



Department of Defense INSTRUCTION

NUMBER 6060.4

August 23, 2004

PDUSD(P&R)

SUBJECT: Department of Defense (DoD) Youth Programs (YPs)

- References: (a) [DoD Directive 1342.17](#), "Family Policy," December 30, 1988
(b) [DoD 5025.1-M](#), "DoD Directives System Procedures," March 5, 2003
(c) [DoD Instruction 1015.10](#), "Programs for Military Morale, Welfare, and Recreation (MWR)," November 3, 1995
(d) Section 1785 of title 10, United States Code
(e) through (v), see enclosure 1

1. PURPOSE

This Instruction:

1.1. Implements policy, assigns responsibilities, and prescribes procedures under reference (a) for youth programs (YPs) for children and youth, kindergarten through grade 12, of DoD military members, civilian employees, and other eligible patrons of Morale, Welfare, and Recreation (MWR) programs in accordance with references (a) through (d) and DoD 8910.1-M, 42 U.S.C. 1766, 7 CFR Part 226, DoD Directive 1020.1, 29 U.S.C. 794, DoD Instruction 6060.3, DoD Instruction 1402.5, 10 U.S.C. 1799, DoD Instruction 1015.15, 42 U.S.C. 13041, DoD Directive 6400., DoD Instruction 6060.2, National Fire Protection Association (NFPA) 101, Unified Facilities Criteria (UFC 4-740.06), DoD 6060.1-M-18, DoD 1400.25-M, DoD 4500.36-R and DoD Directive 5500.7-R (references (e) through (v)).

1.2. Requires the DoD Components to ensure that all military installations and facilities develop and implement policies under which children, under the age of 12, residing on or using services provided on the installation or DoD facility can be left unsupervised, otherwise known as a "Self-Care Policy," as defined in paragraph E2.1.22.

1.3. Authorizes publication of the "DoD YP Employee Training Modules;" DD Form 2874, "Certificate to Operate Youth Programs;" DD Form 2884, "DoD Youth Programs Annual Summary of Operations;" DD Form 2878, "Youth Program Inspection Checklist;" and other publications to implement the requirements of this Instruction, consistent with reference (b).

2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of 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 in the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. YPs sponsored or operated by or for the Department of Defense for children and youth, kindergarten through grade 12, of military members and other eligible MWR users, in accordance with (reference (c)).

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

4. POLICY

It is DoD policy that comprehensive YPs be established by the Military Services in accordance with enclosure 3 of this Instruction at locations where there are military families living on and/or off the installation. At locations where there is a limited youth population, cooperative relationships with communities or agencies that work with youth may be offered instead of a formal YP.

5. RESPONSIBILITIES

5.1. The Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD(P&R)), under the Under Secretary of Defense for Personnel and Readiness, shall:

5.1.1. Ensure that the Military Services develop comprehensive YPs in accordance with this Instruction.

5.1.2. Ensure that all other DoD Components that choose to develop YPs comply with the requirements of this Instruction.

5.1.3. Prescribe policies and guidelines for execution and management of YPs on military installations and facilities.

5.1.4. Develop and implement a DoD Youth Personnel Pay Plan by fiscal year 2006.

5.1.5. Require YPs meet minimum standards set forth in enclosure 4 of this Instruction and monitor their compliance with those standards. The PDUSD(P&R) may use unannounced visits, as well as other means, to monitor compliance.

5.1.6. Establish and publish eligibility criteria for participation in YPs in the latest revision of the MWR regulations.

5.1.7. Ensure any necessary DoD operating manuals and training materials are published according to this Instruction and reference (b).

5.1.8. Ensure each Military Service develops a "Youth Sponsorship Program," as required by reference (d).

5.1.9. Ensure the DoD Components have developed a "Self Care Policy," as defined at paragraph E2.1.22.

5.2. The Heads of the DoD Components shall:

5.2.1. Ensure that implementing guidance on this Instruction is issued, to include inspection criteria applicable to YPs and the protocol that inspectors shall follow. Establish a system to monitor YPs, every year, ensuring local compliance with this Instruction, including policy guidance prescribed in enclosure 3 of this Instruction, standards and operational requirements prescribed in enclosure 4 of this Instruction, and checklist items prescribed in enclosure 8 of this Instruction.

5.2.2. Ensure military installations and facilities under their jurisdiction have a policy known as a "Self Care Policy," that addresses the ages and circumstances under which children under the age of 12, residing on or using services provided on an installation or facility, may be left unsupervised.

5.2.3. Ensure each military installation has established a "Youth Sponsorship Program," as required in reference (d) and defined at paragraph E2.1.34.

5.2.4. Complete the DD Form 2884, "DoD Youth Programs Annual Summary of Operations," enclosure 5, at the end of each fiscal year and submit this form electronically to the Office of the Deputy Under Secretary of Defense (Military Community and Family Policy), (ODUSD(MC&FP)) by January 15 of each year.

6. PROCEDURES

Procedural guidance for YPs is found in enclosure 4.

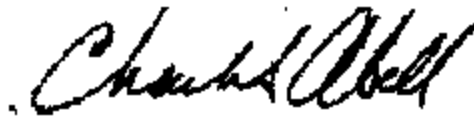
7. INFORMATION REQUIREMENTS

7.1. DD Form 2874 (enclosure 7) referred to in this Instruction is exempt from licensing in accordance with subparagraph C4.4.2. of reference (e).

7.2. DD Form 2884 (enclosure 5) referenced in subparagraph 5.2.4. of this Instruction, has been assigned Report Control Symbol DD-P&R (A) 2154 in accordance with reference (e).

8. EFFECTIVE DATE

This Instruction is effective immediately.



Charles S. Abell
Principal Deputy Under Secretary of Defense
for Personnel and Readiness

Enclosures - 8

- E1. References, continued
- E2. Definitions
- E3. DoD Guidelines for the Establishment and Operation of Youth Programs (YPs)
- E4. DoD Procedures for the Establishment and Operation of Youth Programs
- E5. Sample DD Form 2884, "Department of Defense Youth Programs Annual Summary of Operations"
- E6. Instructions for DD Form 2884
- E7. Sample DD Form 2874, "Youth Program Certificate to Operate"
- E8. DD Form 2878, "Youth Program Inspection Checklist"

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD 8910.1-M](#), "DoD Procedures for Management of Information Requirements," June 1998
- (f) Section 1766 of title 42, United States Code
- (g) Part 226 of Title 7, Code of Federal Regulations, "Child and Adult Care Food Program"
- (h) [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
- (i) Section 794 of title 29, United States Code
- (j) [DoD Instruction 6060.3](#), "School-Age Care (SAC) Program," December 19, 1996
- (k) [DoD Instruction 1402.5](#), "Criminal History Background Checks on Individuals In Child Care Services," January 19, 1993
- (l) Section 1799 of title 10, United States Code
- (m) [DoD Instruction 1015.15](#), "Procedures for Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," July 16, 2003
- (n) Section 13041 of title 42, United States Code
- (o) [DoD Directive 6400.1](#), "Family Advocacy Program," June 23, 1992
- (p) [DoD Instruction 6060.2](#), "Child Development Programs (CDPs)," January 19, 1993
- (q) National Fire Protection Association (NFPA) 101, "Life Safety Code," current edition¹
- (r) Unified Facilities Criteria (UFC 4-740.06), "Facility Design: Youth Centers," 2004
- (s) DoD 6060.1-M-18, "Prevention of Child Abuse and Neglect in Child Care Settings," August 1988
- (t) [DoD 1400.25-M](#), "Department of Defense Civilian Personnel Manual (CPM)," December 1996
- (u) [DoD 4500.36-R](#), "Management, Acquisition, and Use of Motor Vehicles," March 29, 1994
- (v) DoD 5500.7-R, "Joint Ethics Regulations (JER)," August 30, 1993

¹ Available from National Fire Protection Association, 1 Battery March Park, Quincy, MA 02269.

