

## MEMO ROUTING SLIP

NEVER USE FOR APPROVALS, DISAPPROVALS,  
CONCURRENCES, OR SIMILAR ACTIONS

1	NAME OR TITLE <i>Capt. Goodwin</i>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION <i>AFSA Inspector</i>	DATE	COORDINATION
2	<i>Blq 17-B36</i>		FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE

*Suppense*  
*31 Jan 52*

## REMARKS

Regret I didn't give you the correct CP1.  
Here is the correct one and I suggest you study Section 4 and then let me know what your opinion is. Thanks

FROM NAME OR TITLE

*Fredman*

DATE

*28 Jan 52*

ORGANIZATION AND LOCATION

TELEPHONE

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Friedman, (OOT)

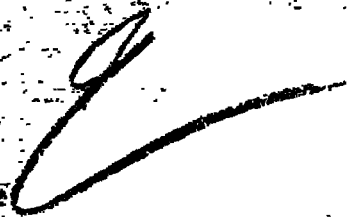
DATE: 24 Jan 52

FROM : Goodwin

SUBJECT:

This instruction is put out by the Administrative Officer of the Navy Department. His sphere is the Navy Department (and its housekeeping) as distinguished from the Department of the Navy. NAVSECSTA is part of the latter but not of the former. I appreciate your point, but if

We are going to start citing ~~the~~  
regulations, we had better stick to  
applicable ones. This one has no authority  
here, unless I have missed a point somewhere.



EXOS, AO

12 September 1947

## INSTRUCTION 65 (REVISION I)

## EMPLOYEE SERVICES (DEPARTMENTAL)

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## SECTION 1, REFERENCES

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1-1. The following references are cited in connection with this Instruction:

- a. SecNav ltr of 10 Feb 1947; subj: Allocation of Duties and Responsibilities among the Secretary, the Under Secretary, the Assistant Secretary, the Assistant Secretary for Air, and the Administrative Assistant to the Secretary of the Navy (N. D. Bul. of 15 Feb 1947, 47-119). See also EXOS:AO:RHD:w ltr of 2 Dec 1946; subj: Organization of the Administrative Office, Navy Department; Changes in.
- b. By-laws, Navy Department Employees' Federal Credit Union.
- c. SecNav ltr SECNAV:AO:BA:r of 4 Feb 1943; subj: Navy Department Employees' Relief Fund, establishment of.
- d. EXOS:AO:DCPB:684 ltr of 27 Jan 1947; subj: Income Tax Consultants.
- e. EXOS:AO:JSD:S ltr of 7 Aug 1943; subj: Facilities of the Departmental Nursing Service Available to Civil Employees of the Navy Department.
- f. EXOS:AO:DCPB:684 ltr of 24 Sep 1946; subj: Signature identification cards, issuance to Navy Personnel.
- g. EXOS:AO:MD:WEH:cw ltr of 30 Jan 1947; subj: Post Office Stations, Reestablishment of.
- h. Constitution, Navy Department Recreation Association, Revised 30 Jun 1945.
- i. Constitution, Navy Department Recreation Association, Revised 22 Jun 1944.

## SECTION 2, DEFINITIONS

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2-1. TERMS DEFINED.—As used in this Instruction, the following terms have the meanings indicated below:

- a. "Employee Services" are services designed to maintain the efficiency of civilian employees on the job.
- b. The term "services" includes essential facilities.
- c. "Administrative Office" means the "Administrative Office, Navy Department", the organization and functions of which are set forth in NCPI 65.1-la.
- d. "Departmental Employee Relations Division" means "Employee Relations Division, Departmental Civilian Personnel Branch, Administrative Office".
- e. The term "bureau personnel office" means the office required to be established by SecNav ltr of 9 December 1942 regarding consolidation of personnel functions of bureaus and offices. See NCPI 125.8-1.

2-2. TYPES OF SERVICES INCLUDED IN NCPI 65 (REVISION I).—NCPI 65 (REVISION I) is concerned exclusively with departmental employee services in the metropolitan area at Washington, D. C.

- a. The services for maintaining worker efficiency in production include those which relate to the following: health, food, housing, necessary transportation, recreation, banking and other community facilities, provisions for protection in case of disaster, and opportunities for self-improvement.
- b. Instructions in regard to the responsibility of bureaus and offices through their personnel offices are stated herein, and information is provided on existing services authorized by the Navy Department, whether operated by the Administrative Office, employee organizations, or bureau personnel offices.

## SECTION 3, GENERAL PROVISIONS

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- 3-1. PURPOSE OF EMPLOYEE SERVICES.—a. The Navy Department recognizes that certain facilities and services must be available to its civilian employees if maximum efficiency in production is to be maintained.
- b. These facilities and services may be provided by the community, by employee organizations, by contract for the Department, or directly operated by the Department.

3-2. **COMMUNITY RELATIONSHIPS.**--Every effort is made by the Department to utilize, develop or bring about an adjustment in community services and facilities in the interest of Navy Department employees. It is not the purpose of the Navy Department to duplicate or compete with the community in meeting civilian needs. Only when facilities and services are lacking, inadequate, or inaccessible are Navy Department bureaus and offices justified in undertaking or recommending the operation of such services.

3-3. **ADMINISTRATIVE RESPONSIBILITY.**--a. **Analysis of need.**--It is the responsibility of bureaus and offices in cooperation with the Departmental Civilian Personnel Branch of the Administrative Office to determine, through continuous and careful analysis of employee needs, the nature and extent of the services required. Evidence of employee need is provided in records of tardiness, absenteeism, and separations, in reports of employee relations officers, in studies of employee attitudes and efficiency, and in the recommendations of supervisors and operating officials.

b. **Interpretation of need.**--It is the further responsibility of bureaus and offices, and the Departmental Civilian Personnel Branch of the Administrative Office, to determine whether needed facilities and services are provided. In doing this, Administrative Office representatives work with the community, with employee groups, and with other Navy representatives responsible for providing employee services authorized by the Navy Department. Bureaus and offices are responsible for interpreting employee needs to the Administrative Office and for advising that office on ways of bettering the services required.

c. **Approval of services.**--Types of employee services to be authorized or provided by the Department are reviewed by the Administrative Office in accordance with applicable laws and regulations, Navy policy, budget limitations and manpower restrictions.

d. **Cooperation with existing resources.**--If services and facilities operated for military personnel can be utilized for civilian personnel, such use is recommended in preference to the development of separate similar services for civilians, provided that in the opinion of bureaus and offices, through their personnel offices, civilian needs are adequately met thereby.

e. **Extending services to military personnel.**--Services authorized or provided primarily for civilian employees may be made available to military personnel on approval by the Administrative Office and the Bureau of Naval Personnel.

3-4. **SCOPE.**--The provisions of this Instruction apply to all civilian employees of the Navy Department and the Marine Corps in the

departmental service at Washington, D. C., and contiguous area.

3-5. **PURPOSE OF THIS REVISION.**--The purpose of this revision is to adjust regulations and procedures concerning employee services to the needs of peacetime operations and to provide current descriptions of employee services available.

#### SECTION 4, EMPLOYEE SERVICES

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4-1. **BLOOD DONORS.**--a. The American Red Cross maintains a Blood Donor recruitment service whereby volunteers may donate small quantities of their blood to be used as a basis of the vital plasma distributed to Army and Navy Servicemen and veterans at Mt. Alto Hospital and National Naval Medical Center, Bethesda, Md.

b. Any employee who volunteers to donate to the Red Cross Blood Bank will be excused from duty for such purpose for a period not to exceed two hours, without charge for such absence to his leave account.

c. Information on regulations governing donations may be secured by calling District 3300. Appointments may be made for blood donations and transportation arranged by calling this number.

