



## DoD INSTRUCTION 6060.04

### YOUTH SERVICES (YS) POLICY

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
<b>Effective:</b>	December 4, 2019
<b>Releasability:</b>	Cleared for public release. Available on the Directives Division Website at <a href="https://www.esd.whs.mil/DD/">https://www.esd.whs.mil/DD/</a> .
<b>Reissues and Cancels:</b>	DoD Instruction 6060.4, "Youth Programs," August 23, 2004
<b>Approved by:</b>	James N. Stewart, Assistant Secretary of Defense for Manpower and Reserve Affairs, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

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**Purpose:** In accordance with the authority in DoD Directive (DoDD) 5124.02 and Section 902 of Public Law 113-291, this issuance:

- Establishes policy, assigns responsibilities, and provides direction for the establishment and maintenance of DoD YS. This includes the:
  - Youth Program (YP).
  - Youth Sports and Fitness Program (YSFP).
  - School Liaison Program (SLP).
  - Youth Sponsorship Program.
- Establishes the Child and Youth Program Inspection Management System (CYP-IMS) as the DoD system of record for conducting, tracking, and responding to higher headquarter inspections in support of the DoD certification process.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

**1.2. POLICY.** It is DoD policy that access to quality and affordable youth and education programs will be met through a comprehensive and robust series of planned and self-directed programs in accordance with DoD Instruction (DoDI) 1015.10.

a. YS:

(1) Contribute to the readiness, retention, and lethality of the Total Force by helping families balance the competing demands of work and family life in accordance with DoDI 1342.22.

(2) Assist the installation commander in supporting healthy youth development.

(3) Increase youth well-being and promote resilience and inclusion.

(4) Ease a successful transition through childhood and adolescence into adulthood.

(5) Provide opportunities for personal, physical, emotional, cognitive, and social development and access to education-related services and resources.

b. YS may be offered in a variety of locations, settings, and facilities, and include youth 5-18 years of age. Hours of operation and service are based on community needs, program objectives, and available resources and include supporting programs:

(1) After school and during school closures.

(2) On weekends.

(3) During school vacations (e.g., fall, winter, spring, summer).

c. Eligible YP and YSFP patrons include:

(1) Active duty military, National Guard and Reserve military personnel, and DoD civilian employees.

(2) Gold Star spouses of military members who died from a combat related incident.

(3) Those acting *in loco parentis* for eligible military youth.

(4) Employees of DoD contractors.

(5) Others authorized on a space available basis.

(6) Youth from the civilian community, authorized by the Secretary of Defense, to participate on a space available basis in accordance with Section 1799 of Title 10, United States Code (U.S.C.).

### **1.3. INFORMATION COLLECTIONS.**

a. The DoD Youth Program Annual Summary of Operations, referred to in Paragraphs 2.2. and 2.4., has been assigned report control symbol DD-P&R(A)2154 in accordance with the procedures in Volume 1 of DoD Manual 8910.01.

b. The DD Form 2981, “Basic Criminal History and Statement of Admission (Department of Defense Child Care Services Programs),” referred to in Paragraph 3.1.b., has been assigned an Office of Management and Budget control number 0704-0516. The expiration dates of these information collections are listed in the DoD Information Collections System at <https://apps.sp.pentagon.mil/sites/dodiic/Pages/default.aspx>.

## SECTION 2: RESPONSIBILITIES

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).** Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA):

- a. Oversees the implementation of this issuance.
- b. Monitors compliance with this issuance by personnel under his or her authority, direction, and control.

**2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY AND FAMILY POLICY (DASD(MC&FP)).** Under the authority, direction, and control of the ASD(M&RA), the DASD(MC&FP):

- a. Grants exceptions to the policies and procedures found within this issuance on a case-by-case basis.
- b. Develops implementing guidance governing YS subordinate to this issuance.
- c. Collaborates with other federal and non-Governmental youth-serving organizations to enhance the continuum of quality and affordable DoD YS.
- d. Leverages DoD resources to support the objectives of this issuance.
- e. Establishes required criteria for the higher headquarters inspection process to set standards that all military-operated YPs and SLPs must maintain in order to achieve the DoD certification to operate.
- f. Issues a DoD memorandum of certification to operate to the Military Departments for each YP found to be compliant with this issuance.
- g. Requires the Office of Military Family Readiness Policy (OMFRP) to develop DoD training materials and models and provide them to the DoD Components.
- h. Requires the DoD Personnel Pay Plan to be implemented for YS staff.
- i. Requires each Military Department to develop a youth sponsorship program pursuant to Section 7.
- j. Collects DoD Component program data to support legislative, research, and other information requested by the Office of the ASD(M&RA).

**2.3. DOD COMPONENT HEADS.** The DoD Component heads:

- a. Ensure procedures and guidelines for the YS and supplemental programs are developed and implemented for their respective components.
- b. Program, budget, and allocate funds and other resources to meet the requirements of this issuance.
- c. Designate the SLP to be under the purview of the Child and Youth Program (CYP).
- d. Ensure suitability background checks are conducted and adjudicated for all YS program component personnel in accordance with DoDI 1402.05.
- e. Ensure all allegations of child abuse and neglect occurring in YS are reported to the appropriate child welfare service agency and the Family Advocacy Program (FAP).
- f. Develop procedures to ensure all incidents of child abuse, neglect, and problematic sexual behaviors that are alleged to have occurred in YS, and have been determined at the local level to require further investigation are reported to OMFRP within 24 hours of the incident being reported to the DoD Component.
- g. Ensure all injuries requiring hospitalization or emergency services are reported to the OMFRP within 24 hours of the incident being reported to the DoD Component.
- h. Forward the results of DoD Component inspections, as prescribed in Section 3, to the DASD(MC&FP).
- i. Notify the DASD(MC&FP), through OMFRP, if a YP facility is closed due to a violation as described in Paragraph 3.1.d.
- j. Establish a process to grant waivers for inspection-related deficiencies that cannot be corrected within 90 days and for which no remedial measures are viable. Notify the OMFRP of all waivers granted.
- k. Report the DoD Youth Program Annual Summary of Operations using DD Form 2884, "Department of Defense Youth Program Annual Summary of Operations," and other component program data to the Office of the DASD(MC&FP), through OMFRP, to support legislative, research, and other information requirements.
- l. Through the installation commanders:
  - (1) Require YS within their jurisdiction to comply with this issuance.
  - (2) Approve the fees and charges assessed to participants consistent with DoD Component guidance.
  - (3) Establish inclusion action teams (IATs) in accordance with this issuance and DoD Component guidance, and appoint core members.