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Adult:Youth Ratio. The number of youth for whom one adult may be responsible. Adults include individuals, 18 years old and over, who have terminated their status as students in secondary school. Adults counted in this ratio shall be screened (in accordance with subparagraph E3.1.2.4.) and receive necessary training (in accordance with section E4.5.) to perform their responsibilities as set forth in this Instruction.

E2.1.2. Child Abuse and Neglect. Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child and/or youth under 18 years of age. The term addresses both acts of abuse and omissions of proper care on the part of a responsible person.

E2.1.3. Child and Adult Care Food Program. As defined in reference (f) and implemented by reference (g), a program assisting, through grants-in-aid and other means, the initiation, maintenance, and expansion of nonprofit food service programs for children/youth participating in child care and out of school programs in non-residential institutions.

E2.1.4. Children with Disabilities. Any child or youth who has a physical or mental impairment that substantially limits one or more major life activities or who has a record of such impairment, is regarded as having such impairment, or who otherwise meets the definition of a handicapped person in accordance with reference (h). Programs shall be designed to permit participation of children and/or youth with special needs with other children and/or youth through reasonable accommodation. These programs may include adapted lessons, contests, and awareness activities. (See paragraph E2.1.19.)

E2.1.5. Core Programs. The major areas/categories offered by all DoD YPs, including character and leadership development; education and career development; health and life skills; the arts; and sports, fitness, and recreation.

E2.1.6. Direct Overhead. Appropriated fund (APF) direct costs that are attributable to more than one MWR program and are associated with the general management or administrative support of MWR programs. Overhead costs include: funding for military and civilian personnel including benefits; travel; training; supplies; equipment; contracted services; and other support related to all levels of managerial

staff functions and positions located above the direct program managerial and operational level of individual MWR programs. These resources support planning, organizing, directing, coordinating, and controlling logistical and other managerial functions that are required to ensure oversight of MWR programs.

E2.1.7. Direct Program Operation. All APF costs (in-house and contract) provided for directly operating an individual MWR program. Costs include: civilian personnel, including benefits; travel; training; supplies; equipment (includes rental and maintenance); and contracted services.

E2.1.8. Direct Service Staff. Employees counted in the adult:youth ratio (see paragraph E2.1.1.), who maintain control of and account for the whereabouts and safety of children and/or youth. Direct service staff is responsible for implementing the day-to-day activities of a YP program.

E2.1.9. DoD Certificate to Operate. A certificate issued by the ODUSD(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/region.

E2.1.10. DoD Child Abuse and Safety Hotline. Continental (CONUS) and Outside the CONUS 1-800 numbers that connect with the ODUSD(MC&FP), Office of Family Advocacy, for individuals to report suspected child abuse or safety violations in DoD child development and youth programs.

E2.1.11. DoD Contract Personnel. Civilian employees under contract to the Department of Defense and/or its Components working on an installation or facility. (Patron eligibility is determined under enclosure 3 of reference (c).)

E2.1.12. High-Adventure Activities. Opportunities for youth to participate in adventure programs and events that require close adult supervision. Examples of high-adventure activities include, but are not limited to, skiing, rappelling, rock climbing, water sports, white water rafting, off-site tours, and overnight trips. Adult and staff supervision ratios shall be adjusted to minimize risk and help ensure youth participants' safety and well-being. High-adventure activities require the presence of experienced personnel who specialize in the implementation of the specific high-adventure activity.

E2.1.13. Indirect Support. All APF Base Operations support costs to MWR programs and activities. Base Operation costs are budgeted and executed by a non-MWR activity that supports installation-wide services. Costs include: military personnel support; civilian personnel services; facility and infrastructure support

(including fire, health, safety); equipment operation; financial and accounting services; installation procurement and common warehousing; communication; installation information systems; legal services; transportation services; second destination transportation; utilities and real property rents; refuse collection; and custodial/janitorial services.

E2.1.14. Instructional Classes. Sessions designed to teach and develop skills and abilities of participants. These include regularly scheduled classes and one-time clinics/events that reflect the interests of the targeted market, and are generally offered on a fee basis.

E2.1.15. Junior Staff. Paid youth employees, ages 16 through 18, who are still attending secondary school. Junior staff may work within various areas of the YP, such as summer camps, administration, field trips and other services, with one-on-one supervision from YP staff. Junior staff may not be counted in the staff:youth ratio; left alone with younger children and youth; or substituted for a paid adult staff member. Junior staff completes the same background checks required for volunteers in "Specified Volunteer Positions," as defined at paragraph E2.1.25.

E2.1.16. Military Installation. A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, or in the case of an activity in a foreign country, 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 harbor projects, or flood control projects.

E2.1.17. Non-Appropriated Funds (NAF). Funds generated by participant fees and charges collected in MWR activities on an installation under reference (c).

E2.1.18. 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.

E2.1.19. Reasonable Accommodation. A modification or adjustment made to accommodate a child or youth with a disability that does not fundamentally alter the nature of the service, program, or activity. This may include making facilities readily accessible to and useable by otherwise qualified children with disabilities and eliminating restrictive admission policies that discriminate against children with

disabilities. Programs shall assess, on an individual basis, whether a particular child with a special need may be cared for or participate in a program or activity with or without reasonable accommodation in accordance with references (h) and (i).

E2.1.20. Resource and Referral. A service that provides information about youth services and programs, both on- and off-installation to maximize use of available resources to meet the needs of youth.

E2.1.21. School-Age Care (SAC) Program. Programs providing supervised and accountable activities to school-age children (kindergarten through sixth grade), before-and/or after-school (full-day camps may be provided as an alternative) in accordance with reference (j) and may include programs that complement half-day kindergarten. SAC programs can be located in installation youth centers, Child Development Centers (CDC), schools, chapels, or other installation facilities that meet fire, health, and safety requirements.

E2.1.22. Self-Care. Care when a child is responsible for him or herself including children who are responsible for themselves before- or after-school, during school vacations, and holidays. "Self-Care Policies" shall address the age and circumstances under which a child under age 12, residing on or using services provided on a military installation or DoD facility, can be left without adult supervision. This policy shall take into consideration applicable laws and ordinances of the States in which the installations or facilities are located.

E2.1.23. Self-Directed Activities. Opportunities for youth to exercise choice and to experience and/or participate in a variety of familiar and unfamiliar activities and to explore new areas of knowledge. Such activities may include listening to music, watching media, playing table games, reading, playing indoor and outdoor games, such as basketball, talking with peers, and doing homework.

E2.1.24. Specialty Camp. Camps focusing on specific educational, sports, or recreational skills that may be offered for children and youth in kindergarten through 12th grades. Usually offered during vacation periods, these camps shall be complementary to, not competitive with, the installation full-day and part-day CDC and SAC programs. Full-day camps may be offered for youth 13 years of age and older. Full-day camps for children and youth younger than age 13 shall follow the guidelines in reference (j).

E2.1.25. Specified Volunteer Position. A position, designated by the Head of the DoD Component or designee, such as the installation commander, requiring an installation records check, as defined in reference (k), because of the nature or frequency of the volunteer working in child care or youth programs.

E2.1.26. Staff:Youth Ratio. The number of youth for whom a paid, adult YP staff member shall be responsible. This ratio varies according to different activities.

E2.1.27. Supervision. Temporary responsibility for the health, safety, and well-being of children and/or youth participating in YPs. Supervision also includes the temporary or permanent authority to exercise direction and control over a staff member or volunteer whose required background checks have been initiated, but not completed.