4-2. **CAFETERIAS AND VENDOR SERVICES.**--a. The Navy Department recognizes the need for providing civilian employees with the opportunity to buy adequate nutritious meals at reasonable cost in facilities located sufficiently convenient to their work and operated on a basis which will make it possible for the employees to each lunch in the time allotted for this purpose by order.

b. The responsibility for maintaining these services is delegated to the Departmental Employee Relations Division. (See NCPI 65.2-1d.)

c. Commercial operations established for the convenience of Navy personnel and operated under the cognizance of the Departmental Employees Relations Division include in addition to the cafeteria and canteen services, news stands, boot black stands,

and cigarette, candy and soft drink vending machines.

d. Bureaus and offices are instructed to bring to the attention of the Departmental Employee Relations Division any employee complaints, suggestions or comments reported to them which may be of service in the operation of these services and to cooperate with the Departmental Employee Relations Division in their maintenance and development.

4-3. COMMUNITY CAMPAIGNS.—a. Conducting campaigns among civilian employees for subscription to public or private funds is regulated by NCPI 215, "SOLICITATIONS AND COLLECTIONS".

b. Official requests for cooperation in local campaigns addressed to the Navy Department are referred to the Administrative Office for clearance.

c. Employees designated by Bureau chiefs are responsible for the conduct of community campaigns in bureaus and offices within the policy prescribed by NCPI 215 and in cooperation with the Administrative Office.

4-4. FINANCIAL ASSISTANCE AND SERVICE.—Financial assistance and service is provided Navy Department employees, as follows:

a. Banking service.—Complete banking service is available to Navy Department employees in the Navy Department Branch of the American Security and Trust Company, Room 1505, Main Navy Building, and in the Arlington Annex Branch of the Arlington Trust Company, Room 1057, Arlington Annex.

b. The Cafeteria Fund Trustee Board.

- (1) The Cafeteria Fund Trustee Board, established by direction of the Secretary of the Navy on 9 August 1944, has been given responsibility for the disbursement of funds placed in its custody by Government Services, Inc., through the operation of cafeterias and similar facilities in Navy Department buildings.
- (2) It is the policy of the Cafeteria Fund Trustee Board to distribute funds only for such purposes as will in its judgment directly benefit Navy Department personnel. Whenever practical, funds shall be distributed to existing Navy Department employee organizations but may be utilized in any other manner which, in the discretion of the Board, shall directly benefit Navy Department personnel. Reimbursement of funds granted may or may not be required by the Board upon its consideration of the circumstances of each individual case.

(3) In making request for funds, applicants shall be required to submit:

- (a) A detailed statement of purposes for which the money shall be used.
  - (b) A certified statement of financial condition (in the case of an employee organization).
  - (c) A description of controls established for the security and proper use of money.
  - (d) A periodic accounting of money expended.
  - (e) Such other information as may be required by the Board.
- (4) Members of the Cafeteria Fund Trustee Board are appointed by the Secretary of the Navy.
- (5) The approved procedure for requesting a grant of funds is to route the memorandum outlined in NCPI 65.4-4b(3), through Bureau administrative channels to the Chairman, Cafeteria Fund Trustee Board, OIR, OIR Code 100, via Chief, Departmental Employee Relations Division, Code 680, DCPB. Requests may be submitted by an individual or by a group through their duly elected representative.

c. Credit Union.—The Navy Department Employees' Federal Credit Union, established 1 August 1947 in accordance with the provisions of the Federal Credit Union Act (12 USC 1751-1771), is the successor to the Navy Department Employees' Credit Union of the District of Columbia, established 6 January 1933. The members effected this change in order to enjoy the benefits of broader operations and services permitted under the Federal Credit Union Act. All Navy Department civilian and military personnel are eligible for membership in the Credit Union upon payment of a twenty-five cent entrance fee and otherwise complying with the regulations of the organization. (See NCPI 65.1-1b.) The Credit Union officers are located in Room 1124, Main Navy Building, telephone extension 2797. On civilian pay days temporary offices are maintained at Arlington Annex, Room 1060, at Yards and Docks Annex in "D" Wing (Snack Bar Lobby), and at the Hydrographic Office, Suitland, Maryland, in Room 105A. The Credit Union offers a convenient means for systematic savings and establishing credit. Members may have their pay checks cashed without charge when making a transaction

of at least \$2.00 either as a savings deposit or a loan payment. Non-members and members not making such a transaction will be charged a ten cent fee for each check cashed. Loans are made to depositors within the rules and regulations established by the organization.

d. Employees' Relief Fund.--The Navy Department Employees' Relief Fund was established by directive of the Secretary of the Navy, dated February 4, 1943. The Fund is used for charitable purposes for the benefit of civilian employees. Emergency loans, without interest, can be made to relieve distress of deserving employees to whom other sources of relief are not available. The Fund is administered by a Board of Managers, who are also trustees thereof, appointed by and responsible to the Secretary of the Navy. (See NCPI 65.1-1c.)

e. Income tax assistance.--In order to assist employees in making out their income tax returns, and thus reduce the possible loss of their work time in seeking this type of assistance in the District, the Bureau of Supplies and Accounts makes available to Navy Department civilian personnel special consultant services. (See NCPI 65.1-1d.)

4-5. HEALTH AND MEDICAL SERVICES.--a. Provisions for.--The Navy Department recognizes the importance of good health to efficient production. Treatment of on-the-job injury or illness, referral to private physicians and dentists and community resources, preventive programs relating to health, health education and counseling are provided for Navy Department civilian employees through the Departmental Nursing Service, with the cooperation of the Naval Dispensary and the Employees' Health Service of the U. S. Public Health Service. (For policy on injury compensation and medical care for civilian personnel, see NCPI 90.)

b. Responsibility for.--The responsibility for the provision of these services rests with the Departmental Employee Relations Division.

c. Injuries while at work.--All civilian employees of the United States injured in the performance of duty are entitled, under the United States Employees' Compensation Act of 7 September 1916, as amended, to medical, surgical, and hospital service and supplies without cost to them, if given by government physicians, hospitals, or dispensaries, or by physicians designated by the Bureau of Employees' Compensation. When a civil employee of the Navy Department at Washington, D. C., is injured in the performance of duty, the following procedure shall be followed:

- (1) An employee injury shall be reported to the employee's immediate official superior without delay. Small injuries should not be neglected. Sometimes blood

poisoning or permanent disability or death results from neglecting a slight injury.

- (2) The immediate official superior of the employee shall promptly report the injury to his bureau personnel office which shall send the employee to the nearest Emergency Room. The nurse in charge of the Emergency Room shall decide whether the employee requires treatment beyond the capacity or facilities of the Emergency Room to provide. In the event such treatment is required the nurse shall request the bureau personnel office to provide Form C. A. 16 (Request for Treatment of Injury under the U. S. Employees' Compensation Act) or C. A. 17 (Request for Treatment of Injury under the U. S. Employees' Compensation Act When Cause of Injury Is in Doubt). The nurse shall then refer the employee on Form C. A. 16 or C. A. 17 to the Public Health Service Dispensary, Railroad Retirement Building, Fourth and D Streets, S. W. If the injury is such that any delay is impracticable, the employee shall be sent immediately to the Naval Dispensary, or the Dispensary may be requested by the Departmental Nursing Service to send a medical officer to the employee. Whenever an injured employee is treated by the Dispensary, the Nursing Service shall furnish Form NAVEXOS-948, Rev. 8-44, CIVIL EMPLOYEE MEDICAL CARE REQUEST, as authorization for such treatment. For cases requiring treatment before 8:00 A.M. or after 4:30 P.M. the supervisor of the injured person may refer the employee directly to the Naval Dispensary but whenever such referrals are made the Departmental Nursing Service shall be notified within 24 hours and requested to prepare the necessary Form NAVEXOS-948.
- (3) The bureau personnel office shall secure a record of the case showing the nature and extent of the injury, however slight. The names and testimony of witnesses shall also be secured.