(4) Implement mandated annual and periodic inspections and complete required corrective and follow-up actions within timeframes specified by their respective Military Department.

(5) Require supplemental youth programs meet basic health and safety requirements.

(6) Oversee the immediate remedy of any life-threatening violations of YS within their jurisdiction.

(7) Require SLP personnel to engage with local and state-level educators and other education policymakers to establish and build upon networks, processes, and protocols in pursuit of collaborative efforts in the areas of communication and awareness of education opportunities for students of military associated parents in accordance with Section 6.

(8) Require each military installation to establish and provide a youth sponsorship program in accordance with Section 7.

**2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.** In addition to the responsibilities in Paragraph 2.3., the Secretaries of the Military Departments:

a. Establish Service-specific implementing guidance consistent with this issuance and monitor compliance through annual unannounced inspections of YS components and other follow-up oversight inspections or actions as needed.

b. Establish procedures to inspect programs operating under the authority of a contract, memorandum of understanding, memorandum of agreement, or other authority to ensure basic health and safety requirements are met.

c. Require all military installations under their authority to follow guidance that addresses the ages and circumstances where a youth can be left at home alone without adult supervision, also known as a “home alone policy” or a “self-care policy.”

d. Exercise final approval authority for IAT determinations as recommended by the DoD Components.

e. Establish policies to ensure all incidents of problematic sexual behaviors involving children and youth are submitted to the installation FAP for assessment in accordance with DoDI 6400.01.



## SECTION 3: PROCEDURES

### 3.1. FUNDING, ADMINISTRATION, AND OVERSIGHT.

#### a. Funding and Fees. DoD Components will:

(1) Operate YPs as a Category B activity of the morale, welfare, and recreation (MWR) program. The YP will:

(a) Be supported with a combination of appropriated funds and nonappropriated funds (including parent fees) pursuant to DoDI 1015.15.

(b) Meet the annual minimum 65 percent of appropriated fund support as a Category B program or the latest MWR guidance on Category B programs.

(2) Ensure partnerships and collaborative efforts in support of YS are established with local governments, schools, school districts, and national youth-serving organizations to enhance and expand affordable opportunities for military youth. Resources may include in-kind services, “pass-through” resources, awards, scholarships, and grants, in accordance with DoD 5500.7-R.

(3) Not officially support, endorse, or participate in membership or fundraising for any non-federal entity except as permitted by Section 3-210 of DoD 5500.7-R after the review and advice by an ethics counselor designated pursuant to Section 1-212 of that regulation.

(4) Require the installation commander, or a designated representative, to approve the fees and charges to be billed to program participants at a reasonable cost. DoD Components may provide reduced fees to individuals who otherwise would be unable to participate in the program because of financial hardship. YPs will not be required to generate a profit or generate funds to support adult programs.

**b. Criminal History Background Checks.** All individuals who have regular contact with children under 18 years of age in DoD YS will undergo a criminal history background check and be subject to line of sight supervision in accordance with DoDI 1402.05. Individuals who have regular contact with children under 18 years of age in DoD YS will annually self-certify DD Form 2981.

#### c. Inspections and Certification.

(1) DoD Component annual higher headquarters inspections of Services-operated YSs use the CYP-IMS automated system to conduct the inspection process including:

(a) Publication of annual CYP inspection criteria requirements.

(b) Completion of annual inspections by DoD Component inspection teams.

(c) Documentation of program-level findings and associated corrective actions.

(d) Storage of information associated with the inspection process.

(e) Provision of an automated approval process to verify that certification standards have been met and to issue DoD memorandums of certification.

(2) Four unannounced local inspections will be conducted to verify compliance with this issuance and DoD Component implementing guidance. A representative of the installation commander leads local inspection teams.

(a) Local unannounced inspections include:

1. Annual comprehensive health and sanitation, fire, and safety inspections. Fire, health, and safety proponents with expertise and authority to verify compliance with this issuance will conduct these inspections. The local inspections must be scheduled independently of each other to provide ongoing oversight of the YPs, preferably one each quarter.

2. An annual multidisciplinary team inspection will include Ys and supplemental youth programs. The installation commander will appoint individuals trained and knowledgeable in health and sanitation, fire, and safety to conduct the multidisciplinary team inspection. The multidisciplinary team will include parent representation.

(b) The Service concerned will conduct additional inspections in response to program complaints.

(3) The installation YS program will develop a corrective action plan with appropriate timelines to address any deficiencies identified during each local and multidisciplinary inspection.

(4) In response to the higher headquarters inspection, the installation YS program will develop and document a corrective action plan with appropriate timelines in the CYP-IMS to address any deficiencies identified during the inspection.

(5) The Secretaries of the Military Departments will provide the results of the annual higher headquarters inspections to the Office of the DASD(MC&FP) through OMFRR. The permanent DoD certificate will be displayed in a prominent location. On an annual basis, YPs and SLPs whose inspection results demonstrate compliance with this issuance will receive a memorandum from OMFRR authorizing DoD certification.

(6) DoD Component inspection teams inspecting programs that serve children 5-18 years of age will include staff who have:

(a) Knowledge of child and youth development; or

(b) A combination of education and experience that provide knowledge comparable to that normally acquired through the successful completion of a 4-year degree.

(7) The DoD Component will provide a letter of compliance annually to each supplemental youth program meeting inspection requirements. The DoD Component will

provide the Office of the DASD(MC&FP) with a copy of each letter of compliance annually through OMFRRP.

(8) Reserve Components without youth facilities are exempted from certification and inspection of facilities.

**d. Remedies for Violations.**

(1) The installation commander will oversee the immediate remedy of any life-threatening violations of this issuance or other safety, health, and child welfare laws or regulations at a DoD YP, or he or she will close the facility or affected parts of the facility.

