email or CD) or official mail no later than 31 July for regional consideration. Any package that is not submitted by deadline will be disqualified from competition.
- Regional Coordinators must submit all nominations to appropriate Flagship Sponsor or NCSP Program Manager via electronic copy (email or CD) or official mail no later than 30 September for Navy-wide consideration. Any package that is not submitted by deadline will be disqualified from competition.
- No individual command can submit a package directly to Flagship Sponsor or NCSP Program Manager. All packages must compete in regional awards to be eligible for Navy-wide consideration.
- Nominations for the Bainbridge Award are an exception to ten page limit, as they must contain a minimum of three different Flagship nomination packages, a Data Sheet specifically for the Bainbridge Award and a letter of endorsement from the Region Commander.
- No command may submit more than one package per Flagship, for a maximum of six packages if nominated for Bainbridge Award.
- It is the responsibility of the nominee to ensure package is correct. Region coordinators and Flagship Sponsors receive a high volume of packages and are not required to include any package in competition that was not submitted in the proper format by deadline.

a program by
Commander Navy Installations Command