- (4) The Naval Dispensary will afford such emergency medical or surgical care to the employee as the injury requires, upon presentation of Form NAVEXOS-948, or on the statement of the employee or some person speaking for him, if the injury is such that the securing of the form immediately is impracticable.
- (5) If more than emergency treatment is required, the employee will be sent by the Departmental Nursing Service to the Public Health Service Dispensary, Railroad Retirement Building, Fourth and D Streets, S. W., with Form C. A. 16 or 17 which shall be obtained from the employee's bureau personnel office. If the case requires hospital treatment, the employee will be sent to Providence Hospital, with Form C. A. 16 or 17 for treatment by the Public Health Service. If the employee is so disabled as to be unable to care for himself, the Departmental Nursing Service will arrange for necessary transportation by Navy Department facility, or through the Public Health Service Dispensary, Providence Hospital, or privately, if necessary.
- (6) If the employee refuses emergency treatment by the Departmental Nursing Service, or, after being informed of his right to further treatment by the Public Health Service, declines such attention, the Departmental Nursing Service will secure his written refusal and will so inform the employee's bureau personnel office, which shall afford such assistance as may be practicable and necessary to enable the employee to reach his home, the office of his private physician, or the hospital of his selection. Any employee who refuses to accept the medical, surgical or hospital service afforded or provided by the United States will not be entitled to reimbursement under the United States Employees' Compensation Act, as amended, for any such service he may himself select or secure.
- (7) After the employee has been sent to the Public Health Service Dispensary or to Providence Hospital, or to the place of his selection, as provided in the preceding paragraph, no further treatment or care will be provided by the Naval Dispensary.
- (8) Written notice of the injury shall be given by the injured employee or by someone in his behalf on Form C. A. 1. Unless notice of injury is given within 48 hours or the employee's immediate superior has actual knowledge of the injury, compensation may be refused. Notice shall be given in the case of injury, even though it is so slight in character that the injured person has no intention of making a claim for compensation thereafter.
- (9) Every injury which is likely to result in a medical charge against the Bureau of Employees' Compensation, or in any disability for work beyond the day on which it occurs, or which appears likely to require prolonged treatment or to result in future disability, shall be reported by the employee's bureau personnel office on Form C. A. 2.
- (10) Whenever the injured employee is able to return to work after his period of disability has ended, the bureau personnel office shall immediately report the termination of such disability on Form C. A. 3, unless the termination has already been definitely reported on Form C. A. 2.
- (11) The employee has a right of election either to be placed on annual and/or sick leave allowable or to submit an immediate claim for compensation on Form C. A. 4, which form shall be furnished by the bureau personnel office. The employee must be carried on leave without pay for 3 calendar days as a waiting period before compensation under the U. S. Employees' Compensation Act of 7 September 1916, as amended, may commence. If an employee is placed on leave without pay pending approval of his claim for disability compensation, such period of leave without pay may be retroactively covered by accumulated and accrued annual and/or sick leave, if the claim is



- disallowed by the Commission.
- (12) All C. A. forms executed in connection with injuries sustained by employees in line of duty shall be forwarded direct to the Bureau of Employees' Compensation, 285 Madison Avenue, New York 17, New York, by the employee's bureau personnel office. One copy of the C. A. forms should be retained by the bureau or office concerned to be placed in the employee's personnel folder. All correspondence relating to the administration of the Employees' Compensation Act of 7 September 1916, as amended, shall be conducted by bureaus and offices directly with the Bureau of Employees' Compensation.
- d. Acute illness while at work.
- (1) When an employee becomes acutely ill while at work, the immediate official superior shall promptly report the illness to the nearest Emergency Room where, if necessary, the nurse in charge will make out Form NAVEXOS-948 and send the employee to the Naval Dispensary. If the employee is too ill to be sent to the Naval Dispensary, the nurse shall request that a medical officer be sent to the employee.
- (2) Repeated treatment for the same illness will not be given by the Dispensary. If the condition of the employee is such that necessity for further treatment is indicated, the medical officers will advise the employee to consult a private physician.
- (3) If the employee is found by the Naval Dispensary to be too ill to care for himself or to have a contagious disease or other condition making inadvisable his return to duty, the Departmental Nursing Service will be so informed by the Dispensary and the Nursing Service shall afford such assistance as may be practicable and necessary to enable the employee to reach his home, the office of his private physician, or the hospital of his selection. The bureau personnel office and/or the supervisor is so advised by the Departmental Nursing Service.
- (4) Except in emergency cases, no employee will be treated at the Naval Dispensary for illness unless he presents Form NAVEXOS-948, which is secured from the Departmental Nursing Service.
- e. Minor illness.
- (1) Emergency rooms are provided in Navy Department buildings for the temporary care of civilian employees suffering from slight illness or indisposition for which a physician is not ordinarily consulted, such as common cold, headache or toothache.
- (2) Treatment of minor on-the-job illness and injury will be given civilian employees by the nurse in charge of the room. The employee may remain in the Nursing Room for a short rest period if this will enable him to return to duty. If his condition is such that the employee should be referred to a private physician or clinic or sent home, the Departmental Nursing Service makes such recommendations to the supervisor.
- (3) Daily rest periods for employees may be arranged in the Nursing Rooms for pre-natals and convalescents on written order by the employee's private physician.
- f. Entrance and status physical examinations.—Appointments for entrance and status physical examinations at the Naval Dispensaries are made by the bureau civilian personnel offices through the Chief Nurse, Departmental Nursing Service.
- g. Smallpox vaccinations.—The Departmental Nursing Service is authorized to administer smallpox vaccinations under the supervision of the Naval Dispensary to Navy employees requesting this service. Appointment for vaccinations may be made by calling the Chief Nurse, Departmental Nursing Service.
- h. Additional services.—Additional services provided by the Departmental Nursing Service, Administrative Office, according to NCPI 65.1-1e are:
- (1) In cooperation with employee relations officers and other personnel officials of bureaus and offices:
- (a) Administration of preventive and remedial health services, including the health counseling of employees, individually or in groups; arranging lectures, discussions and seminars.