(2) In the case of a violation that is not life-threatening, the installation commander of the major command, or the designee under which the installation concerned operates, may waive the requirement that the violation be remedied immediately for up to 90 days, beginning on the date of the discovery of the violation.

(a) If the violation that is not life-threatening is not remedied by the end of that 90-day period, the facility or the parts involved will be closed until the violation is remedied; or

(b) The Secretary of the Military Department may authorize the facility to remain open in a case where the violation cannot reasonably be remedied within the 90-day period or in which major facility reconstruction is required.

(3) DoD Components will notify the OMFRRP within 30 days of any approved waivers.

**e. Supervision of Youth.** YS supervision practices will adhere to the two-person principle by which there must always be two adults in-ratio, as prescribed in Paragraph 3.1.g.

(1) Those adults (i.e., staff, contractors, and specified volunteers) may be separated from each other only if they are both in possession of a cleared and favorably adjudicated background check prescribed by Paragraph 3.1.b. However, YSFP activities can use a combination of coaches and parents to adhere to the two-person principle.

(2) Program supervision of youth does not require continuous sight or sound observation. Rather, personnel staffing facilities or program activities must maintain situational awareness of a youth's location and activities.

**f. Independent Travel Situations.** DoD Components will develop travel procedures for staff members when accompanying an individual eligible youth, or when youth will be traveling on their own, with written parental permission in support of DoD-sanctioned programs. Examples of such programs include, but are not limited to:

(1) The Boys & Girls Clubs of America Military Youth of the Year Program.

(2) Teen council, youth leadership forums, and YP sponsored or supported speaking engagements.

(3) Specialty camps.

**g. Risk Assessments and Adult-to-Youth Ratios.**

(1) YPs will offer a range of age appropriate positive activities that may take place on or off installation that include multiple travel modes and often involve overnight stays.

(2) Different levels of supervision will be provided according to the type, complexity, and the levels of risk associated with the activities and the ages, abilities, and needs of the youth. Enforcement of ratios and group sizes based on risk ensures the adequate supervision of youth and minimizes liability.

(3) YPs will ensure adequate supervision by staff, contractors, and adult volunteers is maintained at all times, based on the type of program or activity offered. Adult to youth supervision ratios will be in accordance with Table 1.

**Table 1: Adult to Youth Ratios**

<b>Type of Supervision</b>	
YPs and Activities	1:15 staff:youth  Adequate supervision will be provided and maintained to ensure the safety of youth participating in larger program activities.
Residential Camps and Overnight Trips	1:12 staff:youth  If overnight trips involve male and female participants, special consideration must be given to the number and gender of the adult chaperones.
Instructional Classes	Staff (employee and contractor):youth ratios will adhere to professionally accepted practices, as defined by nationally recognized and reputable certified programs. Additional consideration should be given to room size, the number of participants, and the age and skill levels of participants. This ratio should not exceed the YP Activity ratio of 1:15.
Youth Organized Team Sports	Follow staff:youth ratios as recommended by nationally recognized sports organizations for each team sport, such as the National Alliance for Youth Sports. This ratio should not exceed the YP Activity ratio of 1:15.
Adventure Activities	Staff:youth ratio will be based on a risk assessment conducted before the adventure activity takes place.
Special Events or Off-Site Activities	At least one paid staff member must be present for each activity with up to 30 youth participants, (e.g.: 1:30; 2:60) The remainder of the required ratio may be achieved by use of adult volunteers.

**h. YP Off-installation Field Trips.**

(1) YPs will establish a system for approving field trips to ensure the safety of all participants. Anti-terrorism, force protection, health, and safety should be considered before, during, and after the trip.

(2) Parents must sign individual permission forms for each off-base field trip and all overnight field trips, and receive pre-determined emergency action plan information.

**i. Child Abuse and Neglect Identification and Reporting.** DoD Components will foster an environment that is free from all forms of abuse and maltreatment.

(1) YPs must establish standard operating procedures to prevent child abuse and promote early identification and reporting of cases of alleged child abuse or neglect in accordance with Section 20341 of Title 34, U.S.C., and DoDI 6400.01.

(2) Personnel and volunteers who work in YPs must report instances of alleged child abuse or neglect to Child Protective Services and the FAP in accordance with component timeline policies.

(3) Every YP facility will:

(a) Post the DoD child abuse and safety hotline telephone numbers in a highly visible area where parents, youth, and staff have easy access to the telephone numbers.

(b) Ensure the DoD child abuse and safety hotline numbers are published in parent handbooks and other brochures.

**j. Problematic Sexual Behavior Identification and Reporting.**

(1) YPs must establish standard operating procedures to prevent problematic sexual behavior and promote early identification and reporting of cases of alleged problematic sexual behavior in accordance with DoDI 6400.01.

(2) Personnel and volunteers who work in YPs must report instances of alleged problematic sexual behavior to the FAP.

**k. Youth Registration.** At the time of registration in an installation based YP or YSFP, parents will:

(1) Provide the youth's health information including any special needs, medications, and emergency contact information.

(2) Update the youth's records annually, or as changes occur for their health, safety, and well-being.

### **3.2. PERSONNEL QUALIFICATIONS, TRAINING, AND COMPENSATION.**

#### **a. Qualifications.**

(1) YPs must be staffed with qualified personnel, contractors, and volunteers. Youth directors must have:

(a) A bachelor's degree in a related field of youth development, education, developmental psychology, youth studies, recreation, physical education, or another appropriate degree from an accredited college; or

(b) A combination of education and experience that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course of study in one of the related fields referenced in Paragraph 3.2.(1)(a).

(c) Knowledge of youth education principles, concepts, and techniques to develop, interpret, monitor, and evaluate the execution of curriculum and age appropriate activities, youth recreation, or physical education.

(2) YPs will have the support of at least one training and curriculum specialist (T&C). T&Cs will meet the requirements in accordance with DoDI 6060.02 and must have:

(a) Knowledge of youth education principles, concepts, and techniques to develop, interpret, monitor, and evaluate the execution of curriculum and age appropriate activities, youth recreation, or physical education.

(b) Knowledge of adult learning techniques and strategies and experience training adult learners.

(c) The ability to support DoD certification, accreditation, and staff by ensuring that required training is administered and successfully accomplished to meet statutory and program requirements.