E2.1.28. Vacation Camps. Full-day or part-day camps offered for youth 13 years of age and older. Full-day camps for children and youth younger than age 13 shall follow the guidelines in reference (j).

E2.1.29. Volunteer. An Individual who offers program assistance on an unpaid basis. The requirements for record checks and supervision of such individuals are set forth in reference (k).

E2.1.30. Volunteer Activities. Activities where individuals offer assistance on an unpaid basis in child and youth programs or other programs on DoD installations.

E2.1.31. Youth Director. A YP employee who directs, coordinates, and evaluates the installation YP and applies principles and techniques of youth programming.

E2.1.32. Youth Program. 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. Youth programs are offered within a physically and emotionally safe environment that includes appropriately trained support staff in designated facilities and locations. (See subparagraph E4.2.1.2. of reference (c).)

E2.1.33. Youth Program Employees. All paid personnel working in YPs, regardless of whether they are paid with NAF or APF.

E2.1.34. Youth Sponsorship Program. A requirement that each military installation facilitate the integration of dependent children of DoD military personnel

into new surroundings when moving to that military installation as a result of a parent's permanent change of station. The Youth Sponsorship Program at each installation shall provide for involvement of dependent children of members stationed at the military installation and shall be directed primarily toward children in their preteen and teenage years, in accordance with reference (d).

E3. ENCLOSURE 3

DoD GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF YOUTH PROGRAMS (YPs)

E3.1. GENERAL

E3.1.1. The Military Services shall ensure:

E3.1.1.1. YPs are offered to assist DoD military members and civilian employees in balancing the competing demands of family life and accomplishment of the DoD mission. Such programs shall provide opportunities for youth to develop their physical, social, emotional, and cognitive abilities and to experience achievement, leadership, enjoyment, friendship, and recognition. YP activities should be affordable to families and encourage participation. YPs are not considered an entitlement.

E3.1.1.2. There are consistent and comprehensive YPs for children and youth in kindergarten through 12th grade that meets the needs of children/youth and are Category B MWR programs, as set forth in reference (c). Eligible users are defined in enclosure 3 of reference (c). In accordance with reference (l), installation commanders are authorized to permit children and youth from the civilian community to participate in Category B DoD-sponsored YPs on a space available basis, when it is in the best interests of the Department of Defense, the installation, and the community.

E3.1.2. The Military Departments and other DoD Components that establish YPs shall ensure:

E3.1.2.1. Youth Sponsorship Programs are established at each military installation to facilitate youth integration into the new community, as required by reference (d).

E3.1.2.2. All programs and activities covered by this Instruction comply with reference (h). No child, youth, parent, or other individual with a disability who meets the essential eligibility requirements for participating in youth programs and/or services, to include staff and volunteers, shall, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination if his or her needs can be reasonably accommodated. (See paragraph E2.1.19.)

E3.1.2.3. YPs, as a Category B MWR activity, are staffed and operated by DoD personnel or contractors. APF is authorized for Category B Youth Programs and they shall be operated, maintained, and funded with at least 65 percent direct APF support in

accordance with reference (c) and reference (m) of this Instruction. APFs shall be used for meeting such operating costs as equipment; supplies; utilities; custodial and maintenance services; administrative, supervisory, support, and direct service personnel; training and travel; and other authorized uses, as stated under reference (m).

E3.1.2.4. DoD YPs comply with background check requirements, as set forth by the Crime Control Act of 1990, Subtitle E (reference (n)) and reference (k).

E3.1.2.5. Policies are provided to prevent child abuse and promote early identification and reporting of cases of alleged child abuse or neglect in accordance with reference (o).

E3.1.2.6. YPs are operated as an element of the MWR Program in collaboration with other DoD activities, such as Family Support Centers, Department of Defense Education Activity (DoDEA) schools, chapels, Family Advocacy Programs, health providers, and on-base law enforcement agencies.

E3.1.2.7. Partnerships and collaborative efforts with local schools and community-based youth serving organizations may be implemented to enhance and expand opportunities for children and youth. Examples of such organizations are the Boys & Girls Clubs of America (B&GCA), Cooperative Extension, 4-H, Armed Services Young Men's Christian Association, local law enforcement, and healthcare clinics.

E3.1.2.8. Programs offered focus on children and youth, kindergarten through grade 12, and complement programs offered by other installation programs, such as the child development program (see reference (p)) and the school-age program (reference (j)).

E3.1.2.9. All military installations establish and implement a system to obtain youth, family, command, and community input into the development and implementation of policies and programs for youth. Parents of youth shall be included on the installation's existing parent advisory committee required by paragraph E3.1.5 of reference (p). Recommendations for improving the services and operations of YPs shall be provided to the installation commander biannually by each parent advisory committee.

E3.1.2.10. YPs provide age-appropriate activities related to core program areas under paragraph E4.1.1. that meet documented military-community needs.

E3.1.2.11. All YPs provided on military installations or in DoD facilities comply with DoD standards and operational requirements, as prescribed by enclosure 4

of this Instruction, and with those of the Service or Agency responsible for the facility or installation.

E3.1.2.12. YP facilities are located and designed to support the program objectives and ensure the health and safety of participating children and/or youth. Facilities shall meet standards in reference (q), for general assembly and where applicable, educational occupancy. Life Safety Code facility requirements outlined in reference (q) takes precedence over any conflicting guidance listed in reference (r).

E3.1.2.13. Both programmatic procedures and facility structural requirements are followed to protect children and youth from child abuse and neglect under reference (s).

E3.1.2.14. Youth facilities have sufficient, state-of-the-art information technology to enhance programs, processes, and productivity. Information technology shall 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/technology labs. Programs for youth should be implemented that directly teach technology skills and that integrate technology into other aspects of the program, to include, but not limited to, affording youth the opportunity to stay connected with deployed or duty-separated parents. Labs shall also support staff training and development.

E3.1.2.15. Military Installations and DoD facilities develop and implement a "Self Care" policy that addresses the ages and circumstances under which a child under the age of 12 can reside on or use services provided on installations or facilities without supervision. This policy shall take into consideration applicable laws and ordinances of the States in which the installations or facilities are located.

E3.1.2.16. YPs are measured against Service-published or Component-published outcome measure standards.

E3.1.3. The Installation Commanders or facility directors, regardless of location, shall ensure:

E3.1.3.1. Staff:youth and adult:youth ratios, set forth in enclosure 4, are followed to ensure children and youth are offered well-supervised and planned, age-appropriate activities and develop positive relationships with caring and responsible adults committed to ensuring their health and safety.

E3.1.3.2. YPs provide youth and their families with programs that are responsive to the developmental, recreational, social, physiological, psychological, and

cultural needs of youth; and that youth are offered opportunities at each installation to participate in programs that encompass the core program areas defined in paragraph E4.1.1.

E3.1.3.3. YPs integrate character development as a component of all training and programs for youth and staff.

E3.1.3.4. YPs offer programs and services that support children and youth and their families during deployments and duty-related separations.

E3.1.3.5. YPs collaborate with other installation or facility programs to provide ongoing opportunities for parent information and education.

E3.1.3.6. The Department of Defense's Youth Personnel Pay Plan has been fully implemented no later than 18 months after its issuance. Pending its issuance, the most recent DoD pay guidance applies.

E3.1.3.7. YPs are staffed with qualified personnel and volunteers. Staff qualifications are defined in reference (t). Completion of training is a condition of employment.

E3.1.3.8. Achievements of children and youth are recognized through a variety of formal and informal recognition programs. Families and others who volunteer in YPs are recognized by the installation or facility for their contributions to the YP.

