COMNAVRESFOR INSTRUCTION 5350.8B

From: Commander, Navy Reserve Force

Subj: CAMPAIGN DRUG FREE PROGRAM

Ref: (a) OPNAVINST 5350.6C
(b) BUPERSINST 1650.12E
(c) U.S. Navy Regulations, 1990
(d) BUPERSINST 1001.39F CH-1
(e) NAVPERS 15604D, Navy Community Service Reference Guidebook

1. Purpose. To issue Campaign Drug Free (CDF) program information and guidance to commands under the cognizance of Commander, Navy Reserve Force (COMNAVRESFOR) as directed by references (a) through (e). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 5350.8A.

3. Background

   a. CDF program is a community outreach, role model program designed to provide local community service to promote positive choices and discourage drug abuse among our nation's youth. The CDF program encourages Navy commands and personnel to take an active role in their communities by providing a public service of spreading an anti-drug message to students and/or youth groups via existing presentations and/or the command's own creative means within ordinary and reasonably prudent parameters. The CDF program is a voluntary effort without defined quotas and seeks to work with local education and youth group leaders to support local youth through positive mentorship by Reserve Component (RC) personnel.

   b. The CDF program is one of five Navy Flagships established by the Secretary of the Navy in 1989 and formalized into the Navy Community Service Program (NCSP) in 1992.
The Flagships employ the commitment of commands and individual Sailors to promote a positive change in our country. Reference (a) established the NCSP and assigned the CDF Flagship program management responsibility to COMNAVRESFOR.

c. The Navy's zero tolerance policy on drug abuse is a model for our country. By virtue, RC Sailors are ideally suited to positively influence young people within their local communities. The core focus of the CDF program is to emphasize the dangers of drug abuse and the need for a drug-free society. The program also provides local schools and youth groups a resource in the war against drugs. This program magnifies a Sailor's honor, courage and commitment to effect a positive change in our country and stimulate potential Navy service to our youth.

d. COMNAVRESFOR will promote CDF nationwide to organizations and youth education programs with the understanding that, while those organizations may contact a local Naval Reserve Activity (NRA) regarding CDF presentations, only the local Naval activity can commit itself to self participation. CDF is a volunteer community service program, which is not to be perceived in any way as mandatory.

4. Discussion

a. The CDF program has existing resources and presentations directed toward elementary, middle and high school students. Each presentation consists of an introduction to the Department of the Navy's role in the war on drugs, an age appropriate video emphasizing the dangers of drug abuse and standardized answers to frequently asked questions. The presentations are concluded with an oral pledge by the students to remain drug free. Consistent with existing command presentations, the CDF program encourages creativity in reaching intended audiences with the CDF program message.

b. Standards of conduct prohibit the appearance of preferential treatment by the United States Navy. Any community organization or individual may request and sponsor the CDF program presentations to students. All presentations at schools must be coordinated and approved by the school.
Outside organizations may donate supplies or prizes for students to the participating school or youth group. COMNAVRESFOR commands may not solicit outside organizations for prizes or supplies for the purposes of distribution. Military service members participating in Flagship programs are prohibited from accepting prizes or awards for themselves except as provided for in reference (c). Consult a United States Navy Judge Advocate for further explanation of reference (c).

c. Navy commands who produce the greatest achievement in community drug free awareness, as well as individual presenters who have distinguished themselves within the local community per reference (a), should be considered for special recognition. Reference (a) provides guidance regarding the Navy Community Service awards programs. Reference (b) provides guidance for submitting nominations for the Navy Community Service of the Year award. Award emphasis should be on quality and results as opposed to quantity of events.

d. Information on the CDF program may be requested from the CDF program National Coordinator by e-mail at CNRFC_Campaign_drugfree@navy.mil.

e. Military service member participation shall be determined as follows:

   (1) Commanding Officers may permit military service members to participate in Flagship events during normal working hours. Military service members may also participate in Flagship events during their personal time.

