



DEPARTMENT OF THE NAVY
SINGAPORE AREA COORDINATOR
PSC 470 BOX 2100
FPO AP 96534

SACINST 1754.1
N9
21 Jan 2025

SINGAPORE AREA COORDINATOR INSTRUCTION 1754.1

Subj: SUPERVISION OF CHILDREN AND SELF CARE POLICY

Ref: (a) DoD Directive 1342.22
(b) DoD Directive 6400.01
(c) OPNAV 1700.9E CH-1

Encl: (1) Self-Release Form – CNICCYP 1700/54

1. Purpose. To provide guidance to the Singapore Area Coordinator (SAC) community on the standards of child supervision. This policy establishes responsibilities and procedures for the community supervision of minors in the Sembawang U.S. Military Community. References (a) and (b) provide guidance and responsibility for DoD personnel to ensure compliance with the family support systems. It applies to U.S. military and DoD civilians who utilize the facilities at SAC.

2. Cancellation. NRCSINST 1754 dated 10 November 2015.

3. Definitions

a. Sponsor. For the purpose of this document the word "Sponsor" may also be defined as follows: A qualified Military or DoD sponsor, eligible for space-required, tuition-fee enrollment of eligible dependents in a DoD school, is a military service member serving on active duty and stationed overseas on Permanent Change of Station (PCS) orders; or a civilian employee of the Department of Defense who is employed on a full-time basis, stationed overseas, is either a citizen or a national of the United States, and who is authorized to transport dependents to or from an overseas area at government expense and is provided an allowance for living quarters in that area.

b. Dependent. A command sponsored dependent is a minor residing with the active duty military or full-time DoD civilian sponsor at an OCONUS location where an accompanied-by-dependent tour is authorized; the sponsor is authorized to serve that tour, and where the dependents meet the following criteria:

- (1) The dependent is eligible for travel to or from the member's permanent duty station;
- (2) The dependent is authorized by the appropriate authority to be at the member's permanent duty station; and

(3) As a result of the dependent’s residence in the vicinity of the sponsor’s permanent duty station, the sponsor is entitled to station allowance at the "with family” rate.

4. Applicability. This policy is applicable to all military members, civilian employees and their family members assigned to or visiting SAC including all tenant commands.

5. Policy. Establishes acceptable parameters and provides guidance to parents, enforcement agencies, health care providers and the general community concerning minimum acceptable standards of supervision for children in the community. Sponsors are responsible for ensuring the health, welfare and safety of minor family members and dependents at all times and ensuring that such persons obey the provisions of this policy. Repeated or particularly egregious violations may provide a basis for referral to Family Advocacy and/or revocation of command sponsorship for the family.

a. The following applies to all minors:

Age of Child	Left Unattended In Quarters	Left Alone Overnight	Left in Neighborhood Play Areas Unsupervised	Left in Car Unsupervised	Unattended in Public Areas	Live-in Aide
0-6 yrs	N	N	N	N	N	Y
7-9 yrs	N	N	Y*	N	N	Y
10-12 yrs	Y**	N	Y	Y	Y	Y
13-15 yrs	Y	N	Y	Y	Y	Y
16-18 yrs	Y	Y	Y	Y	Y	Y

*ADULT WITHIN HEARING OR VISUAL CONTACT

**FOR NOT MORE THAN FOUR HOURS

b. Children between the ages of ten and twelve can sign themselves in and out of the CYP program only if their legal guardian has signed a self-release parental permission form. CYP will maintain a list of children who can check-in and self-release.

c. Children under 13 years of age will not baby-sit other children, including their siblings. Baby-sitters under the age of 16 may supervise until 2400 but are not allowed to baby-sit all night.

d. Personality, environment, development progress and maturity levels are factors parents must use to determine when children are ready to accomplish activities with little or no supervision. Parents should assess their children's maturity and, if necessary, raise the minimum age limits outlined above.