(3) YP personnel must:

(a) Be at least 18 years of age; hold a high school diploma or equivalent; and have the ability to speak, read, and write English.

(b) Must complete prescribed training as a condition of employment or voluntary status.

(c) Successfully pass a pre-employment physical and be physically capable of performing the duties of the job.

(d) Maintain current immunizations in accordance with recommendations from the Centers for Disease Control Advisory Committee on Immunization Practices. Based on Military Service guidance, if a documented outbreak of a contagious disease occurs, personnel,

contractors, and specified volunteers without appropriate immunization against communicable diseases may be excluded from the program until the contagious period is over.

**b. Training.**

(1) Component YPs develop and implement a training program for all personnel, contractors, and volunteers. This training program includes an orientation and initial and annual competency-based training courses or modules that are commensurate with the level of responsibility of the individuals who work with children and youth.

(a) YP directors or supervisors will schedule sufficient staff to allow for the completion of training requirements.

(b) YP staff, contractors, and volunteers will undergo prescribed training. Completion of training is a condition of workforce employment or voluntary status.

(c) Training, education, experience, and performance ratings will affect advancement from entry-level positions to positions of increased responsibility.

(d) YP staff will be observed periodically by T&Cs while interacting with youth.

(e) Service component CYPs will provide to the school liaison (SL):

1. Initial training to develop necessary knowledge, skills, and abilities to perform the role based on service requirements.

2. Annual training based on service requirements that should include professional understanding of education trends and practices; substantive knowledge of the social, emotional, and educational aspects that support the mobile student; protections for children from abuse and neglect; problematic sexual behavior; research and data practices; public affairs; protocol; community outreach; and ethics.

(2) Competency-based training courses should seek to achieve the following objectives:

(a) Ensure all YP personnel, contractors, and specified volunteers receive training on:

1. Child abuse prevention, identification, and reporting at the time of initial employment, and at least annually thereafter.

2. Problematic sexual behavior prevention, identification, and reporting at the time of initial employment, and at least annually thereafter.

3. Concussion awareness at the time of initial employment and at least annually thereafter.

(b) Ensure YP direct care staff, contractors, and specified volunteers receive at least 8 hours of orientation training before working with youth, and complete cardiopulmonary resuscitation (CPR) and first aid training during the first 90 days of employment.

(c) Ensure youth management personnel participate in:

1. A minimum of 12 hours of annual training, including training on positive youth development and youth-adult partnerships.

2. Youth activity programming; inclusion and diversity; child abuse and problematic sexual behavior prevention, identification, and reporting procedures; and administering medication.

3. YP and human resources administration.

(d) Ensure YP direct care staff complete a minimum of 24 hours of annual, ongoing training after completion of the approved DoD competency-based training courses or modules, and maintain current certification in CPR and first aid, and if required, administering medication.

(e) Ensure YP direct care staff complete the DoD competency-based training courses or modules within DoD Component specified time frames.

(f) Ensure all YP contractors and specified volunteers are trained in the following:

1. Program orientation.

2. Age appropriate learning activities, guidance, and discipline; child health and safety; fire prevention; evacuation; and emergency procedures.

3. Applicable regulations and installation policy.

4. The role of volunteers in YPs.

(g) Ensure personnel who conduct YP inspections are provided opportunities for professional development in subject areas related to compliance with this issuance.

(3) Component YPs should develop annual training plans for:

(a) T&Cs.

(b) Management personnel.

(c) Direct care staff.

(d) Clerical and administrative personnel.

(e) Food service staff.

(f) Specified-volunteers.

(g) Contractors.

(h) Instructors.



**c. Teen Employees - Workforce Preparation Programs.** Teen employees will:

(1) Work in various areas of the YS such as summer camps, administration, field trips, and other services, while under the supervision of YS personnel.

(2) Not be counted in the staff:youth ratios, left alone with youth, or considered equivalent to YP direct-care staff.

(3) Complete the same background checks required for specified volunteer positions described in DoDI 1402.05.

**d. Compensation Practices.** YP personnel will be compensated at a rate of pay and receive benefits equal to the rates of pay paid to other employees at their installation with similar training, seniority, and experience, as prescribed in Volume 1405 of DoDI 1400.25.

### **3.3. FACILITIES, HEALTH, AND SAFETY.**

**a. Facilities.** Service Components will ensure that YP facilities are located and designed to support the program objectives and activities and are representative of the needs and interests of youth.

(1) Facilities will adhere to the following standards and guidance:

(a) National Fire Protection Association 101, for general assembly and educational occupancy.

(b) Unified Facilities Criteria (UFC) 3-600-01, for fire protection engineering for facilities.

(c) UFC 4-740-06, for guidelines for evaluating, planning, programming, and designing youth centers.

(d) DoDI 7700.18.

(2) New facilities will be designed with visual accessibility. Existing facilities that do not provide visual accessibility will offer alternative protections such as closed-circuit television systems, in accordance with the current UFC for youth centers, or convex mirrors as a child abuse deterrent and preventative measure, while they are using the facilities and participating in YP activities.

(3) YP facilities will have information technology to enhance programs, training, processes, and productivity.

(a) Systems should be available to allow youth to use their personally-owned or Government-furnished equipment on internal or external devices while in YPs.

(b) Internet connectivity will be established in YP facilities, including policies and procedures that prevent access to inappropriate content.

(4) Information technology should include hardware, software, and Internet connectivity to address information and records management requirements, provide security surveillance, and offer technology program activities such as youth computer or technology labs that support staff and youth training and development.

**b. Emergency, Fire, and Safety Management.** YPs will develop appropriately-scaled emergency management plans consistent with DoDI 6055.17 and issue written policies and procedures for:

- (1) Active shooter exercises.
- (2) Emergency management, sheltering-in-place, and evacuation conditions.
- (3) Fire safety drills and exercises.
- (4) Indoor and outdoor hazards.
- (5) Instructional class safety.
- (6) Transportation emergencies.
- (7) Incident and accident notification and reporting.
- (8) Maintenance of accountability and overall safety of YP participants when away from the installation.

**c. Youth and Family Intervention and Support Services.** YS personnel will ensure that information is available regarding youth and family intervention and support services on and off installation, such as mental health services and substance abuse rehabilitation programs.