- (b) Discussing situations and factors which affect the health of employees.
- (c) Visiting homes of employees to assist in treatment and to make arrangements for care in case of serious illness or when otherwise necessary. Making examinations when employees leave on, or report back from, sick leave for communicable disease.
- (d) Acting as consultants in cases involving mental or physical disturbance, emotional maladjustments, neurological involvements, etc. Early recognition and care, as well as proper referrals of such conditions, often prevent serious complications, and addressees are urged to avail themselves of these services.
- (2) Independently or in cooperation with cognizant officials:
- (a) Conducting surveys with the view to isolating, anticipating and preventing communicable diseases. Investigation of health problems which may affect the efficiency and morale of employees.
- (b) Prevention and correction of health hazards in the physical working environment.
- (c) Composition and distribution of bulletins and other materials on employee health to reduce absence due to illness, improve employees' fitness and reduce turnover.
- (d) Compilation of statistics and information for use in analyses of employee health and safety and its relation to absenteeism.
- i. Records.--The nurse in charge keeps a confidential daily record of the employees who use emergency rooms, showing the name of the employee, the bureau or office in which employed, nature of illness or indisposition, and the disposal made of the case. Information concerning health conditions in bureaus or offices will be provided if requested.
- j. Employees' Health Service.
- (1) Supplementing the Navy's Departmental Nursing Service, the Employees' Health Service, organized in July, 1943 as an integral part of the U. S. Public Health Service under the general supervision of the Surgeon General, is available to assist Navy Department employees in maintaining optimum health. It has been established in the Hospital Division and will be administered through the U. S. Public Health Dispensary, under the direction of the Medical Officer in Charge of the Dispensary.
- (2) By Executive Order 4071 of 24 September 1924, it became possible for bureaus and offices of Federal Departments to obtain physical examinations at the U. S. Public Health Dispensary for any civil employee when it is apparent that his physical condition affects the efficiency of his work. The Employees' Health Service now includes both physical and mental health services as follows:
- (a) Chest X-rays
- (b) Medical examinations affecting work performance
- (c) Treatment for injuries and illnesses in compensation cases only
- (d) Psychiatric examinations
- (e) Psychometric testing
- (f) Consultations on nutrition
- (g) Public health instruction
- (3) In referring the above cases to the Employees' Health Service, all referrals are made through the Chief Nurse, Departmental Nursing Service.
- 4-6. HOUSING.--a. Bureau personnel offices are authorized to issue certification of employment for civilian personnel desiring to apply for Federal housing in the Washington area.
- b. Female recruits from the field entering on duty in the Navy Department are housed by the Employment Division, Departmental Civilian Personnel Branch, Code 645, in Government dormitories.
- 4-7. IDENTIFICATION CARDS.--a. The official signature identification card authorized by the Administrative Office is "Signature Identification Only", NAVGEN 66

(see NGPI 65.1-1f). This signature identification card, designed primarily for use in cashing Government salary checks, may also be utilized in opening accounts, claiming mail, and in other instances where notarized identification is not required.

b. Employees may secure signature identification cards from their bureau personnel offices.

c. The bureau personnel officers, or designated representatives, shall act as certifying officers for signatures of employees desiring identification cards.

d. In completing the card, "Signature Identification Only", the employee's signature should appear in the space at the top. In the second space should be typed the employee's name. In the third space, to the left of the Navy seal, should be typed the name of the bureau or activity and, to the right of the seal, the location. The signature of the bureau official designated to certify to the employee's signature should appear in the fourth space, with his title typed beneath the signature. The date the card is issued to the employee should be typed in this space on the same line as the title of the designated official.

4-8. INFORMATION SERVICES.--The policy of the Navy Department in regard to keeping departmental civilian employees informed on important developments parallels that stated in NCPI 66.

a. Bulletin boards.--In order that employees may be provided with correct information, it is directed that official and unofficial bulletin boards be placed conveniently in each bureau and office of the Department at such places easy of access to the employees as the Chief of the Bureau or Office may designate, provided the bureau or office has a sufficient number of employees to warrant the establishment of such bulletin boards.

- (1) Official material.--Official orders, Department or Bureau, with which the employees are expected to conform, shall be posted on official bulletin boards, after approval by the chief of bureau or his designated representative.
- (2) Unofficial material.--All notices other than official are to be posted on unofficial bulletin boards. The posting of notices of lodge, union, or other meetings, social affairs, athletic events, etc., is authorized, provided they are of reasonable size and otherwise satisfactory to the chief of the bureau or his designated representative. Samples of proposed notices must be submitted to and approved by the responsible officer prior to posting.

However, no propaganda, proselyting or controversial matter shall be approved for posting on these boards. Employee organizations will be considered responsible for the correctness of material which their members request permission to place on Navy bulletin boards.

b. Handbooks.--To provide employees with information concerning Navy Department policies and procedures affecting their employment, an employees' handbook, entitled "Information to Employees", NAVEXOS P-8, is available to all employees working in the Department.

- (1) It is the responsibility of the Training Division, Departmental Civilian Personnel Branch, to revise this Handbook currently at time of reprinting and to maintain a supply for distribution to employees through bureau personnel offices.
- (2) It is the responsibility of bureau personnel offices to make sure that each new employee receives a copy of the handbook when he reports to duty.
- (3) In addition to the Department handbook, each bureau or office may supply additional information (including a chart of its organization) useful to its own appointees.

c. Employee publications.--The production and distribution of employee publications by bureaus and offices of the Department is subject to Navy Department rules, regulations, and policies on printed and processed material, as set forth in NAVEXOS P-35 (Rev. Nov. 1945). Requests for clearance on journals, magazines, newspapers, periodicals, and similar publications are to be forwarded to the Publications Division, Administrative Office.

d. Public address system.--The Navy Department policy on the use of the public address system is outlined in AstSecNav memo of 11 December 1943 to SecNav, Under-SecNav, and AstSecNavAir. The Administrative Officer will be responsible for the coordination, operation, and maintenance of the Department's public address system, including all arrangements connected therewith.

- (1) The Navy Department Public Address System is to be used primarily for the efficient, expeditious handling of emergencies such as fire, evacuation, transportation, and other similar uses relating

to safety and protection of personnel, buildings, and contents, on direction of the Administrative Officer.

- (2) Occasional addresses will be made by the Secretary of the Navy, the Under Secretary, the Assistant Secretary, and the Assistant Secretary for Air, or others they may designate. Such addresses will be limited to special observance days, such as July 4th, Navy Day, Thanksgiving, Christmas, etc., and to dissemination of unusually important information or instructions as may be determined by one of the Secretaries.
- (3) Occasional news broadcasts of unusual importance may be made upon approval of the Director of Public Relations (Information).
- (4) Other broadcasts considered by one of the Secretaries to be of value and interest to "all hands" may be disseminated over the public address system.

4-9. INSURANCE.--Navy Department civilian personnel may wish to know about the following types of insurance:

a. Group Health Association, Inc.--Navy Department employees are eligible for membership in the Group Health Association, a Federal employees' medical cooperative established in 1937 at Washington, D. C., "to provide members and their dependents with competent medical, surgical, and hospital service at the lowest cost consistent with high professional standards". Further information may be obtained from the bureau personnel offices or from Group Health Association, Inc., Business Office at 1328 Eye Street, N. W., Washington, D. C., (Executive 8000).

b. Group Hospitalization, Inc.--Navy Department employees are eligible for membership in Group Hospitalization, Inc., organized in 1933, and now under a charter from the United States Congress. An official leaflet on Group Hospitalization, Inc., entitled "For Your Protection", describes the Hospital Service Plan for employed persons by means of which they can meet their hospital expenses. Further information concerning subscriber contracts, etc., is available through bureau personnel offices, or from Group Hospitalization, Inc., Transportation Building, Washington, D. C., (REpublic 5000).

c. Navy Department Beneficial Association.--The Navy Department Beneficial Association is an association of Navy Department employees, organized in July, 1929 and operated for their own mutual benefit and common welfare. Their aim is to provide, through a non-profit plan, safe insurance protection at nominal cost and

to secure such other benefits as may be approved by the Board of Directors. This organization was endorsed by the Secretary of the Navy on 14 June 1929 as follows:

"I have read with interest the outline of proposed group insurance for the Navy Department employees. I consider such insurance very advantageous because of its low cost and hope that all employees of the department who have dependents not otherwise provided for will avail themselves of this opportunity."