   (2) Per reference (d), SELRES Sailors who participate in the CDF program will be eligible for retirement points at the rate of 1 point for each 3 hours not to exceed 2 points in any 1 calendar day based on 8 hours performance of duty. Retirement points may be attained by using incremental drills to accumulate the required 3 hours of participation. Use of paid drill is not authorized for CDF program presentations or for management. Retirement points are not confined to weekend training requirements but are flexible in nature and based solely on the need to support these programs in the best possible manner. Encouraged to establish liaison with local schools and community organizations, to the degree their missions will allow, in order
to promote and offer the CDF program. Navy active component and Marine Corps commands may also participate and request support from the COMNAVRESFOR CDF program as discussed below.

b. Commander, Navy Reserve Forces Command (COMNAVRESFOR) will provide for the coordination of the CDF program by appointing a CDF program National Coordinator.

c. The CDF program National Coordinator is tasked with providing direction and framework for the program. Duties include:

(1) Developing goals and procedures to promote the program and encourage participation by personnel from all levels within the COMNAVRESFOR claimancy.

(2) Coordinate with COMNAVRESFOR (N8) for material funding support and COMNAVRESFOR (N4) for logistical support in the purchase of CDF program presentation materials.

(3) COMNAVRESFOR is designated as a Flagship Sponsor and will conduct an annual board to award the Navy Community Service of the Year award per reference (b). This board will review CDF program packages that have been properly submitted by participating sea and shore commands to ultimately recognize commands who have most significantly promoted the CDF program message throughout their respective local communities from 1 July through 30 June annually.

(a) Submission of nomination packages are due to their respective Geographic Regional Coordinators listed in reference (b) no later than 31 July annually.

(4) Track all supply requests for audit by COMNAVRESFORCOM (N8). The CDF Regional Program Managers are responsible for reviewing all purchases to ensure they are valid and are distributed for the purpose of CDF program campaigns only.

d. Navy Reserve Echelon IV Commanders/Commanding Officers will provide the National Coordinator with a point of contact who will be that command's Regional CDF program coordinator. They will also ensure the widest possible dissemination of information concerning the CDF program.
e. Regional CDF program Coordinators will:

(1) Liaison directly with the CDF program National Coordinator for the coordination of the CDF program within their regions.

(2) Provide information concerning opportunities within the CDF program to subordinate Echelon V commands for further distribution to units and Selected Reserve Sailors.

(3) By 30 June annually, provide the following information to the CDF program National Coordinator:

   (a) Number of presentations and students at each event and names of organizations to which the presentations were made.

   (b) Number of command members participating in presentations and number of presentations given by each member.

   (c) Other pertinent information concerning the performance of their personnel that may merit special recognition. NAVRES 5350/1 is a critique form which collects required data for submission to COMNAVRESFOR.

(4) Review and forward Community Service Award submissions that have been properly submitted by Echelon V commands to COMNAVRESFOR.

f. Navy Reserve Echelon V Commanding Officers are responsible to:

(1) Provide the Regional Coordinator with a point of contact who will be that command's CDF program Coordinator.

(2) Approve volunteers as presenters per reference (a), ensuring the Sailor reflects credit upon the Navy and the command.

(3) Approve non-pay drill credit for drilling Reserve members who participate in the CDF program.
(4) Submit Community Service Award nominations to their respective Regional Coordinators per reference (b).

g. Echelon V Command CDF Program Coordinators will:

(1) Provide information concerning opportunities for command services within the CDF program to all personnel assigned to the command.

(2) Contact and coordinate with local schools/organizations for possible CDF events.

(3) Prepare CDF program Purchase Requests for CDF program materials required to complete event and forward to Regional Coordinator.

(4) Solicit school/organization comments/critique upon completion of CDF program event.

(5) Submit CDF program critique forms to Regional Coordinators and email copy to CNRFC_Campaign_drugfree@navy.mil.

h. SELRES, as well as other members of the Navy and Marine Corps, are encouraged to volunteer as members of the CDF program team. Volunteers should understand their participation in this program is strictly voluntary and should not detract from normal workload/ duties/ training or readiness activities.

6. Forms. The following forms are available for download on the Navy Reserve web site:

a. Purchase, Material and Services Request Form (NAVRES 4000/1).

b. Campaign Drug Free Presentation Critique (NAVRES 5350/1)

Distribution:
Electronic copy via COMNAVRESFOR Web site
https://www.navyreserve.navy.mil