**d. Nutrition and Food Service.** Food service and sanitation will adhere to the Tri-Service Food Code safety standards, when appropriate. Persons who handle, process, prepare, or serve unsealed food or drink will have training commensurate with their food service responsibilities.

**e. Concussion Prevention and Management.** Care must be taken to reduce the risk of concussions and head injuries. Youth below the age of 11 years will not be permitted to participate in activities that result in significant or frequent collisions involving the head or neck. Youth below the age of 11 years may participate in activities that contain limited collision potential and feature modified rules that significantly reduce the chances of concussion and head injury.

(1) Any youth participating in a sport or program activity who might have sustained a potential head injury, displays signs or symptoms of a concussion, or is believed to have sustained a concussion will:

- (a) Be removed from play immediately and not be allowed to return that day.
- (b) Have their parent(s) notified immediately.

(c) Be evaluated by a licensed health care provider before returning to and being permitted to fully participate in the program.

(2) A youth receiving a diagnosis of a concussion must submit written documentation of evaluation, identified activity restrictions, and clearance from the licensed health care provider.

**f. Vehicles.** All vehicles used for transporting youth will be licensed, inspected, maintained, and operated in accordance with installation, State, federal, and host nation requirements. Drivers of vehicles used to transport youth must be trained, licensed, and meet State, local, and installation licensing and host nation requirements, as appropriate.

(1) YP staff, volunteers (when applicable), and youth participants will periodically practice vehicle evacuation procedures.

(2) Personally-owned vehicles will not be used to transport youth.

(3) A copy of the driver's license and driver's record of YP staff that transport youth will be maintained in their personnel files.

**g. Standards of Operation.** The standards of operation for installation-based YPs to receive the DoD certificate to operate, including the supporting components and requirements, can be found at [MilitaryChildCare.com](http://MilitaryChildCare.com).

## SECTION 4: YOUTH DEVELOPMENT PROGRAM PLANNING AND IMPLEMENTATION

**4.1. CORE YP AREAS.** Program activities are designed to help youth explore interests, build skills, and experience success, with defined outcomes related to five core program areas:

**a. Leadership and Service Programs.** Help youth build leadership with self, leadership with others, and leadership within the community.

**b. Education and Science, Technology, Engineering, and Math Programs.** Complement and reinforce what youth learn during the school day while creating experiences that drive interest and build a capacity for success in these disciplines. Provide youth with support in developing a plan for the future by complementing academic success, preparation for a post-secondary education, and career development.

**c. Health and Wellness Programs.** Provide opportunities for youth to enhance relationships with themselves and others, regulate emotions, and solve problems by developing social-emotional skills.

**d. The Arts (Digital, Fine, Applied, and Performing) Programs.** Encourage imagination and self-expression and help youth develop knowledge and understanding of specific arts forms.

**e. Sports and Recreation Programs.** Help youth develop physical fitness, reduce stress, and experience healthy physical development.

**4.2. DESIGN AND ADMINISTRATION.** The design and administration of the YP will:

a. Provide positive youth development content related to:

- (1) Physical and psychological safety.
- (2) Supportive relationships.
- (3) Opportunities to belong.
- (4) Positive social norms.
- (5) Appropriate structure.
- (6) Support for efficacy and mattering.
- (7) Opportunities for skill building.
- (8) Integration of family, school, and community efforts.

- b. Ensure programs are accessible to eligible youth, whether living on or off the installation, using facility-based, virtual programs and home school support.
- c. Provide separate program areas for older and younger participants or schedule separate times for different age groups to access the program.
- d. Offer programs and activities on a continuous basis that help youth adjust to the unique challenges of military life, including education transition and duty-related parental separations.
- e. Establish and maintain a program climate that encourages youth to participate; including opportunities to plan, develop, implement, and evaluate program activities.

#### **4.3. PARENT AND COMMUNITY ENGAGEMENT AND PARTICIPATION. YPs:**

- a. Aid families and enhance military resilience and readiness by providing YS that reduce work-life conflicts and support positive adult-youth relationships. To ensure this, YPs will:
  - (1) Plan and regularly schedule programs and events for youth that include parents and other family members.
  - (2) Encourage YPs to affiliate with community-based, nonprofit, youth-serving organizations that provide support services to military YPs.
  - (3) Include an open door policy; family members are welcome visitors in the program at all times.
- b. Provide youth, family, command, and community input opportunities into the development and implementation of local operating procedures and programs for youth. To ensure this, YPs will:
  - (1) Establish an installation parent advisory committee.
  - (2) Accommodate, when appropriate and feasible, the parent advisory committee's recommendations for improving the services and operations of YPs that will be provided to the installation commander at least annually.
  - (3) Collaborate with other installation or facility programs to provide ongoing opportunities for parent information and education.
  - (4) Establish internal and external partnerships with organizations and individuals, such as local schools, chaplains, and other MWR activities, to enrich YPs with expertise, assistance, experiences, and diversity.
  - (5) Establish or support partnerships and participate in consortiums with off-installation local, State, or federal agencies, and other non-governmental organizations that support parents and youth.

#### **4.4. PARENT COMMUNICATION.**

a. YP personnel will communicate with parents and make them feel welcomed and informed. Parents must be provided information that details YP policies and procedures, program goals, rules, responsibilities, and expectations. The parent participation program or YP will encourage parents to participate in sponsored activities by offering opportunities to volunteer, share their skills and cultural traditions, chaperone fieldtrips, or attend special events or other parent gatherings.

b. Parental notification procedures will be established for:

- (1) Accidents, incidents, or when their youth becomes ill.
- (2) Resolution of complaints or unresolved issues.
- (3) Inclusion of youth with special needs.
- (4) Reporting child abuse or neglect using the DoD Child Abuse Reporting Hotline.
- (5) Reporting problematic sexual behavior.

**4.5. YOUTH ENGAGEMENT, INTERACTION, AND POSITIVE GUIDANCE.** YP personnel will develop procedures to support youth engagement and strategies to encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and high self-esteem. Guidance will prescribe actions that constitute acceptable and unacceptable conduct and touching, both among youth and among adults and youth within YPs. The T&C will train YP personnel to adhere to these youth engagement policies and procedures.