E3.1.3.9. All vehicles used for transporting children and youth are licensed, inspected, maintained, and operated to meet installation, State, Federal, and country requirements. Drivers of vehicles used to transport children and youth are trained, licensed, and meet State, local, and installation requirements in reference (u).

E3.1.3.10. Youth and family intervention and support services, such as mental health services and substance abuse rehabilitation programs, are available through referrals to youth and family programs located on and off the installation or facility.

E4. ENCLOSURE 4

DoD PROCEDURES FOR THE ESTABLISHMENT AND OPERATION OF YOUTH PROGRAMS (YPs)

E4.1. GENERAL STANDARDS

The Military Departments and other DoD Components that develop YPs shall:

E4.1.1. Establish YPs for children and youth, kindergarten through grade 12, in addition to the Child Development Program birth through 5 years (reference (p)), and the SAC Program for children enrolled in kindergarten through grade 6 (reference (j)). YPs shall encompass five basic/core program areas:

E4.1.1.1. Character Development and Leadership Development.

E4.1.1.2. Education Support and Career Development.

E4.1.1.3. Health and Life Skills.

E4.1.1.4. The Arts.

E4.1.1.5. Sports, Fitness, and Recreation.

E4.1.2. Establish and maintain a program climate that encourages youth to participate in YPs.

E4.2. CHILD ABUSE PREVENTION

The DoD Components that develop YPs shall:

E4.2.1. Ensure personnel who work with youth, including specified volunteers (see paragraph E2.1.25.) and instructors (see paragraph E2.1.14.), have completed criminal history background checks, as required by reference (k) or the most recent guidance from the Office of Children and Youth, Military Community and Family Policy.

E4.2.2. Ensure each installation or facility, as appropriate, has a policy that requires that YPs use appropriate guidance techniques that encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem. Policy should prescribe actions that constitute acceptable and unacceptable conduct and touching, both among children and among adults and children within the YPs.

E4.2.3. Ensure each installation or facility establishes a policy to minimize the amount of time children and youth in YPs are alone with one adult.

E4.2.4. Ensure each YP facility posts the DoD child abuse and safety hotline telephone number in a highly visible area where parents, children, youth, and staff have easy access to the telephone number and ensure the number is published in parent handbooks and other brochures. Reporting instances of alleged child abuse or neglect is mandatory for personnel and volunteers who work in YPs.

E4.3. STAFF-TO-YOUTH RATIOS

The DoD Components that develop YPs shall:

E4.3.1. Ensure adequate supervision by paid staff and adult volunteers of youth is maintained based on the type of program or activity offered. When YPs and services are offered, there shall be a minimum of two adults present at all times. Staff and adult:youth ratios for YPs (excluding SAC programs operated under reference (j)) shall be as follows:

Type of Supervision	Staff:Youth Ratio
<p><u>PROGRAM ACTIVITIES</u> (excluding instructional classes, organized team sports, and occasional special events that involve parents or other volunteers as chaperones, such as dances)</p>	<p>1:15 paid staff:youth</p>
<p><u>RESIDENTIAL CAMPS</u></p>	<p>Follow staff ratios as defined by nationally certified camping organizations, such as the American Camping Association.</p>
<p><u>INSTRUCTIONAL CLASSES</u></p>	<p>Paid staff (adult employee/contractor) ratios according to professionally accepted practices, as defined by nationally recognized, certified programs, such as Dance Masters of America.</p> <p>NOTE: Additional consideration should be given to room size, number and ages of participants, and the skill levels of participants.</p>
Type of Supervision	Adult:Youth Ratio
<p><u>YOUTH TEAM SPORTS</u></p>	<p>1:15 adult:youth</p> <p>Or: follow ratios as defined by nationally recognized sports organizations, such as the National Alliance for Youth Sports (NAYS) and the American Youth Soccer Organization (AYSO), for each sport.</p>
<p><u>HIGH-ADVENTURE ACTIVITIES</u> (e.g., off-site tours, overnight trips, water sports, mountain climbing)</p>	<p>1:8 adult:youth ratio or lower if required by the nature of the event.</p> <p>Staffing Pattern:</p> <p>At least one paid staff shall be present for each activity with up to 30 youth participants, e.g.: one staff member for 1-30 youth; two staff members for 31-60 youth; etc.</p> <p>NOTE: The remainder of the required ratio may be achieved by use of adult volunteers. If overnight trips involve male and female participants, special consideration shall be given to the number and gender of the adult chaperones.</p>

E4.3.2. Count only those staff members who have direct supervisory responsibility for youth in the staff:youth ratios. Staff members who perform other duties or services, such as food service, desk clerks, or personnel performing management functions should not be counted in the ratios. Junior staff and volunteers may supplement, but not substitute for, paid staff.

E4.4. STAFFING

The DoD Components that develop YPs shall:

E4.4.1. Ensure all program directors hired after October 1, 2006, have at a minimum a baccalaureate degree in a field related to youth programs, such as youth recreation, physical education, elementary education, secondary education, home economics with an emphasis in human development, youth development, psychology, or social work, or other degree appropriate to the position to be filled from an accredited college; or combination of education and experience (e.g., courses equivalent to a major in one of the subject fields appropriate to the position, plus appropriate experience or course work, which provide knowledge comparable to that normally acquired through the successful completion of the 4-year course of study, or a related field, including but not limited to, youth recreation, education, social work, home economics, or psychology or youth-related field, or 3 years equivalent experience).

E4.4.2. Ensure all adult staff are at least 18 years of age; hold a high school diploma or equivalent; and have the ability to speak, read, and write English. All staff and volunteers must be able and willing to undergo prescribed training. It is DoD policy that training, education, experience, and performance level shall affect advancement from entry level to positions of greater authority. The Department of Defense shall issue guidelines covering this requirement.

E4.4.3. Ensure YP employees are paid at a rate of pay and receive benefits substantially equivalent to the rates of pay paid to other employees at their installation with similar training, seniority, and experience. Ensure entry-level employees are paid at rates of pay competitive with the rates of pay paid to other entry-level employees at the installation who are drawn from the same labor pool under reference (t).

E4.4.4. Ensure one adult trained to react to emergency situations is present in the facility during all hours of operation. At a minimum, this individual must hold current certificates in Cardiopulmonary Resuscitation (CPR) and first aid.

E4.5. TRAINING

The DoD Components that develop YPs shall:

E4.5.1. Ensure each YP implements a training program, developed under guidelines issued by the PDUSD(P&R) or his/her designated representative, for all staff, volunteers, and management and support personnel. This program shall include an orientation, initial, and annual competency-based training that is commensurate with the level of responsibility of the employees who work with children and youth.

E4.5.2. Ensure all staff and specified volunteers receive training on child abuse prevention, identification, and reporting at the time of initial employment, and at least annually thereafter, in accordance with reference (s). All staff and specified volunteers shall be observed periodically by experienced staff while interacting with youth during the first 6 months of employment, receive at least 8 hours of orientation training prior to working with youth, and complete CPR and first aid training during the first 6 months of employment.

E4.5.3. Ensure all direct service staff that work with children and youth complete the DoD training modules for their position within the first 18 months of employment. Instructors teaching high-adventure activities must have the required training and/or certification for the specific area of instruction.

E4.5.4. Ensure direct service staff complete a minimum of 24 hours of annual, ongoing training after completion of the DoD training modules and maintain current certification in CPR and first aid.

E4.5.5. Ensure all regularly scheduled volunteers are trained in the following: program orientation; child abuse prevention, identification and reporting; age appropriate guidance and discipline; youth health and safety; fire prevention and evacuation procedures; applicable regulations and installation policy; age-appropriate activities; and the role of the volunteer in YPs.