The Navy Department Beneficial Association's leaflet, "PROTECTION FOR NAVY EMPLOYEES", describes the provisions and special features of its insurance plan. Further information may be obtained from bureau representatives or from the Association, which has offices at 801 Barr Building, Washington 6, D. C., (National 6302).

d. Collections.--For policy on collections of premiums see NCPI 215.

4-10. POST OFFICE STATIONS.--a. Branch stations of the Washington, D. C., Post Office are located in Room 1905, Main Navy Building, and in Room 1404, Arlington Annex. (See NCPI 65.1-1g.)

b. Operating hours are from 8:00 A.M. to 4:30 P.M., Monday through Friday.

c. Money orders, postal notes, postal savings, stamps, registration, and parcel post services are available.

4-11. RECREATION.--a. The Navy Department recognizes the value of wise use of leisure time in the maintenance of employee work efficiency.

b. To this end, each bureau and office is authorized to foster and assist, through its personnel office, employee groups who wish to organize and carry out programs to meet their leisure time requirements. These groups, in addition to occasional and informal small groups, include:

- (1) The Navy Department Recreation Association, an employee sponsored organization composed of ten bureau associations organized to provide a morale building program through leisure time activities. This organization, established 26 February 1941, was reorganized 11 March 1944 to permit decentralized operation through constituent Bureau Recreation Associations in the interest of promoting a more effective and comprehensive program of leisure time activities for both civilian and military

personnel of the Department. (See NCPI 65.1-lh.) All bureaus and offices are requested to lend all practical assistance to this organization and to the operation of its program.

- (2) The Navy Department Recreation Association for colored employees, an employee sponsored organization to provide a morale building program through leisure time activities for Negro employees. Chiefs of bureaus and offices are requested to lend all practical assistance to the operation of the Recreation Association and to this end bureau personnel offices are authorized to cooperate fully in promoting its activities. This Association, originally established 21 February 1941, was reorganized 22 June 1944 in the interest of promoting a more effective and comprehensive program of leisure time activities for the personnel of the Department. (See NCPI 65.1-l1.)

4-12. TRANSPORTATION.--a. The Navy Department provides certain transportation services for departmental personnel through the Supply and Transportation Division of the Administrative Office.

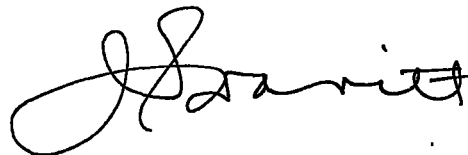
b. Such services include the following:

- (1) Scheduled and coordinated bus service as required for the Department.
- (2) Supplemental emergency service to other than scheduled points as required in the performance of emergency official business.
- (3) Liaison with public transit companies in the interest of better public transportation for departmental employees.
- (4) Securing and controlling parking areas. Assignments of specific parking spaces to civilian personnel are made in conjunction with bureau parking representatives.
- (5) Emergency transportation service for Departmental Nursing Service.

## SECTION 5, DOCUMENTS SUPERSEDED

5-1. The following document is hereby superseded:

- a. NCPI 65 of 4 Jul 1945.



Administrative Officer  
• Navy Department

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10 October 1949

## INSTRUCTION 66

## EMPLOYEE SERVICES (FIELD)

- Section 1. References -
2. General provisions
  3. Information services
  4. Food services
  5. Welfare services
  6. Financial services
  7. Recreation services
  8. Special services
  9. Documents superseded

## SECTION 1, REFERENCES

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1-1. The following are references in connection with employee services:

- a. Rules, Regulations, Policies, and Standards for the Control of Navy Publications and Printing, Appendix B, NAVEXOS P-35 (Revised).
- b. BuSanda Manual, Vol. IV, V, and VI.
- c. SecNav ltr 49-108, N.D. Bul. of 28 Feb 1949.
- d. Real Estate Manual for the Navy Department, NavDocks P-20.
- e. Section 3743, Rev. Stat.; 41 USC 20.

## SECTION 2, GENERAL PROVISIONS

	Paragraphs
Purposes of employee services.....	2-1
Department policy.....	2-2
Organization and administration.....	2-3
Handling unofficial funds.....	2-4

2-1. PURPOSES OF EMPLOYEE SERVICES.—The purposes of an employee services program are to keep employees informed of the policies and rules established by management, to make available for them where necessary those facilities which reduce to a minimum interruptions of work for personal affairs, and to provide bases for the development and continuance of interest in their jobs and places of work.

2-2. DEPARTMENT POLICY.—It is the policy of the Department that a program of employee services based on the needs of the service be established in each naval activity. Only those services which contribute to morale, job interest, cooperation, better attendance, health, and productive output are considered justified under this program.

2-3. ORGANIZATION AND ADMINISTRATION.—a. Principles of operation.—Employee services are an integral part of the Industrial Relations Program, and as such should consist only of facilities which contribute to the efficiency of the service. In no case should services be instituted which are adequately provided by community resources and care must be exercised to avoid providing facilities which offer competition to private business in the community. The Department, nevertheless, is concerned with steady day-to-day attendance and production of its employees, and where the absence of adequate community and business resources causes troublesome work interruptions, consideration should be given to the development of necessary employee services.

b. Use of community facilities and services.—Practical working relationships should be established with community groups and public and private agencies in order that the services and facilities of the community may be made readily available to employees. Where possible, employees should be referred directly to community services for assistance in personal, domestic, legal, and similar problems.

2-4. HANDLING UNOFFICIAL FUNDS.—Navy Regulation 1906 states "No officer detailed to duty involving the custody or disbursement of public funds shall be charged with the handling or custody of, or accountability for, any funds whatever other than funds placed in his custody by operation of law or regulation, or pursuant to the orders of the Secretary of the Navy." Navy Regulation 1901 construes the term "accountable officer" to mean an officer detailed to duty involving pecuniary responsibility for Government funds and property in his custody. Accordingly, "accountable officers," including disbursing officers and their deputies, are prohibited from handling the funds of any employee group or employee services organization.

## SECTION 3, INFORMATION SERVICES

	Paragraphs
Informing employees of important developments.....	3-1
Bulletin boards.....	3-2
Handbooks.....	3-3
Employee newspapers.....	3-4

Other media..... 3-5

3-1. INFORMING EMPLOYEES OF IMPORTANT DEVELOPMENTS.—a. Policy.—It is the policy of the Department to keep employees informed of major decisions affecting their employment. The Department recognizes that when employees are properly informed, they are relieved of undue concern and doubt over actions and decisions of management. The Department also recognizes that when important actions remain unexplained the inevitable effect is that employees become concerned over the uncertainties involved and fail to produce at their best. In general, all matters such as wage schedules, changes in working hours, work loads, production quotas, reductions in force, and similar items directly affecting their employment should be explained to them. These should be brought candidly to their attention through such channels as supervisory conferences and meetings, Shop Committees, Representatives of organized employees, employee newspapers, and bulletin boards. Supervisors should be fully acquainted with management's viewpoint in advance in order that they may assist in the formulation of certain decisions and be in a position to intelligently discuss such matters with employees.

3-2. BULLETIN BOARDS.—a. General statement.—It is directed that official and unofficial bulletin boards be maintained in each naval activity at such places where employees normally congregate or other places suitable for the general dissemination of information.

b. Official material.—Official orders with which employees in general are expected to conform should be posted currently on official bulletin boards.

c. Unofficial material.—All notices, other than official notices, are to be posted on unofficial bulletin boards. The posting of notices of meetings, social affairs, athletic events, and other literature of organized groups is permitted, provided such notices and literature do not contain propaganda against any individuals, Government agencies, or activities of the Federal Government, and provided they are submitted through employees of the activity. Organized groups should be permitted to use unofficial bulletin boards without further restrictions. Proposed notices and literature must be submitted to the head of the activity or his designated representative for approval prior to posting.

d. Suggestions for maintenance.—Bulletin boards, to be effective, must be attractive and should distinguish between official and unofficial material.