**4.6. RECOGNITION.** YPs will establish a system that recognizes youth for their participation, achievements, and positive activities within the installation and community throughout the year. Families and others who volunteer in YPs will be recognized by the installation or facility for their contributions to the YP.

**4.7. INCLUSION AND SPECIAL NEEDS ACCOMMODATION.** YPs must comply with DoDD 1020.1 and DoDD 1020.02E. YPs will promote an inclusive environment that is welcoming, safe, and supportive of participants including lesbian, gay, bisexual, transgender, and queer youth. Protocols are established to support the inclusion of lesbian, gay, bisexual, transgender, and queer youth. For youth with special needs, the IAT may be used to determine reasonable accommodations.

## SECTION 5: YSFP

YSFP programs are organized and offered in a variety of settings including, but not limited to, leagues, camps, clinics, or instructional formats to enhance the emotional, physical, social, and educational well-being of participants. YSFPs will provide supervised options designed to productively engage youth in physical and fun activities in a positive setting that supports varying skill levels and interests of youth, and increases participation for all.

**a. Age Appropriate Programs.** YSFPs are based on age, developmental stage, and physical ability. The demands and expectations of any athletic activity should match each child's level of readiness. YSFPs will develop standards and guidance to provide the foundation for programming for high-quality activities and services that are predictable, comprehensive, and affordable to military families.

### **b. YSFP Standards and Safety.**

(1) YSFP programs will follow national youth sports standards, as outlined by a nationally recognized youth sports organization (e.g., National Alliance for Youth Sports).

(a) At least one coach (paid or volunteer) per team will be certified by a nationally recognized youth sports organization and be insured.

(b) At least one coach per team must complete a nationally recognized coach's training for the specific sport they are coaching and maintain certification with a nationally recognized CPR and first aid training provider. At least one individual with CPR certification must be present during practices and games.

(2) YSFP activity spaces will be visually and physically accessible to parents and other adults at all times in accordance with DoDD 1020.1. At least one YSFP staff member will be available or on-call (i.e., physically present at another YSFP activity but available by phone at all times) during YSFP activities to ensure accountability and the highest level of safety for youth. YSFP management will be aware of safety hazards, conduct safety checks, and resolve possible problems.

(3) YSFPs will follow the installation's home alone policy and parental/guardian permission for releasing youth at the conclusion of YSFP activities. YSFP staff and coaches must have a communication device (e.g., phone or two-way radios) during all events in case of an emergency.

(4) In accordance with Paragraph 3.3.e., YSFP staff, coaches, contractors, and specified volunteers will be trained regarding the cause, prevention, recognition, and response to concussions before the start of the YSFP activity and trained annually thereafter. Concussion training and the latest policies are readily available and provided by the Center for Disease Control and Prevention and nationally recognized sports organizations. YSFPs will provide an orientation to parents and other officials regarding concussion practices.

## SECTION 6: SLP

**6.1. SLP.** The SLP, an essential element of the military CYPs, PreK-12 System Navigation, and youth sponsorship programs, will be provided at military installations. Children in PreK will be supported only when this grade is included in the community's public school grade configuration.

**a. Eligibility.** The SLP will support:

(1) Active duty military, National Guard and Reserve military personnel, DoD civilians, and their families living on or off the military installation within the Service-approved catchment area.

(2) Gold Star spouses of military members who died from a combat related incident.

(3) Those acting *in loco parentis* for eligible dependent PreK – 12 military children.

**b. Roles and Responsibilities.**

(1) SLs serve as the primary link between school district and school level personnel, commanders, and military parents. SLs serve as the installation subject matter experts for outreach educational support of military children in grades PreK – 12.

(2) SLPs serve as a critical information resource to the parents, the command, and the military community for:

(a) Transition support.

(b) Available school options, programs, and resources on and off the installation.

(c) Support for times of parental absence.

(d) Special education support.

(e) Information and referral.

(f) Community relations, partnerships, and outreach.

(g) Homeschool support.

(h) Academic planning and post-secondary education preparation.

(3) SLs will support transitional issues affecting military students and assist in facilitating solutions when families:

(a) Relocate due to a permanent change of station;

(b) Receive a permanent change of assignment;



- (c) Transition when moving on, off, or between installations; or
  - (d) Transition during the deployment cycle.
- (4) SLs will:
- (a) Communicate information to the installation school community regarding local, State, and federal legislation and regulatory requirements impacting the education transition of children of military families; facilitate behavioral support programs and other support programs specifically designed to meet the needs of military children and school districts; and provide technical assistance to parent and school advisory boards regarding installation activities and concerns.
  - (b) Connect military families with appropriate resources, such as the Exceptional Family Member Program, and provide information for youth who may have special educational needs that may require an individualized education program or a Section 504 plan in accordance with Section 794 of Title 29, U.S.C., also known and referred to in this issuance as “Section 504 of the Rehabilitation Act of 1973.” When applicable, SLPs may be included as part of the IAT that supports families of youth with special needs by facilitating information and access to PreK-12 resources.
  - (c) Provide information about federal, State, and local education policies and laws impacting military students to families, installation leadership, schools, and community-based organizations.
  - (d) Inform community school administrators of the availability of federal and State funding sources.
  - (e) Provide information to community-based schools, administrators, and staff on the unique challenges impacting military students and families.
  - (f) Build organizational capacity by providing support to facilitate transitions by creating an installation or community network of partnerships and stakeholders to include military families, local schools, and DoD activities such as the DoD Education Activity, CYP, family support centers, FAPs, and other installation or community partners.
  - (g) Collaborate and provide reciprocity, as appropriate, with other Military Services to ensure consistency of support, facilitate education transition, and build a network of synchronized support to military families.
  - (h) Develop strategic communications that will provide up-to-date information and resources to military families.
  - (i) Ensure all external communications adhere to current DoD, Military Department, and local command policies while working with school boards, councils, and community leaders and groups regarding the education and school transition of military-connected students.

(5) The SLP will partner with CYPs, including the installation youth sponsorship program.