E4.5.6. Ensure youth management staff participate in a minimum of 12 hours of annual training, including training on such topics as the latest studies on youth development; youth activity programming; child abuse prevention, identification, and reporting procedures; YP administration; and eliciting parent involvement.

E4.5.7. Ensure staff who conduct youth program inspections are provided opportunities for professional development in subject areas related to compliance with this Instruction.

E4.6. FUNDING

The DoD Components that develop YPs shall:

E4.6.1. Ensure the YPs receive the resources necessary to comply with this Instruction.

E4.6.2. Operate YPs as a Category B activity of the MWR program. The YP shall be supported with a combination of APF, NAF, and parent fees, as set forth in reference (m).

E4.6.3. Establish a policy that encourages YPs to utilize the existing community resources of non-profit organizations that provide services to youth, such as the B&GCA. Resources may include in-kind services, pass-through resources, and awards, consistent with reference (v).

E4.6.4. Reduce the cost of youth services by allowing YPs to utilize other on-base services, such as the Commissary, Base Exchange, and other MWR activities.

E4.6.5. Ensure programs that support contingency and/or war operations and Geographically Separated Units are authorized 100 percent APF funding. (See reference (c).)

E4.6.6. Ensure the installation commander or the Defense Agency Director, or their designated representative, approves the fees and charges to be assessed to program participants. The YP shall not be required to generate a profit or generate funds to support adult programs. Youth programs and activities shall be offered free or at a reasonable cost. Provision may be made for reduced fees for those who are not able to participate because of financial hardship.

E4.7. FACILITY REQUIREMENTS

The DoD Components with YPs shall:

E4.7.1. Locate and design YP facilities to support the program and activities. Facilities shall be designed and equipped appropriately to meet fire, safety, health and

sanitation standards, and program needs. New facilities shall be designed to permit line-of-sight supervision of youth. Existing facilities that do not provide visual accessibility must offer alternative protections, such as closed circuit surveillance systems or convex mirrors to protect youth from child abuse and neglect while they are using YP facilities and participating in YP activities.

E4.7.2. Ensure YP facilities meet general assembly requirements, and where applicable, educational occupancy standards, of the most recent version of reference (q). Ensure facility occupancy loads are established and posted, as required by reference (q).

E4.7.3. Include space for program offerings, such as self-directed activities, fitness and large motor skill building activities, homework and tutoring activities, arts and crafts, computer labs, instructional classes, club meetings, and special events. Ensure space is provided to meet the programming needs for pre-teens, teens, and where applicable, the SAC program and/or part-day preschool. Include space for program administration, such as office space, staff training, reception area, kitchen facilities and eating space, and storage in the facility and its support areas. Outside areas should include playing fields, courts, and playgrounds. (See reference (r).)

E4.7.4. Ensure adequate space for all program areas is provided. Consider the following B&GCA space allocations as general guidance when developing program activities:

E4.7.4.1. 35 square feet (SF) per youth for arts and crafts activities.

E4.7.4.2. 25-30 SF per youth for drama and music activities.

E4.7.4.3. 40-45 SF per youth for game rooms.

E4.7.4.4. 100-125 SF per youth in gymnasiums and/or large motor area.

E4.7.4.5. 20-25 SF per youth in library learning centers.

E4.7.4.6. 30-35 SF per youth in computer rooms/centers.

E4.7.4.7. 45-50 SF per teen in teen centers.

E4.7.4.8. 15 SF per youth in meeting rooms.

E4.7.4.9. 20-25 SF per youth in multipurpose rooms.

E4.7.5. Ensure facilities and equipment are clean, well lit, in good repair, and representative of the needs and interests of youth.

E4.7.6. To the extent practicable, coordinate with the DoDEA to facilitate the sharing of facilities.

E4.8. OPERATING PROCEDURES

The DoD Components that develop YPs shall:

E4.8.1. Ensure all YPs have written standard operating procedures to:

E4.8.1.1. Protect youth and children from injury and harm, including procedures for prevention, identification, and reporting of child abuse and neglect in accordance with reference (s). These procedures shall be coordinated with all applicable entities as set forth in reference (s) and shall comply with all applicable State and local reporting requirements.

E4.8.1.2. Govern the training, screening, and supervision of volunteers in YPs. Ensure all YPs have a process for documenting the number of volunteer hours worked and the types of jobs performed by volunteers in YPs.

E4.8.1.3. Provide guidance on operational issues, such as hours of operation, registration procedures, program areas and objectives, fees and charges, recognition of staff achievements, safety requirements, health requirements, emergency procedures, fire prevention, and evacuation requirements.

E4.8.1.4. Assess the needs and interests of youth and the community.

E4.8.2. Ensure the YP is a part of the MWR self-insurance program.

E4.9. OPERATIONAL OVERSIGHT

The DoD Components with YPs shall:

E4.9.1. Establish procedures for inspection of YPs and certify compliance with the requirements established in this Instruction.

E4.9.1.1. Conduct an annual, comprehensive installation fire, safety, and health inspection of YP facilities by installation-level personnel, with expertise, to ensure the health and safety of youth.

E4.9.1.2. Ensure the installation commander or the Defense Agency Director, or designee, appoints a comprehensive multidisciplinary team that inspects each program at least annually using the most current DoD or DoD Component-defined standards, as applicable. Each inspection shall be unannounced and conducted at intervals that ensure that both the YP summer program and the YP school-year program are inspected at least every other year.

E4.9.1.3. Conduct an annual comprehensive inspection of the YP by higher headquarters representative(s) to ensure compliance with standards established in this Instruction. The higher headquarters program representative(s) designated to perform YP inspections shall possess knowledge of youth programming and child and youth development.

E4.9.2. Ensure the installation or facility develops and implements a corrective action plan that addresses deficiencies found during any required inspection.

E4.9.3. Certification of Programs. Forward results of the higher headquarters inspections required by subparagraph E4.9.1.3. to the PDUSD(P&R) quarterly. The ODUSD(MC&FP) shall issue a DoD certificate to operate programs found to be in compliance with DoD standards (see enclosure 7). Each YP shall display the certificate in a prominent location. If at any time it is determined that a YP is not in compliance with certification requirements, the DoD Component shall notify the PDUSD(P&R) and advise the responsible individuals that the YP must meet the standards in the time specified in subparagraphs E4.9.4.1. and E4.9.4.2., below.

E4.9.4. Remedies for Violations

E4.9.4.1. The DoD Component Head concerned shall ensure any life-threatening violation of the certification requirements or other safety, health, and child welfare laws or regulations (discovered during an inspection or otherwise) is remedied at a DoD YP immediately. If an immediate remedy cannot be provided, he or she shall close the facility or affected parts of the facility.

E4.9.4.2. For a violation that is not life-threatening, the commander of the major command/region or the Defense Agency Director or their appropriate designee, which the installation or facility concerned operates, may waive the requirement that the violation be remedied immediately for up to 90 days, beginning on the date of discovery of the violation.

E4.9.4.3. If the violation is not remedied by the end of the 90-day period, the DoD program, or parts involved, shall be closed until the violation is remedied.

E4.9.4.4. The appropriate Deputy Assistant Secretary of the Military Service or the Defense Agency Director/Commander concerned may waive the requirements of subparagraph E4.9.4.3. and authorize the program to remain open in a case in which the violation cannot reasonably be remedied in the 90-day period or in which major facility reconstruction is required, or if alternative equivalency remedies and a comprehensive corrective action plan are implemented and approved by the PDUSD(P&R).

E4.10. PROGRAMMING

E4.10.1. The DoD Components with YPs shall:

E4.10.1.1. Ensure programs are accessible to all eligible youth, whether living on or off the installation.