- (1) Bulletin boards should be standardized in each naval activity.
- (2) The date for the removal of bulletins

from the boards should be designated on the boards, and the bulletins should be removed from the boards on such specified date.

- (3) Responsibility should be fixed for posting and servicing bulletin boards, and regular inspections of the boards should be made to assure that they are maintained in an orderly and efficient manner.
- (4) An employee activity calendar, posted on unofficial boards, and changed periodically, will eliminate the need for numerous bulletins. This calendar may cover employee activities such as announcements of lodge, club, or other meetings, social affairs, athletic events, etc.

3-3. HANDBOOKS.—a. General statement.—Heads of naval activities are authorized to publish and issue such employee handbooks as they consider necessary. Employee handbooks should inform new employees about the activity, serve as ready reference for old employees for authentic information about the activity, and emphasize the role of each employee in the job to be done. Handbooks should be written with the idea of answering questions an employee is likely to ask. Important points should be highlighted for emphasis by the use of bold type, color, photographs, illustrations, charts, cartoons, maps, etc. The most effective handbook is of pocket size. A distinctive title is a definite asset.

b. Content.—The content of a handbook, to a large extent, depends upon the type of naval activity, the prevailing working conditions, the policies and procedures in effect, and the needs of management and employees. The following are recommended as desirable minimum content:

- (1) Table of Contents.
- (2) Foreword.
- (3) Your Job - What is Expected of You.—The employee should be advised of what is expected from him. His responsibility to management should be clearly defined. The importance of his daily work contribution and the necessity for team work, cooperation, and prompt regular attendance should be emphasized. Inform him where station orders and memoranda are available, and that he is responsible for reading and complying with them.
- (4) Your Boss - How He Will Help You.—The employee should be advised that he should always discuss questions and problems with his supervisor, who is responsible for

- his specific work assignments and for reviewing his work, recommending promotions, and advising him generally on any question involving his employment. Effort should be made to explain the basis of a sound relationship with his supervisor.
- (5) Civil Service - Some Things You Should Know.—The employee should be informed that his employment is governed by Navy Civilian Personnel Instructions as well as the Civil Service Act, Rules and Regulations. He should be advised as to the meaning of certain terms used in connection with civil service and that, as a civil service employee, certain regulations govern his employment and others provide him with benefits. He should be advised briefly as to both the requirements and benefits of Federal employment. Finally, he should be instructed to secure advice from his supervisor on any questions which arise in connection with his civil service employment. If supervisors are unable to answer such questions they will secure the answer from the Industrial Relations Offices. Otherwise they will refer employees to such offices for information.
- (6) Conditions of Employment.—Employees should be advised briefly of certain requirements and restrictions such as hours of work, leave, political activity, conduct, security, etc. They should also be instructed to secure advice from supervisors when questions or doubts arise.
- (7) Fair Treatment. - What To Do About A Complaint, Request or Misunderstanding.—The Grievance Procedure should be explained (see NGPI 80).
- (8) Industrial Relations Office.—The employee should be advised of the functions of the Industrial Relations Office and Personnel Supervisors in the shops, and where and how they may be contacted.
- (9) Training Opportunities.—The various training programs conducted by the activity should be described briefly, with emphasis on the purpose and value of each training course.
- (10) Safety and Health.—General fundamental methods of working safely should be emphasized, with a list of safety rules and brief descriptions of safe practices. The use of safety equipment should be explained and employees advised where and how to get it. Fire prevention practices and the importance of knowing what to do in the case of fires should be included. Activities handling combustibles may want to devote a special section to the subject. Employees should be advised of the procedure to follow in case of an accident.
- (11) Employee Services.—Such employee services as are available should be set forth, indicating where and how their benefits may be obtained. Such services may include housing, transportation, insurance, hospitals, medical care, recreation, feeding, child care, savings bonds, banking facilities, counselling, community welfare agencies, etc.
- (12) Efficiency Ratings.—Employees should be advised of the purposes of efficiency ratings, their frequency, their uses and significance, and the current appeals procedures.
- (13) Beneficial Suggestions.—The value of beneficial suggestions and the operation of such program should be outlined.
- (14) Awards.—Briefly explain the Distinguished Civilian Service and Meritorious Civilian Service Awards, the 20, 30, 40 and 50 year awards, and such other incentive programs as are in effect.
- (15) The Flag and National Anthem.—The proper procedure to follow when the flag is displayed or the anthem is played should be outlined.
- (16) Military Rank and Corps Insignia.—Military rank and corps insignia should be graphically illustrated.
- (17) Relations with Unions, Shop Committees, and Employee Groups.—The position of local management with regard to these activities should be explained, setting forth the responsibilities and rights of such groups.
- (18) Index.
- c. Distribution.—Simply passing out the handbook to new employees as a casual formality invites only a casual perusal of its contents. It is recommended that it be presented during an indoctrination course. Important points of immediate concern to new employees should be emphasized, with reference made to other items which the employee should read at the earliest opportunity. Finally, the employee should be impressed with the fact that the handbook should be used largely as a reference manual for his benefit.
- 3-4. EMPLOYEE NEWSPAPERS.—a. General statement.—The publication of all employee newspapers must conform to the provisions of NAVEXOS P-35. See NGPI 66.1-1a. When non-appropriated funds do not entirely support the type of newspaper considered



desirable, station maintenance funds are usually used for this purpose.

b. Difficulties with publication.--Problems regarding organization and publishing should be referred to the appropriate District Publications and Printing Office, Other problems may be referred to OIR Code 235.

c. Allotment of civilian and military space in newspapers.--News and space in a joint military-civilian newspaper should be allocated on a basis proportionate to the funds contributed from civilian and military sources.

d. Notices concerning organized employee groups.--The publication of notices and other literature of organized employee groups is permitted provided such notices and literature do not contain propaganda against any individuals, Government agencies, or activities of the Federal Government, and are submitted by employees in accordance with the procedure established by the head of the activity. Such items submitted for publication should be handled on a space-available basis in fair competition with other news items.

3-5. OTHER MEDIA.--a. Public address systems.--Public address systems installed at naval activities may be used according to the needs of the activities and direction of the commanding officers for important announcements, music, disaster control, news flashes, etc.

b. Station Orders, Bulletins, Memoranda and Regulations.--Station Orders, Bulletins, Memoranda and Regulations affecting employees should be kept current at all times and made available to employees in order that they may be continuously informed of their working conditions.

SECTION 4, FOOD SERVICES

Paragraphs

General statement.....	4-1
Administration of food service.....	4-2
Operation of food service.....	4-3
Requirements of operators.....	4-4
Use of general mess.....	4-5
Use of commissary store.....	4-6

4-1. GENERAL STATEMENT.--It is the policy of the Department of the Navy to make available such assistance and facilities as are necessary so that employees may provide for themselves in-plant food service where necessary and practicable. Food service in general includes cafeterias, lunch counters, canteens, and vending machines, which will be operated in conformance with the provisions of this Section. Under certain conditions General Mess and Commissary Stores will be made available to employees as outlined in NCPI 66.4-5 and 4-6.

