

## MEMO ROUTING SLIP

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

1 NAME OR TITLE	INITIALS	CIRCULATE
ORGANIZATION AND LOCATION	DATE	COORDINATION
2		FILE
		INFORMATION
3		NECESSARY ACTION
		NOTE AND RETURN
4		SEE ME
		SIGNATURE

## REMARKS

File  
Cafeteria folder

Approved for Release by NSA on 09-06-2013 pursuant to E.O.  
13526

FROM NAME OR TITLE	DATE
ORGANIZATION AND LOCATION	TELEPHONE

DD FORM 95  
1 FEB 50Replaces DA AGO Form 895, 1 Apr 48, and AFHQ  
Form 12, 10 Nov 47, which may be used.

06-16-48487-4 GPO

## MEMO ROUTING SLIP

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

1	NAME OR TITLE <i>Mr. Friedman</i>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION <i>OOT</i>	DATE	COORDINATION
2			FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE

## REMARKS

*As I recall your remarks you referred to Navy Regulations whereas these are Naval civilian Personnel Instructions. This is simply a question of semantics.*

*As to whether you are basically right in your contention that the CO is not carrying out instructions as they apply to him I really can't say. Section 4 says necessary facilities - - - may provide*

FROM NAME OR TITLE <i>(over)</i>	DATE <i>19 SEP 57</i>
ORGANIZATION AND LOCATION	TELEPHONE <i>60321</i>

actually the cafeteria was established for the benefit of Naval personnel (there being only a handful of C.S. here during war). Since it was in-being, there was never any necessity for employees to provide in-plant food services for themselves.

You are right in assuming NSS to be a field station.

JTB

Cafeteria  
T.R.

OIR, UnderSecNav

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 Documents superseded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

	Paragraphs
References.....	1-1

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 NCPI 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 NCPI 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

	Paragraphs
Health and medical.....	5-1
Group insurance for hospitalization and medical care.....	5-2
Blood donations.....	5-3
Housing.....	5-4
Counselling.....	5-5
Community welfare services.....	5-6

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

	Paragraphs
Credit unions.....	6-1
Banking facilities.....	6-2
Income tax service.....	6-3
Utility bill payments.....	6-4
Overseas life insurance.....	6-5

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
Recreation associations.....	7-2
Isolated stations and overseas areas.....	7-3

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
Transportation.....	8-1
Safety clothing stores.....	8-2
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.