E4.10.1.2. Offer programs and activities on a continuous basis that help youth adjust to the unique challenges of military life.

E4.10.1.3. Offer opportunities for youth to participate actively in the planning, development, implementation, and evaluation of youth programs and activities.

E4.10.1.4. Increase the focus on recognizing youth for positive activities and accomplishments within the command and community.

E4.10.1.5. Provide separate program areas for older and younger participants or schedule separate times for different age groups to use program areas.

E4.10.2. The Military Departments shall:

E4.10.2.1. Ensure installations provide transition/Youth Sponsorship programs that offer pre-arrival, arrival, and pre-departure services to installation youth to assist youth relocating to and/or from the installation, as required by reference (d).

E4.10.2.2. Ensure youth sports programs are administered by the YP and follow national youth sports standards, as outlined by a nationally recognized youth sports organizations, such as the NAYS or the AYSO. Ensure all volunteer coaches and assistant coaches are certified by an independent youth sports organization that provides insurance coverage and all coaches have purchased the insurance required by the certifying youth sports organization.

E4.11. PARENT INVOLVEMENT

The DoD Components with YPs shall:

E4.11.1. Foster resilient and self-sufficient families and enhance military readiness by providing services that reduce work-life conflicts and support positive adult-youth relationships.

E4.11.2. Regularly plan and schedule programs and events with youth that include parents and other family members.

E4.12. PARTNERSHIPS

The DoD Components with YPs shall:

E4.12.1. 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.

E4.12.2. Foster the integration of children and youth of DoD families into civilian communities. Establish or support a partnership or participation in consortiums with off-base local, State, or Federal agencies that support parents, children, and youth (reference (1)).

E4.13. FOOD SERVICE

The DoD Components with YPs shall:

E4.13.1. Ensure DoD-sponsored YPs participate in the United States Department of Agriculture Child and Adult Care Food Program (see reference (f)) where the program is available. Food service shall support health and nutrition. Food service and vending machines shall offer some healthy and nutritious alternatives to foods high in sugar, salt, and fat.

E4.13.2. Store, prepare, transport, and serve food according to the Component's food safety standards. Persons who handle, process, prepare, or serve unsealed food or drink shall have training commensurate with their food service responsibilities.

E5. ENCLOSURE 5

SAMPLE DD FORM 2884, "DEPARTMENT OF DEFENSE YOUTH PROGRAMS ANNUAL SUMMARY OF OPERATIONS"

DEPARTMENT OF DEFENSE YOUTH PROGRAM ANNUAL SUMMARY OF OPERATIONS		REPORT CONTROL SYMBOL DD-P&R(A)2145	
INSTRUCTIONS			
Complete the following information for your Service. If the information is available for Reserve and other youth programs under your Service's jurisdiction, complete a separate form. Choose a date in July and a date in September that best represent your programs and record data for specific entries noted with an asterisk (*).			
1. BRANCH OF SERVICE/DEFENSE AGENCY		2. TIME PERIOD COVERED (1 OCT XXXX - 30 SEP XXXX)	
3. TOTAL INSTALLATIONS PROVIDING YOUTH PROGRAMS (YP)* a. Total number of installations providing a youth sponsorship program*			
b. How many installations offer:			
(1) Program Activities		(5) Adventure Activities	(9) Vacation Camps
(2) Residential Camps		(6) Special Events	(10) Teen Programs
(3) Instructional Classes		(7) Core Programs	
(4) Sports Programs		(8) Specialty Camps	
4. TOTAL NUMBER OF FACILITIES DESIGNATED AS:		5. WHAT IS THE ENROLLMENT FOR EACH PROGRAM ON:	
a. Youth Centers*		a. Date in September (XX):	b. Date in July (XX):
b. Teen Centers*		(1) Program Activities	(1) Program Activities
c. Which of the following types of facilities do you use to provide services to youth? (X all that apply)		(2) Residential Camps	(2) Residential Camps
(1) Off-installation schools		(3) Instructional Classes	(3) Instructional Classes
(2) On-installation schools (DoDEA)		(4) Sports Programs	(4) Sports Programs
(3) On-installation schools sponsored by organizations other than DoDEA		(5) Adventure Activities	(5) Adventure Activities
(4) On-base facilities		(6) Special Events	(6) Special Events
(5) Contracted facility		(7) Core Programs	(7) Core Programs
(6) Other (Specify)		(8) Specialty Camps	(8) Specialty Camps
6. NUMBER OF CHILDREN WITH SPECIAL NEEDS WHO PARTICIPATED IN THE YOUTH PROGRAM ON THE DATE OF RECORD*		(9) Vacation Camps	(9) Vacation Camps
		(10) Teen Programs	(10) Teen Programs
		7. FISCAL YEAR NONAPPROPRIATED FUND (NAF) FINANCIAL DATA FOR YOUTH PROGRAMS	
8. HOW MANY YP DIRECTORS ARE:*		a. Total User Fees Collected	
a. APF meeting qualifications outlined in DoDI 6060.4		9. NUMBER OF DIRECT SERVICE POSITIONS FILLED* (APF/NAF/Contractor)	
b. APF not meeting qualifications outlined in DoDI 6060.4		NAF: a. CC 1	APF: f. GS 2
c. NAF meeting qualifications outlined in DoDI 6060.4		b. CC 2	g. GS 3
d. NAF not meeting qualifications outlined in DoDI 6060.4		c. CC 3	h. GS 4
e. Contractor meeting qualifications outlined in DoDI 6060.4		d. CC 4	i. GS 5
f. Contractor not meeting qualifications outlined in DoDI 6060.4		e. CC 5	Total APF 0
		Total NAF 0	Total Contractor
10. NUMBER OF DIRECT SERVICE STAFF WHO ARE FAMILY MEMBERS OF ACTIVE DUTY* (Spouse Employment)		11. NUMBER OF DIRECT SERVICE STAFF RECEIVING BENEFITS*	
12. NUMBER OF DIRECT SERVICE STAFF IN THE FOLLOWING CATEGORIES*		13. NUMBER OF VOLUNTEER HOURS WORKED THROUGH THE YOUTH PROGRAM DURING THE LAST FISCAL YEAR	
NAF: 0	APF: 0	a. Adults	
a. Regular	c. Full-Time	b. Teens	
b. Flex	d. Part-Time		
14. TYPES OF JOBS PERFORMED BY VOLUNTEERS (X all that apply)			
a. Coaches	c. Tutors	e. Administrative	g. Specialty Camps
b. Chaperones	d. Instructors	f. Special Events	h. Other
15. AFFILIATION WITH THE BOYS & GIRLS CLUBS OF AMERICA*		16. DOD CERTIFICATION*	
a. Total number of eligible programs		a. Number of YPs DoD certified	
b. Total number of affiliated programs		b. Number of YPs with expired DoD certification	
		c. Number of YPs operating under a waiver	
17. REMARKS (Attach additional pages if necessary)			

DD FORM 2884, JUL 2004

E6. ENCLOSURE 6

INSTRUCTIONS FOR DD FORM 2884

The DoD Youth Program Annual Summary of Operations is to be completed at the end of each fiscal year by each Military Department Child Development and Youth Program Manager or by an appropriate official for other DoD Components that choose to establish YPs. Reports are to be submitted to the Office of the DUSD(MC&FP), Office of Children and Youth, by January 15 of each year. The "Date of Record:" Choose a date in July and a date in September that best represent your programs and record data for specific entries noted with an asterisk (*). Questions may be directed to the Office of Children and Youth (OCY) Program staff at (703) 614-3260.