4-2. ADMINISTRATION OF FOOD SERVICE.--a. Organization.--Food service is operated for the benefit of all employees of an activity through the medium of employee representatives who determine operating policies and procedures, subject to approval of the head of the activity. Normally employee organization and participation may be initiated by the appointment by the head of the activity of a five to seven member Cafeteria Association. However, the commanding officer may determine under certain circumstances that it is in the best interest of the employees and the activity to have some or all of the members of the Cafeteria Association designated through an elective process, or nominated by employee groups. In this manner employees and employee groups would be given the opportunity to select representatives responsible for the food service and its operation, subject to the provisions of this Section.

b. Function of Cafeteria Association.--The Cafeteria Association (or such other title as is selected) is responsible for developing, recommending, and executing plans for operation of the food service, subject to approval of the head of the activity. The Cafeteria Association may operate its food service either through employment of a manager or by entering into an agreement with a concessionaire.

c. Responsibility of Industrial Relations Officer.--As a representative of the head of the activity, and to coordinate the activities of the Cafeteria Association with other operations of the establishment, the Industrial Relations Officer is usually appointed as an ex-officio member of the Association. The Industrial Relations Officer, functioning in this capacity, shall advise and assist the Association, and act as immediate point of contact between the Association and the head of the activity.

4-3. OPERATION OF FOOD SERVICE.--a. Operation by employment of a manager.--Where the decision of the Association, as approved by the head of the activity, is that it would best serve the activity's interests to employ an operating manager rather than the services of a concessionaire, an appropriate directive or station order with copy to OIR 235 will be issued, setting forth the conditions of operation, and giving the Cafeteria Association authority to use the facilities under the conditions prescribed in NCPI 66.4-4. It is suggested that in such a case the Cafeteria Association organize itself into a non-profit corporation in order to avoid personal liability for operations in connection with the food service.

b. Operation by concessionaire.--Where

the decision of the Cafeteria Association, as approved by the head of the activity, is to utilize the services of a concessionaire, any contract arrived at to secure such service should be negotiated between the Association and the concessionaire as the contracting parties, and should bear the signature of the head of the activity only as to approval of the terms of the contract and the use of the facilities. Such contract shall not obligate funds of the United States or otherwise bind the Government. Each contract will contain all provisions required by NCPI 66.4-4. A copy of each contract entered into will be forwarded to OIR 235 for post audit by the Office of the General Counsel. It is not necessary to secure prior approval on such contracts.

**4-4. REQUIREMENTS OF OPERATORS--a. Conformance with laws.**--The food service shall be administered in compliance with all applicable state, municipal, and other local laws if such state, municipal, or other local government has jurisdiction over the area of the operation.

**b. Taxation.**--The food service shall pay, as and when due, any and all taxes becoming due by virtue of the operation of such food service, including, but not limited to, all real estate or other taxes which may be held to be properly imposed on its possessory interest in the right to use the government premises. When the association employs a manager, it is considered a non-profit cooperative for tax purposes.

**c. Cash sales.**--All sales are to be for cash, and credit in any form is to be prohibited.

**d. Audits.**--Semi-annual or more frequent audits of the food service shall be made and submitted to the head of the activity. These audits should be made by an independent certified public accountant, and at the expense of the food service operator. In small activities, or in unusual circumstances, the head of the activity may direct station personnel to perform this duty.

**e. Earnings.**--The head of the activity shall establish a reasonable maximum rate of earnings for food service operations.

**f. Use of profits.**--Income from food service and associated services is to be used primarily for improving food service; secondarily for such welfare and recreation as will benefit the employees of the activity.

**g. Insurance.**--The Cafeteria Association or concessionaire shall maintain product, personal, and public liability insurance in amounts determined by the head of the activity.

**h. Prohibited sales.**--The sale of intoxicating liquors, beer, ale, or other intoxicating beverages, is prohibited except when expressly permitted by the Secretary of the Navy.

**i. Equipment and fixtures.**--Restaurant services may be operated in available government buildings. Necessary equipment, fixtures, cooking utensils, dishes, and silver may be furnished or purchased by the government if funds are available. All such equipment shall remain the property of the government and responsibility for its inventory and replacement in initial condition, subject to reasonable wear and tear, shall rest with the user.

**j. Property.**--Title to all permanent improvements of government property shall be vested in the Government regardless of who makes them or causes them to be made.

**k. Utilities.**--★ Utility services will be furnished by the Government to food service operators, but shall be paid for by the operator at the close of each month. The rates specified by paragraph 66405 of the Bureau of Supplies and Accounts Manual are applicable to cafeterias operated by concessionaires, while the rates specified by paragraph 67104 are applicable to cafeterias operated by managers.★

**4-5. USE OF GENERAL MESS.**--When facilities are not available to provide adequate food service, authority to use the general mess may be requested from the Bureau of Supplies and Accounts according to the provisions of Volume IV, Chapter 1, Section VI, Bureau of Supplies and Accounts Manual.

**4-6. USE OF COMMISSARY STORE.**--Civilian employees are authorized patrons of commissary stores outside the continental limits of the United States where the head of the activity so directs. The Secretary of the Navy may extend commissary privileges within the continental United States according to the provisions of Bureau of Supplies and Accounts Manual, Volume IV, Chapter 4, Part G, Section II. Requests for such privileges shall be submitted to the Chief, Bureau of Supplies and Accounts.

#### SECTION 5, WELFARE SERVICES

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Blood donations.....	5-3
Housing.....	5-4
Counselling.....	5-5
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**5-1. HEALTH AND MEDICAL.**--NCPI 88, INDUSTRIAL HEALTH PROGRAM, contains instructions concerning health and medical services. NCPI 90, INJURY COMPENSATION AND TREATMENT, contains details concerning treatment of injury under the Federal

Employees' Compensation Act, as amended.

5-2. GROUP INSURANCE FOR HOSPITALIZATION AND MEDICAL CARE.--a. General statement.--It is recognized that employees may wish to purchase group insurance for hospitalization and medical care. It is not the policy of the Navy Department to recommend any specific insurance policies or companies. Management, however, should be able to provide information and assistance as to the types of plans offered by various reliable companies and organizations. Such assistance will make it possible for employees to select the most satisfactory plans for their specific needs.

b. Collections.--For policy on collections of premiums see NCPI 215.

5-3. BLOOD DONATIONS.--a. General statement.--Heads of naval activities are encouraged to support and publicize the Blood Donor Programs by appealing to employees to become regular blood donors.

b. Time off for donors.--Employees will be excused from work to donate blood according to the provisions of NCPI 105.8-1.

c. Space and transportation.--Activities with a large number of personnel may assign and reserve space at the activities for Mobile Units to accommodate donors at regular intervals, thus reducing the time necessary for donors to be absent from duty. Activities that find it impractical to accommodate Mobile Units may furnish transportation to groups of volunteers reporting to the places designated for donations.

5-4. HOUSING.--To provide an effective advisory housing service where necessary, lists of vacant houses, apartments and rooms should be currently maintained and contacts established with the local housing center, landlords and other sources of rental listings. Liaison with local housing authorities in regard to upkeep, repairs and ceilings on rental properties is also desirable in order that employees may secure advice on problems and difficulties which may arise in connection with their tenancy.

