

**BY ORDER OF THE COMMANDER  
TINKER AIR FORCE BASE**



**TINKER AIR FORCE BASE  
INSTRUCTION  
34-144**

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Services**

**CHILD AND YOUTH SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 34-144, *Child and Youth Programs*, Youth Supervision Policy and AFI 40-301, *Family Advocacy*. It establishes policy relative to child and youth supervision within the confines of Tinker Air Force Base (AFB), Oklahoma. Maintain and dispose all records identified/created in this instruction, in accordance with applicable tables and rules in AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publications*; route through publications/forms managers. This instruction applies to all activities assigned, attached or associated to Tinker AFB.

### **SUMMARY OF CHANGES**

This change incorporates new guidance on the Child and Youth Programs and establishes procedures to protect children/youth from harm within the confines of Tinker AFB. In addition, this change incorporates protocol for child and youth supervision, to include age-specific guidance. This publication should be completely reviewed.

**1. Responsibility:** 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 each agency will communicate, cooperate and coordinate with other agencies.

**2. Specific Guidance:**

2.1. 72 ABW Commander. Determines and coordinates with the subcommittee of the Integrated Delivery System; that includes the Airman and Family Services Flight, Family Advocacy and Security Forces on local policy for child and youth supervision. Ensures each agency is knowledgeable of their role, communication and coordination among helping agencies.

2.2. Family Advocacy Program. Upon receipt of an allegation of lack of supervision, the Family Advocacy Officer will, when applicable:

2.2.1. Notify the member's commander/first sergeant to advise them of the circumstances.

2.2.2. Notify the Department of Human Services, Child Protective Services.

2.2.3. Coordinate scheduling of appointments with Family Advocacy Program and complete an assessment in accordance with Family Advocacy standards.

2.2.4. Ensure a risk for maltreatment assessment is completed and take appropriate action to ensure safety.

2.2.5. Ensure support and treatment services for children and parents are available.

2.2.6. Consult with other agencies in regard to concerns or specific questions about the abilities of children at certain ages if necessary.

2.3. 72d Security Forces Squadron will:

2.3.1. Immediately dispatch a unit to investigate lack of supervision allegations.

2.3.2. Communicate with a parent/guardian to obtain proper information for referral agencies.

2.3.3. Notify the Family Advocacy Officer who will make notifications to the Department of Human Services.

2.4. Force Support Division, Airman and Family Services Flight will:

2.4.1. Provide home-alone training with a certificate for children 10 and 11 years of age. This training is offered free of charge.

2.4.2. Provide home-alone training with a certificate for children 12 through 14 years of age who baby-sit siblings. This training is offered free of charge.

2.4.3. Recommend Red Cross baby-sitting training or similar training is required for children 11 through 18 years of age. There is a nominal fee for this training.

**3. Age-Specific Guidance.** Appropriate supervision of children, individuals under the age of 18 years, is established according to the attachment. Exceptions should be made based upon the maturity and capability of the child involved.

3.1. Immediate access is defined as: the adult in charge has visual sight of the child or the child is within easy hearing distance of the adult.

3.2. Access to adult assistance is defined as: the adult is nearby and provides periodic visual checks of children. Every 15 – 30 minutes is recommended.

3.3. Ready access to an adult is defined as: the child knows names and phone numbers of those to be contacted in case of an emergency. Adults must be capable of responding to child's needs within a few minutes.

3.4. Adult supervision is defined as someone who has or assumes responsibility for the child, e.g., parent, guardian, care provider or friend.

3.5. The ages indicated in the attachment are a recommendation. When using the guidelines, parents must assess their child's maturity to determine whether or not a child may be left unattended. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities as those who do. Appropriate child welfare notifications will be made in situations where appropriate officials determine unattended children are too immature for self-care.

3.6. These guidelines are advisory in nature but may be used as one means for assessing the reasonableness of a parent's decision or action should there be a complaint or other event concerning child supervision. Family Advocacy may refer qualifying child neglect occurrences to a civilian court of competent jurisdiction. Military members may be referred to a civilian court as well as face possible charges under the Uniform Code of Military Justice.

3.7. If unsure whether a child is mature enough to be alone, parents may consult Family Advocacy Program staff or the Airman and Family Services Flight.

KENYON K. BELL, Colonel, USAF  
Commander

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

AFI 34-144 *Child and Youth Programs, Youth Supervision Policy*, 02 March 2016

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

AFMAN 33-363, *Management of Records*, 01 March 2008

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publications*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFSF**—Airman and Family Flight

**FAP**—Family Advocacy Program

**IDS**—Integrated Delivery System

**SFS**—Security Forces Squadron

Attachment 2

**CHILD AND YOUTH SUPERVISION GUIDELINES**

**A2.1. The following policies were approved by the 72 ABW/CC .** The ages specified are indicated recommended ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. This policy will be used as guidance in assessing the reasonableness of a parent's decision or action should there be a complaint or other event concerning child supervision. Direct questions regarding this policy to the Family Advocacy Officer at 825-6604, the Child and Youth Flight Chief at 734-5894 or after normal duty hours the Law Enforcement desk at 747-3737.

**Figure A2.1. Child and Youth Supervision Guidelines.**

Age of Child	Left Without Sitter in Quarters for 2 Hours or Less Before 10 PM	Left Without Sitter in Quarters for More Than 2 Hours Before 10 PM	Left Alone Overnight	Outside Unattended to Include Bike Riding	Left in Car Unattended (keys removed, parking brake set)	Child Baby-sit Siblings	Child Baby-sit Other Children
Newborn Through Age 5	No	No	No	No	No	No	No
Age 6	No	No	No	Yes; yard with immediate access <sup>1</sup> to adult supervision. First graders may walk to & from school with safety training from parent.	No	No	No

Age 7 Through Age 9	No	No	No	Yes; playground or yard with access to adult assistance <sup>2</sup> . May walk to & from school/youth center.	No	No	No
Age 10 Through Age 11	Yes <sup>3,4</sup> with ready access to an adult.	No for 10 year olds. Yes <sup>3,4</sup> for 11 year olds with ready access to adult assistance, for no more than 4 hours.	No	Yes	Yes	Yes <sup>5</sup> for 11 year olds or 6 <sup>th</sup> graders. Two hour maximum, before 10 PM, with other school age children only (6 years or older.)	No
Age 12 (7 <sup>th</sup> Grade) through High School Graduation	Yes	Yes	No ages 12-14. Yes for responsible minors age 15 and older. 17 and older may be left alone for a few days, not to exceed 5 consecutive days. These minors must have adult supervision available to make periodic checks.	Yes	Yes	Yes <sup>5</sup> . However, this does not include baby-sitting younger siblings overnight. 12 to 14 year olds must have adult supervision available to make periodic checks.	Yes <sup>5</sup> . Does not include baby-sitting over night. 12 – 14 year olds must have adult supervision available to make periodic checks.

1 Immediate access is defined as: the adult has visual sight of the child, or the child is within easy hearing distance of the adult.

2 Access to adult assistance is defined as: the adult is near by and provides periodic visual checks of children. Every 15-30 minutes is recommended.

3 Child should have home-alone training provided by the base youth center staff, or has received a certificate of another home-alone training course, no charge.

4 Ready access to an adult is defined: the child knows names and phone numbers of those to be contacted in case of emergency. Adults must be capable of responding to child's needs within a few minutes. Adult supervision is defined as someone who has or assumes responsibility for the child, e.g., parent, guardian, care provider, friend.

5 Red Cross baby-sitting training or equivalent is recommended, a \$25.00 cost for training and materials.