1. Enter the branch of Service or the name of the DoD Component (if not part of a Military Department).

2. Enter the time period covered (1 Oct XX to 30 Sep XX).

3. Enter the total number of installations or facilities that provided youth programs on the date of record.

3a. Enter the total number of installations or facilities that provided Youth Sponsorship Programs on the date of record.

3b. Enter the total number of installations or faculties that offered the following programs throughout the fiscal year:

- (1). Program Activities
- (2). Residential Camps
- (3). Instructional Classes
- (4). Sports Programs
- (5). Adventure Activities
- (6). Special Events

- (7). Core Programs
- (8). Specialty Camps
- (9). Vacation Camps
- (10). Teen Programs

4a. Enter the total number of facilities that had been designated as youth centers on the date of record.

4b. Enter the total number of facilities that had been designated as teen centers on the date of record.

4c. Check off the types of facilities that your Service (or other DoD Component) typically used to provide services to youth during this reporting period:

- (1). Off-installation schools
- (2). On-installation schools sponsored by the DoDEA
- (3). On-installation schools sponsored by organizations other than the DoDEA
- (4). On-installation facilities
- (5). Contracted facility
- (6). Other (specify)

5a. Enter the enrollment of youth on the September date of record for each of the following:

- (1). Program Activities
- (2). Residential Camps
- (3). Instructional Classes
- (4). Sports Programs
- (5). Adventure Activities

- (6). Special Events
- (7). Core Programs
- (8). Specialty Camps
- (9). Vacation Camps
- (10). Teen Programs

5b. Enter the enrollment of youth on the July date of record for each of the following:

- (1). Program Activities
- (2). Residential Camps
- (3). Instructional Classes
- (4). Sports Programs
- (5). Adventure Activities
- (6). Special Events
- (7). Core Programs
- (8). Specialty Camps
- (9). Vacation Camps
- (10). Teen Programs

6. Enter the total number of children with special needs who participated in the youth program on the date of record.

7. Enter the total User Fees Collected.

8. Enter the number of youth program directors who, on the date of record, were:

- a. APF meeting qualifications outlined in DoD Instruction 6060.4.
- b. APF not meeting qualifications outlined in DoD Instruction 6060.4.

- c. NAF meeting qualifications outlined in DoD Instruction 6060.4.
 - d. NAF not meeting qualifications outlined in DoD Instruction 6060.4.
 - e. Contractor meeting qualifications outlined in DoD Instruction 6060.4.
 - f. Contractor not meeting qualifications outlined in DoD Instruction 6060.4.
9. Enter the number of direct service positions filled on the date of record:
- a. Enter the number of direct service positions classified as CC1.
 - b. Enter the number of direct service positions classified as CC2.
 - c. Enter the number of direct service positions classified as CC3.
 - d. Enter the number of direct service positions classified as CC4.
 - e. Enter the number of direct service positions classified as CC5.
 - f. Enter the number of direct service positions classified as GS2.
 - g. Enter the number of direct service positions classified as GS3.
 - h. Enter the number of direct service positions classified as GS4.
 - i. Enter the number of direct service positions classified as GS5.
 - j. Enter the total number of NAF direct service positions.
 - k. Enter the total number of APF direct service positions.
 - l. Enter the total number of contractor direct service positions.
10. Enter the number of staff employed on the date of record who are family members of active duty military.
11. Enter the number of direct staff employed on the date of record who receive benefits.
12. Enter the number of staff who on the date of record:
- a. Were regular employees paid by NAF.

- b. Were flex employees paid by NAF.
 - c. Were full-time employees paid by APF.
 - d. Were part-time employees paid by APF.
13. Enter the number of volunteer hours worked in youth programs during the last fiscal year:
- a. By adults.
 - b. By teens.
14. Check off the types of jobs regularly performed by volunteers in your Service:
- a. Coaches.
 - b. Chaperones.
 - c. Tutors.
 - d. Instructors.
 - e. Administrative.
 - f. Special Events.
 - g. Specialty Camps.
 - h. Other.
15. For the date of record, provide the following information on Boys & Girls Clubs of America (B&GCA) affiliation:
- a. Enter the total number of eligible programs.
 - b. Enter the total number of youth programs affiliated with the B&GCA.
16. For the date of record, provide the following information of DoD certification:
- a. Enter the total number of Youth Programs DoD certified.
 - b. Enter the total number of Youth Programs with expired DoD certification.

c. Enter the total number of Youth Programs operating under a waiver(s).

17. Remarks: Enter any other information required to clarify information entered or recommendations for improving DoD Youth Programs in this space and/or with attached additional pages.

E7. ENCLOSURE 7

SAMPLE DD FORM 2874, "YOUTH PROGRAM CERTIFICATE TO OPERATE"



DEPARTMENT OF DEFENSE
CERTIFICATE TO OPERATE
THE
YOUTH PROGRAM
AT

This Certification is in compliance with DODI 6060.4, "Youth Programs"
and gives authorization to provide Youth Program Services
until _____.

Deputy Under Secretary of Defense

Service DAS or Defense Agency Director

E8. ENCLOSURE 8

DD FORM 2878, "YOUTH PROGRAM INSPECTION CHECKLIST"

DEPARTMENT OF DEFENSE YOUTH PROGRAMS (YPS) INSPECTION CHECKLIST SUMMARY SHEET					
<p style="font-size: 2em; margin: 0;">S</p> <p>Youth Programs are operated by the Department of Defense and are required to meet the standards prescribed in Department of Defense Instruction 6060.4. This checklist applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").</p> <p style="font-size: 2em; margin: 0;">A</p>					
(C = in Compliance; P = Partial Compliance; N = Noncompliance; NA = Not Applicable)					
M	NUMBER OF STANDARDS	NUMBER OF:			
		C	P	N	NA
Part A. Program	13				
Part B. Funding	4 P				
Part C. Facilities and Fire Requirements	6				
Part D. Staffing and Qualifications	11	L			
Part E. Safety/Health	5				
Part F. Inspection	6			E	
Part G. Child Abuse Prevention	5				
TOTAL	50	0	0	0	0

(X as applicable: C = in Compliance; P = Partial Compliance; N = Noncompliance; NA = Not Applicable)					
PART A. PROGRAM					
REFERENCE DODI 6060.4		C	P	N	NA
E4.8.1.3	1. Registration information is obtained on youth that participate in youth program activities. Emergency contact information is included and updated annually.				
E3.1.1.1 E3.1.2.9 E3.1.2.16	2. Programs and services are offered that meet the military community needs. Facilities are fully utilized and programs are offered during hours youth can fully utilize the activities.				
2.2 E3.1.1.2 E4.10.1.1	3. Programs are age appropriate and accessible to children and youth, kindergarten through grade 12, of military members and other eligible MWR users, living on or off the installation. Patron eligibility is determined in accordance with DoDI 1015.10, enclosure 3.				
E4.3.1 E4.4.4	4. Management staff designee is present during operating hours to include evenings, weekends, and school holidays.				
E3.1.2.7 E4.12.2	5. Partnerships with on- and off-base agencies and organizations enhance and expand opportunities for youth.				
E3.1.1 E3.1.3.2 E3.1.3.10	6. Programs are responsible for the developmental, recreational, social, physiological, psychological, and cultural needs of youth (e.g., adolescents are afforded opportunities to receive information from and interface with health care providers on issues of interest).				
E3.1.2.9	7. Recommendations for improving the services and operations of YPs are provided to the installation commander at least biannually.				
E3.1.3.8 E4.10.1.4	8. Youth are recognized for their positive accomplishments and activities.				
E3.1.2.9 E4.8.1.4 E4.10.1.3	9. A system is in place that allows for youth input into the development and implementation of policies and programs. Youth are involved in meaningful roles focused on decision-making, planning, and implementation of community and youth issues.				
5.2.3 E3.1.2.1 E4.10.2.1	10. A Youth Sponsorship program has been implemented at each installation per Title 10 U.S.C. 1785. Program includes: (a) Outreach Component - identifying incoming youth and providing them with information and opportunities before they arrive; (b) Newcomer Orientation Component - providing information and materials on programs/services available on the installation and surrounding community; (c) Peer-to-Peer Component - connecting current youth with incoming youth.				
E3.1.2.2	11. Program serves youth with special needs.		E		
E3.1.1.1 E4.10.1.2 E4.10.1.5	12. YPs and activities are developed and publicized (e.g., calendar of events) so that youth are aware of what programs and services are offered and available to them. Events are updated regularly and posted where youth and parents have access (e.g., school and base newspapers, flyers, websites, monthly calendars, etc.).				
E3.1.2.16	13. YPs meet Standards of Organizational Effectiveness (SOE) requirements.				