## **6.2. PERSONNEL QUALIFICATIONS, TRAINING, AND COMPENSATION.**

### **a. Qualifications.** SLs must have:

(1) A bachelor's degree in a related field of K-12 education, special education, developmental psychology, child or youth development, or another appropriate degree from an accredited college; or

(2) A combination of education and experience that provides knowledge comparable to that normally acquired through the successful completion of a 4-year course of study in one of the related fields referenced in Paragraph 6.2.a.(1).

### **b. Training.**

(1) DoD Components will develop, implement, and maintain documentation of a training program for all their SL personnel. The program may be supported by the CYP T&C specialists.

(2) SLP training will include an orientation, initial training, and annual training based on service requirements that include:

- (a) Community outreach.
- (b) Working with parents.
- (c) Protections for children from abuse, neglect, and problematic sexual behavior.
- (d) Research and data practices.
- (e) Public affairs.
- (f) Emergency or contingency planning.
- (g) Protocol.
- (h) Ethics.
- (i) Education trends and practices.
- (j) Supporting the mobile student.

**c. Compensation Practices.** SLs will be compensated at a rate of pay and receive benefits equal to the rates of pay paid to other employees at their installation with similar training, seniority, and experience as prescribed in Volume 1405 of DoDI 1400.25.

### **d. Oversight.**

(1) The SLP will be included in the DoD Component's annual unannounced CYP inspection and the multi-disciplinary team inspection.

(2) In response to each inspection, the SLP will develop a corrective action plan with appropriate timelines to address any deficiencies identified during an inspection.

**e. Transportation.** DoD Components are authorized to provide a government vehicle or reimburse SLP personnel using local and vicinity travel pursuant to the Joint Travel Regulations.

## **SECTION 7: INSTALLATION YOUTH SPONSORSHIP PROGRAM**

Pursuant to Section 1785 of Title 10, U.S.C., military installations will deliver a Youth Sponsorship Program to facilitate the integration of dependent children of military families into new surroundings when moving to that military installation as a result of a parent's permanent change of station. The program is primarily directed toward preteen and teenaged youth. Installation youth sponsorship programs provide balanced youth and school-based services to meet the intent and requirement for youth sponsorship. The youth sponsorship program will consist of three major components:

- a. Outreach.** Identifying incoming and outgoing youth and providing them with information and opportunities before they arrive and when they depart.
- b. Newcomer Orientation.** Providing information and materials on programs and services available on the installation and in the surrounding community.
- c. Peer to Peer.** Connecting youth currently attached to the installation with incoming youth and connecting outgoing youth with the gaining installation.

## GLOSSARY

### G.1. ACRONYMS.

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CPR	cardiopulmonary resuscitation
CYP	Child and Youth Program
CYP-IMS	Child and Youth Program Inspection Management System
DASD(MC&FP)	Deputy Assistant Secretary of Defense for Military Community and Family Policy
DoDD	DoD Directive
DoDI	DoD Instruction
FAP	Family Advocacy Program
IAT	inclusion action team
MWR	morale, welfare, and recreation
OMFRP	Office of Military Family Readiness Policy
SL	school liaison
SLP	school liaison program
T&C	training and curriculum specialist
UFC	Unified Facilities Criteria
U.S.C.	United States Code
YP	Youth Program
YS	Youth Services
YSFP	Youth Sports and Fitness Program

### G.2. DEFINITIONS.

**adult.** An individual who is 18 years of age or older and regarded in the eyes of the law as being able to manage his or her own affairs.

**adventure activities.** The use of exploratory experiences, both indoor and outdoor, to create skills in youth that encompasses greater than normal risk and requiring close adult supervision based on the level of risk.

**Category B activity.** Defined in DoDI 1015.10.

**child abuse.** Defined in DoDI 6400.01.

**concussion.** A type of traumatic brain injury caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

**contractor.** Any non-DoD individual, firm, corporation, partnership, association, or other non-federal entity that enters into a contract directly with the DoD or a DoD Component to provide supplies, services, or both.

**CYP.** Programs established by the DoD in accordance with DoDI 6060.02 and this issuance at locations where there are military families living on, or off, an installation.

**DoD certificate to operate.** A certificate issued by the Office of the DASD(MC&FP) to each DoD YP when the program is found to be in compliance with DoD policy following a DoD-approved inspection conducted by a representative from the DoD Component's higher headquarters or major command or region.

**DoD child abuse and safety hotline.** Continental and outside the Continental United States 1-800 numbers that connect with the Office of DASD(MC&FP), Office of Family Advocacy, for individuals to report suspected child abuse or safety violations in DoD child development and youth programs.

**DoD education activity.** One of only two federally operated school systems that plans, directs, coordinates, and manages PreK-12th grade educational programs on behalf of the DoD.

**DoD-sanctioned program.** Any program, facility, or service operated by the DoD, a Military Department or Service, or any agency, unit, or subdivision thereof. Examples include, but are not limited to, child development centers; family child care programs; DoD education activity schools; and recreational and youth programs. These do not include programs operated by other State or Federal Government agencies or private organizations.

**Exceptional Family Member Program.** A mandatory enrollment program designed to support military families with special needs by ensuring their unique medical and educational requirements are considered during the assignment process.

**inclusion.** Philosophy that refers to including children and youth with special needs in CYPs together with their peers without disabilities and intentionally promoting participation in all learning and social activities.

**IAT.** A team that consists of the CYP administrator or coordinator, CYP personnel, a parent or guardian of the child or youth, and a medical advisor (or equivalent), and other subject matter experts (such as an Exceptional Family Member Program Family support provider), as needed. The team reviews the needs of an individual child or youth and makes recommendations for reasonable accommodations for care within a DoD CYP in accordance with Service policy.

**individualized education program.** Defined in Section 1401 of Title 20, U.S.C.

**instructional classes.** Sessions that are age and developmentally appropriate with clearly defined goals and are designed to teach and develop the skills and abilities of youth. These include regularly scheduled classes and one-time clinics or events that reflect the interests of the targeted market and are generally offered on a fee basis.

**line of sight supervision.** A management tool used to monitor an individual for whom a substantial portion of the background check process has been completed and favorably adjudicated and is therefore provisionally cleared to work with children under the age of 18.

