

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 40-301**



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Medical Command

FAMILY ADVOCACY PROGRAM

COMPLIANCE: COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction details the requirements for planning and implementing youth programs relative to youth and child supervision within the confines of Arnold Air Force Base (AFB), Tennessee. This instruction applies to all military and civilian personnel and their dependents entitled to receive medical care in a military facility as specified in AFI 41-210, *TRICARE Operations and Patient Administrative Functions*. This instruction requires the collection of and/or the maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 U.S.C. 8013; 44 U.S.C. 3101; EO 9397. Privacy Act system notice FO34 AF SVA C, Child Development/Youth Programs Records, applies. Forms affected by the PA have an appropriate PA statement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication at the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847 through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication identifies the responsibilities for the organizational areas supporting the safety and well-being of the Youth Protection program at Arnold AFB.

SUMMARY OF CHANGES

AFI 40-301 date was updated to reflect 16 November 2015 of the new governing publication. Updated the Family Advocacy located at Maxwell AFB. The Medical Aid Station (MAS) does not perform Family Advocacy Program capabilities. Removed references to ATA and replaced with Arnold AFB for the Security Forces responsibilities. The signature block has been updated to reflect current Arnold AFB Installation Commander. Revised wording to paragraph 2 and removed paragraphs 2.1 through 2.3.

1. Roles and Responsibilities. Family Advocacy Program (FAP). Upon receipt of an allegation of lack of supervision, the Medical Aid Station (MAS) will:

- 1.1. Notify the member's commander/first sergeant to advise them of the situation.
- 1.2. Coordinate scheduling of appointments with Family Advocacy Officer at Maxwell AFB, AL and complete an assessment in accordance with AFI 40-301 *Family Advocacy Program*.
- 1.3. Ensure a risk for maltreatment assessment is completed and take appropriate action to ensure safety.
- 1.4. Ensure support and treatment services for children and parents are available.
- 1.5. Consult with installation agencies having concerns or specific questions about the abilities of children at certain ages.
- 1.6. Upon notification of an allegation that a child has been left unsupervised, it is each agency's responsibility to designate a primary person to carry out their respective role in the coordination and management of the allegation. It is expected that each agency will communicate, cooperate, and coordinate with other agencies.
- 1.7. Arnold AFB Installation Commander. Arnold Engineering Development Complex Commander, as the host Complex Commander, is also the Arnold AFB Installation Commander. Determines, in coordination with the Arnold Medical Aid Station (MAS) and its Host Medical Treatment Facility (HMTF), 96th Medical Group, Eglin AFB, FL, Family Advocacy Officer (FAO), the local policy for child supervision. Ensure role clarification, communication, and coordination among agencies.
- 1.8. **Arnold AFB Security Forces will :**
 - 1.8.1. Immediately dispatch a unit to investigate lack of supervision allegations.
 - 1.8.2. Communicate with a parent/guardian to obtain proper information for referral agencies.
 - 1.8.3. Notify, as appropriate, the MAS and the Department of Children and Family Services of the alleged incident.

2. Age-Specific Guidance . Appropriate supervision of children (individuals under the age of 18 years) is established according to [Attachment 2](#); exceptions may be made based upon the maturity and capability of the child by the Arnold AFB Installation Commander. Requests should be made by the parent or legal guardian. The Arnold AFB Installation Commander will weigh the totality of the circumstances to determine whether such exemption will be approved.

SCOTT A. CAIN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 40-301, *Family Advocacy*, 16 November 2015

Youth Supervision Policy Letter, HQ USAF/ILV, 8 July 1998

Adopted Forms

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AEDC—Arnold Engineering Development Complex

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

DoDI—Department of Defense Instruction

FAO—Family Advocacy Officer

FAP—Family Advocacy Program

HMTF—Host Medical Treatment Facility

HQ—Headquarters

MAS—Medical Aid Station

SV—Services

USAF—United States Air Force

Attachment 2

YOUTH SUPERVISION GUIDELINES

Table A2.1. Youth Supervision Guidelines.

NOTE: The ages specified are the minimum age and are based on the child’s ability to demonstrate behavior appropriate to the level of responsibility and safety required. Children who do not consistently demonstrate appropriate responsible behavior should not be given the same degree of self-management responsibilities. In all instances below where a “yes” is indicated, the parent is responsible for: (1) using reasonable judgment and (2) an incident or mishap (considered preventable) which occurs. Parents are responsible for the safety and well-being of their children and their children’s behavior.

Age of Child	Left without Sitter In Quarters for Two Hours or Less	Left Without Sitter in Quarters for More Than Two Hours	Left Alone Overnight	Outside Unattended (To include playing)	Walk to and from school bus stop	Family Programs --Youth Open Rec	Hazardous Areas (dock, beach, pump station, marina)	Child Sit Siblings	Child Sit Others
Newborn-age 4	No	No	No	No	N/A	With Adult ***	With Adult ***	No	No
Age 5 through age 8	No	No	No	Yes; playground or yard with immediate access (visual or hearing) to supervisor. Age 6 may walk to and from school ***	Yes	With Adult ***	With Adult ***	No	No
Age 9 through age 11	Yes, with ready access (phone number) to a supervisor*** *	No for age 9 & 10; age 11 only with access to adult assistance	No	Yes with access to supervision ***	Yes	Yes	With Adult *** Exceptions: Fishing and beach use during lifeguard hours	Yes; minimum age 11 (6th grade) not to exceed maximum of 2 hours***	No
Age 12 through age 14	Yes	Yes during daytime hours (not during curfew hours)	No	Yes	Yes	Yes	Yes	Yes * **	Yes, minimum age 12 or 7th grade ** ***
Age 15 through high school graduation (age 18)	Yes	Yes	Yes, children age 15 may be left alone overnight with access to an adult, sponsor must be in local area; age 16 and older may be left alone for TDYs or leaves not to exceed 5 consecutive days. Adult must make periodic checks.	Yes	Yes	Yes	Yes	Yes * **	Yes * ** ***

*Home-alone training by youth center or other source required.

**Red Cross baby-sitting training or equivalent required.

***Supervision is defined as someone who is age appropriate and has accepted responsibility for the child (e.g., parent, guardian, care provider, or friend).