(X as applicable: C = in Compliance; P = Partial Compliance; N = Noncompliance; NA = Not Applicable)					
PART B. FUNDING					
REFERENCE DODI 6060.4		C	P	N	NA
E3.1.2.3	1. YPs, as a Category B MWR activity, are operated with at least 65 percent direct APF support. APF is used for such operating costs as equipment; supplies; utilities; custodial and maintenance; administrative, supervisory, support, and direct service personnel; training and travel; and other authorized use.				
E3.1.3.6	2. YPs follow the DoD Youth Personnel Pay Programs or the latest guidance provided by the Office of Children and Youth, Military Community and Family Policy.				
E4.6.3 E4.12.2	3. A policy has been established that encourages YPs to utilize existing community resources of non-profit youth serving organizations such as the B&GCA, ASYMCA, and 4-H. Benefits of affiliation may include in-kind services, pass-through resources, grants, and scholarships, consistent with DoD Directive 5500.7-R.				
E4.6.6	4. Fees/charges follow Service guidance and are offered free or at a reasonable cost.				
PART C. FACILITIES AND FIRE REQUIREMENTS					
REFERENCE DODI 6060.4		C	P	N	NA
E4.7.1	1. Facilities are located, designed and maintained to support the program objectives and activities.				
E4.7.3 E4.7.4	2. DoD Component has ensured adequate facility space is provided for program activity areas.				
E4.7.3	3. Facilities include space for self-directed activities, fitness and large motor skill building, homework and tutoring activities, arts and crafts, computer labs, instructional classes, club meetings and special events.				
E4.10.1.5	4. Space is provided to meet the programming needs for pre-teens, teens, and where applicable, the SAC program. Teens are afforded a separate but safe place where they can interact with others while supervised. They are involved in the planning, creation, design, and decoration of their designated space.				
E3.1.2.12 E4.7.2	5. Facilities meet the most current National Fire Protection Association (NFPA) 101, Life Safety Code standards for general assembly requirements, and/or where applicable, educational occupancy standards.				
E3.1.2.14	6. Youth facilities have sufficient information technology, to 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/technology labs.				

(X as applicable; C = in Compliance; P = Partial Compliance; N = Noncompliance; NA = Not Applicable)					
PART D. STAFFING AND QUALIFICATIONS					
REFERENCE DODI 6060.4		C	P	N	NA
E3.1.3.1	1. Youth ratios are followed to ensure children and youth are offered opportunities for well-supervised, safe and age appropriate activities.				
E4.5.1	2. Training program has been implemented for all staff, volunteers, management and support personnel. The training includes an orientation, initial and annual competency-based training that is commensurate with the level of responsibilities.				
E4.5.3	3. Instructors teaching high-adventure activities are certified in that specific area of instruction.				
E4.5.3	4. Direct service staff have completed the DoD training modules within the first 18 months of employment.				
E4.4.4	5. At least one adult staff member trained in CPR and first aid is present in the facility during all hours of operation.				
E4.2.1 E4.5.5	6. Volunteers are recruited, screened and trained to assist with youth programs and activities.				
E4.4.1	7. Program directors hired after October 2006 have at a minimum a baccalaureate degree in a field related to youth programs or a combination of education and experience.				
E4.4.2	8. Adult staff are at least 18 years old, hold a high school diploma or equivalent and have the ability to speak, read, and write English.				
E4.5.7 E4.9.1.1 E4.9.1.2 E4.9.1.3	9. Staff who conduct YP inspections have received professional youth development training or other appropriate training in accordance with DoDI 6060.4.				
E4.5.6	10. Management staff participate in a minimum of 12 hours of annual training, that includes training on such topics as the latest studies on youth development, child abuse prevention, identification, and reporting procedures, youth activity programming, and parent involvement.				
E4.10.2.2.1	11. Coaches and assistant coaches (volunteer or staff) are certified and insured by a nationally recognized, independent youth sports organization.				
PART E. SAFETY/HEALTH					
REFERENCE DODI 6060.4		C	P	N	NA
E3.1.3.9	1. Vehicles used for transporting children and youth are licensed, inspected, maintained, and operated to meet installation, state, federal and country requirements.				
E4.7.1	2. There is controlled access to buildings and there is good visibility into all activity spaces.				
1.2	3. There is a "Self Care Policy" developed, implemented and enforced on each installation that states the ages and circumstances children and youth can be left alone to care for themselves.				

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PART E. SAFETY/HEALTH (Continued)					
REFERENCE DODI 6060.4		C	P	N	NA
E4.8.1.3	4. Standard Operating Procedures (SOPs) have been developed that provide guidance on operational issues (e.g., hours of operation, registration procedures, program areas and objectives, fees and charges, recognition of staff achievements, safety requirements, emergency procedures, fire prevention, and evacuation requirements).				
E4.13.2	5. Persons handling, processing, preparing or serving food have training commensurate with their food service responsibilities.				
PART F. INSPECTIONS					
REFERENCE DODI 6060.4		C	P	N	NA
E4.9.1.1 E4.9.1.2	1. Three unannounced installation level inspections are conducted annually. These include a comprehensive Multidisciplinary inspection, fire, safety and health inspection.				
E4.9.1.2 E4.9.1.3	2. An annual comprehensive inspection is conducted of the YP by higher headquarters representative(s) to ensure compliance with standards.				
E4.9.2	3. Installation has developed and implemented a corrective action plan for violations discovered during any required inspection. Deficiencies noted on previous installation or higher headquarters inspections have been corrected.				
E4.9.4.1	4. Any life-threatening violations discovered during any inspection have been remedied immediately, or the facility or affected parts of the facility are closed.				
E4.9.4.4	5. Programs are DoD certified or a waiver has been issued.				
E4.9.3	6. DoD Certificate to Operate is on display at each location.				
PART G. CHILD ABUSE PREVENTION					
REFERENCE DODI 6060.4		C	P	N	NA
E4.5.2 E4.2.4	1. All staff and specified volunteers have been trained to identify and report suspected child abuse.				
E4.7.1	2. Programmatic procedures and facility structural requirements are followed to protect children and youth from child abuse and neglect. Closed circuit surveillance systems or convex mirrors are used.				
E4.2.1	3. Personnel who work with youth, including volunteers, instructors and coaches have completed criminal history background checks as required by DoDI 1402.5 or latest edition.				
E4.2.2	4. A policy is in place that requires the use of positive guidance techniques which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem. The policy should prescribe actions that constitute acceptable and unacceptable conduct and touching both among children and among adults and children within the YP.				
E4.2.4	5. The DoD Child Abuse and safety hotline telephone number is posted in highly visible areas where parents, children, youth and staff have easy access. Telephone numbers are published in parent and employee handbooks.				