**local education agency.** Defined in Section 6301 of Title 20, U.S.C.

**military community.** Service members, military-connected families, military leadership, and military programs.

**military installation.** A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Secretary of a Military Department, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, or Guam. In the case of an activity in a foreign country, any area under the operational control of the Secretary of a Military Department or the Secretary of Defense, without regard to the duration of operational control. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

**military students.** School-aged military dependents.

**nonappropriated funds.** Defined in DoDI 1015.15.

**parent.** The biological father or mother of a child or a person who, by order of a court of competent jurisdiction or by delegation of a public child welfare agency's authority, has been declared the foster father or foster mother of a child, or has been declared the father or mother of a child by adoption; or the legal guardian of a child; or a person in whose household a child resides, provided that such person stands *in loco parentis* to that child and contributes at least one-half of the child's support.

**parent participation program.** A planned group of activities and projects established to encourage parents to volunteer in YPs, including special events and activities (such as field trips and holiday events), small group activities, and parent education programs and training workshops.

**problematic sexual behavior.** Defined in DoDI 6400.01.

**reasonable accommodation.** Accommodations that meet the specific needs of the child or youth caused by their disability and use resources available and appropriate for YPs.

**recreational program.** Active and passive leisure activities and events that are usually self-directed in nature for individual or group participation that meet the needs of the youth. Activities and events may include, but are not limited to, social gatherings, dances, sports, arts, technology, and media.

**school options.** All available PreK-12 education options as defined by the relevant State education agency or local education agency, which may include public, private, charter, magnet, virtual, or home schooling.

**Section 504 Plan.** A written plan, developed to meet the requirements of Section 504 of the Rehabilitation Act of 1973, which details academic adjustments and reasonable modifications in policies, practices, or procedures necessary to ensure a child with a disability has access to educational aid, benefits, or services equal to that of peers without a disability.

**self-directed activities.** Opportunities for youth to exercise choice, to experience or participate in a variety of familiar and unfamiliar activities, and to explore new areas of knowledge.

**Service member.** Any member of a Military Service in the Active or Reserve Component.

**SL.** People responsible for managing, coordinating, and implementing baseline programming which includes:

School transition and deployment support.

Partnerships in education.

Installation and school communications.

Homeschool linkages.

Post-secondary preparation opportunities.

**SLP.** A standardized program that ensures an installation provides a support capability for military students. The program addresses all core support matters that relate to dependents that are of school-age and attend DoD, public, private, or international (such as the non-defense schools program) schools.

**specialty camp.** A camp that focuses on specific educational, sports, or recreational skills that may be offered for youth in kindergarten through 12th grade.

**specified volunteers.** A position that is designated and approved by the DoD Component or installation commander. Individuals who could have extensive or frequent contact with youth over a period of time. They include, but are not limited to, positions involving extensive interaction alone, extended travel, or overnight activities with youth. Coaches and long-term instructors are among those who fall into this category.

**staff:youth ratio.** Specifies the mandatory measure of the number of youth for whom each adult providing direct care is responsible. It is designated by a ratio of the number of adults to the number of youth (e.g., 1:15).

**State education agency.** The State board of education or other agency or officer primarily responsible for the supervision of public elementary and secondary schools in a State. In the



absence of this officer or agency, it is an officer or agency designated by the Governor or State law.

**teenage.** The age of a youth between 13-18 years old.

**teen employees.** Paid teenage employees, ages 16-18, who are still attending secondary school.

**Total Force.** Defined in DoDD 5124.10.

**transition.** Periods of movement and relocation that may include, but are not limited to, permanent change of station, permanent change of assignment, and deployments.

**volunteer activity.** An activity where an individual provides assistance on an unpaid basis in YPs or other programs on DoD installations.

**youth.** A person between 5 and 18 years of age participating in YPs. Youth is inclusive of children 5-12 years of age and teens 13-18 years of age.

**youth director.** A YP employee who is responsible for the management, direction, coordination, and evaluation of the installation's YP and applies principles and techniques of youth programming.

**youth sponsorship program.** A collaborative system or process between installation, community, and school support resources for eligible youth to ease transition into a new community.

**youth with special needs.** Includes youth with or at risk of disabilities, chronic illnesses, and physical, developmental, behavioral, or emotional conditions that require health and related services of a type or amount beyond that required by youth in general. These youth may have an existing individualized education program, Section 504 Plan, or IAT accommodation plan or receive one after registration into a DoD CYP.

**YP.** A comprehensive series of planned and self-directed activities and events responding to the recreational, developmental, social, physiological, psychological, cultural, and educational needs of eligible youth. These activities support the acquisition of lifelong skills and facilitate transition to adulthood. YPs are offered within a physically and emotionally safe environment that includes appropriately trained support staff in designated facilities and locations.

**YP staff.** All paid personnel working in YPs, regardless of whether they are paid with nonappropriated funds or appropriated funds.

**YSFP.** Organized programs offered in a variety of settings including, but not limited to, leagues, camps, clinics, or instructional class formats to enhance the emotional, physical, social, and educational well-being of participants.

## REFERENCES

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- DoD Directive 1020.1, “Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense,” March 31, 1982, as amended
- DoD Directive 1020.02E, “Diversity Management and Equal Opportunity in the DoD,” June 8, 2015, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 5124.10, “Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)),” March 14, 2018
- DoD Instruction 1015.10, “Military Morale, Welfare, and Recreation (MWR) Programs,” July 6, 2009, as amended
- DoD Instruction 1015.15, “Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources,” October 31, 2007, as amended
- DoD Instruction 1342.22, “Military Family Readiness,” July 3, 2012, as amended
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- DoD Instruction 1402.05, “Background Checks on Individuals in DoD Child Care Services Programs,” September 11, 2015, as amended
- DoD Instruction 6055.17, “DoD Emergency Management (EM) Program,” February 13, 2017, as amended
- DoD Instruction 6060.02, “Child Development Programs (CDPs),” August 5, 2014
- DoD Instruction 6400.01, “Family Advocacy Program (FAP),” May 1, 2019
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- Unified Facilities Criteria, UFC 3-600-01, “Fire Protection Engineering for Facilities,” November 28, 2016
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- United States Code, Title 20
- United States Code, Title 29, Section 794 (also known as “Section 504 of the Rehabilitation Act of 1973”)
- United States Code, Title 34, Section 20341