5-5. COUNSELLING.--a. General statement.--Naval activities find, in their daily operations, that the productive output of employees is, at times, disturbed by employee problems of a personal nature. Such problems may be of a social, domestic, financial, legal, economic, medical, or other nature. If the disturbing problems arise out of employees' working situations they normally should be handled by the immediate supervisors. The primary management responsibility for the solution of problems growing out of the working situation, such as personal adjustment to the job, rests with line supervision. In unusual cases, line supervision may request guidance and assistance from the Industrial

Relations Office. On the other hand, employees with personal problems not related to the job, although they may interfere with productive output, should be referred by naval activities to appropriate community agencies for assistance. It should be borne in mind that the primary responsibility for handling personal problems is that of the employee himself. The Department, therefore, in general considers its counselling service to consist of those functions in the Industrial Relations Office concerned with the foregoing management responsibilities.

b. Functions.--The counselling service normally is responsible for:

- (1) Consulting with line supervision and providing assistance on problems of personal adjustment to the job.
- (2) Referring employees with personal problems not related to the working situation to appropriate community agencies and resources.
- (3) Maintaining contact with local welfare agencies, medical officers, educational institutions, public officials, etc., to secure complete information as to services available to employees
- (4) Making information available to employees concerning the welfare resources of the community.
- (5) Analyzing employee needs for the purpose of recommending such action as appears necessary.

5-6. COMMUNITY WELFARE SERVICES.--a.

Community campaigns.--Fund-raising campaigns among civilian employees for subscription to public or private welfare agencies are regulated by NCPI 215.

b. Special services.--Naval activities should be able to provide, for employees in need, current information about local community welfare agencies and services.

#### SECTION 6, FINANCIAL SERVICES

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6-1. CREDIT UNIONS.--a. Organization.--

A credit union may be organized under a Federal charter or under a charter issued by the state in which the activity is located. Federal-chartered unions are under the supervision of the Bureau of Federal Credit Unions, Federal Security Agency. Information concerning the organi-

zation and operation of such unions may be obtained from the regional offices, or the central office of that agency in Washington, D. C.; information concerning state-chartered unions from the appropriate state agency. The ability of a credit union to attain a sound financial status and provide funds for the borrowing members is dependent on its success in attracting savings from both borrowing and non-borrowing members. This cannot generally be accomplished when the field of prospective members is limited to relatively small numbers of employees. It is the experience of credit unions that the larger the membership, with resulting wider possibilities for balanced membership of non-borrowing and borrowing depositors, the more favorable are the possibilities of attaining a dividend-paying basis.

b. Management assistance.--A representative of the head of the activity should be designated as liaison between the board of directors of the credit union and top management. This representative should be able to give or assist in securing sound financial advice, recommend acceptable practices of good management, and keep informed of the financial soundness of the organization. In addition, management should provide suitable office space for the transaction of credit union business, grant space in employee publications, permit use of bulletin boards for promotional or informational purposes, and allow the use of other appropriate facilities of the naval activity to further the aims of the organization.

c. Handling of credit union funds.--Consonant with the provisions of paragraph 2-4 of this Instruction, disbursing officers and their deputies are prohibited from handling credit union funds.

d. Time for conducting business.--Care should be exercised that the transaction of credit union business is not permitted to impede production, and credit union officials should be instructed that their business be so conducted as not to interfere with regular duties. Interpretation of what constitutes such interference is for determination by the head of the activity. For instructions regarding collections see NCPI 215.

6-2. BANKING FACILITIES.--a. General statement.--Banking facilities are limited to large establishments and activities in isolated or restricted areas where adequate banking facilities are not otherwise available.

b. Requests for banking facilities.--Requests should be addressed to the Secretary of the Navy, Office of the Fiscal Director, via the management bureau. If the need for a bank is established, the cooperation and assistance of the Department of the Treasury will be invited and negotiation for a branch bank will be instigated. Activities are not to deal independently with local banks.

c. Check cashing service.--If an activity

desires to utilize the services of the Disbursing Officer or a bank for the purpose of cashing employee pay checks, the prior approval of the Office of the Fiscal Director, Navy Department, Washington 25, D. C., must be secured. In the event an activity decides that the matter of cashing employee pay checks can be handled through the cafeteria or similar service, local arrangements may be made with the management of that service.

6-3. INCOME TAX SERVICE.--Prior to the time of payment of income tax or the preparation of estimates, advisory service may be established to assist employees. The local Internal Revenue Service can render assistance in the establishment of the service and may lend expert interviewers for short periods of time.

6-4. UTILITY BILL PAYMENTS.--Payment of gas, light, telephone and water bills frequently presents a problem to employees. Arrangements for the payment of utility bills on the premises of a shore establishment may save considerable man-hours.

6-5. OVERSEAS LIFE INSURANCE.--a. Overseas life insurance is available to American citizen employees of the Naval Establishment serving outside the continental limits of the United States, those in training for or awaiting transportation for duties abroad, and supervisory or administrative employees in the United States who in the normal course of their duties are required to make trips abroad. A salary allotment may be made to cover payment of this insurance as provided in NCPI 5. Activities interested in a group life insurance plan providing overseas coverage should write directly to the War Agencies Employees Protective Association, 1040 Washington Building, 15th Street and New York Avenue, Washington 5, D. C.

## SECTION 7, RECREATION SERVICES

	Paragraphs
General statement.....	7-1
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7-1. GENERAL STATEMENT.--The Department of the Navy recognizes the need for individual employees and groups of employees to participate in recreation activities. The extent to which recreation and entertainment activities

should be encouraged by naval activities depends upon the availability of adequate community facilities and the needs and interests of the employees. Since the Comptroller General holds that appropriated funds may not be used for the payment of salaries of civilian employees to develop, organize, or supervise recreation programs for civilian employees, it is necessary that recreation programs be developed through the direction and leadership of organized employee recreation associations or groups. The activities of employee recreation groups or associations may be encouraged by making available to them such station facilities as exist, giving adequate publicity to their programs through station papers and otherwise, and by recognizing them as performing a service for the naval activity.

7-2. RECREATION ASSOCIATIONS.--Employees may form such recreation associations as they consider desirable and as approved by heads of activities. Ordinarily their funds for initial operation may be raised by an assessment of dues or ticket sales for such group activities as they sponsor.

7-3. ISOLATED STATIONS AND OVERSEAS AREAS.--At isolated stations and in overseas areas, civilian employees and their dependents may be authorized to participate in the use of such military recreation funds as the Chief of Naval Personnel or the Commandant of the Marine Corps may designate. (See NCPI 66.1-1c.)

SECTION 8, SPECIAL SERVICES

	Paragraphs
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Community services at overseas or isolated stations.....	8-3

8-1. TRANSPORTATION.--Satisfactory transportation to and from work is important, and necessary negotiations with local transportation companies should be undertaken to maintain adequate schedules. In some instances it may be necessary to arrange for the staggering of shifts to spread the transportation load over a longer period of time. An effective group-riding or share-your-car program encouraged and promoted through granting priority for parking privileges, and through the use of bulletin boards and publications, will do much to relieve the local transportation and parking problems.

8-2. SAFETY CLOTHING STORES.--Arrangements may be made whereby safety clothing, asbestos gloves, safety shoes, or other safety items necessary to the job are made available for

sale to employees in facilities within the activity. Such service may be provided by an employee-managed association, such as a Welfare Association or Cafeteria Association.

8-3. COMMUNITY SERVICES AT OVERSEAS OR ISOLATED STATIONS.--a. General statement.--At overseas or isolated areas where adequate community life and facilities are not present, heads of activities are authorized to establish such community facilities as appear necessary. The following partial list is indicative of the kinds of trade facilities which might be provided:

- Medical and Dental Offices
- Insurance and Finance Agents
- Barber and Beauty Shops
- Laundry and Cleaning Shops
- Cobbler and Tailor Shops
- Clothing Stores
- Drug Stores
- Food Stores

SECTION 9, DOCUMENTS SUPERSEDED

9-1. The following document is hereby superseded:

- a. NCPI 66 of 17 Apr 1945.