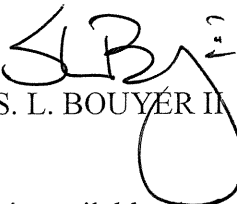
6. Intervention by Family Advocacy Program (FAP)

a. The mission of the Family Advocacy Program is the prevention and treatment of child and/or partner maltreatment. FAP Navy program collaborates with all US military commands Singapore. In the event of a referral for a suspected case of maltreatment, a FAP clinician compiles data collected from initial allegations, conducts FAP clinical assessments, and clinically staffs the case with other FAP region providers. A clinical treatment plan is developed for the family unit based on specific allegations. FAP evaluates each referral on its own merit. FAP is given discretion in evaluating an incident and recommending treatment plans. In making a determination, a FAP provider considers factors including, but not limited to, age, maturity level of child, number of children, amount of time/frequency left unattended, parent-child relationship, family dynamics, environment, previous history, precautions taken, and any actual injury and/or property damage.

b. The FAP uses this document as a guide, along with applicable DoD directives and Navy instructions, to make their final determination and recommendations based on the need for the safety of all of its family members and appropriate actions of a reasonable prudent adult. Substantiated cases can create a permanent record for the responsible adults.

7. Parents who have questions about this policy may contact Ms. Heather H. Chapa, Child and Youth Program Director. She may be reached by phone at: +65- 9663-4625 or via e-mail at: cyp.singapore@cnrjffr.org.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the SAC Administrative Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


S. L. BOUYER II

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the SAC Directives on SharePoint Online at: <https://flankspeed.sharepoint-mil.us/sites/CNICGlobalHub/directives/Directives/Forms/CNRJSINGAPOREAREACORDINATOR.aspx>



SELF-RELEASE FORM—CNICCYP 1700/54

OPNAVINST 1700.9 (series)

Self-release allows youth to sign themselves in and out of the Navy Child and Youth Programs (CYPs) consistent with the command’s “self-care policy.” Annually, parents/guardians of registered youth must provide CYP with written authorization of their eligible youth’s self-release from care and/or recreational activity.

Authorization for Self-Release

My youth meets the command’s self-care policy requirement and **has my permission** to sign in/out of the CYP. If my youth is not signed in to the program, I fully understand that the CYP staff will not be responsible for my youth’s care.

Hold Harmless Release: I agree to release and hold harmless the United States, its officers, its agents, and its instrumentalities against any claims, demands, actions, debts, liabilities, judgments, costs, or attorney’s fees arising out of, claimed on account of, or in any manner predicated upon his/her participation in any Navy MWR/CYP activity, use of facilities and/or equipment including any loss or damage to property, any injury or death of any person, in any manner caused or contributed to by the United States, its officers, its agents, or its instrumentalities except in cases of gross negligence.

Name of Youth: _____

Name of Parent/Guardian (Please Print) Signature of Parent/Guardian Date

Name of CYP Representative (Please Print) Signature of CYP Representative Date

REVIEW OF INSTRUCTION

NOTE: If the sponsor of this instruction has changed, per OPNAVINST 5215.17 (Series), please process the appropriate information or action memo officially transferring sponsorship of the instruction and provide the new sponsor with this form to complete and submit.

INSTRUCTION NUMBER: <i>(e.g., OPNAVINST 1234.56B)</i> SACINST 1754.1	INSTRUCTION DATE: <i>(DD MMM YYYY)</i> 10 Nov 2015	INSTRUCTION CLASSIFICATION: UNCLASSIFIED	ORIGINATOR/SPONSOR CODE(S): <i>(e.g., CNIC/OPNAV N45)</i> OPNAV 1700.9E
INSTRUCTION SUBJECT: SUPERVISION OF CHILDREN AND SELF CARE POLICY			
<hr style="border-top: 1px dashed black;"/>			
1. Is the instruction still applicable? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Go to #3)			
2. Is the instruction considered current/no further changes needed? If "YES," please review "NOTE" below. <input type="checkbox"/> YES (Go to "Certification") <input checked="" type="checkbox"/> NO			
3. What further changes are needed? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Changes are minor (affects 25% or less of pages of the current basic instruction). I will draft and begin the process for a change transmittal following OPNAVINST 5215.17 (Series) and OPNAV M-5215.1. (Go to "Certification") <input type="checkbox"/> Changes are major. (Go to #4 and #5) <input type="checkbox"/> Needs to be canceled. (Go to #6) 			
4. Should the instruction be consolidated with another directive? <p style="text-align: center;"><input type="checkbox"/> YES - Begin the process for consolidation (Go to #5 or #6, as applicable) <input checked="" type="checkbox"/> NO</p>			
5. <input checked="" type="checkbox"/> Revision and reissuance. I will draft the revision (to include any consolidation of another directive) per Navy directive standards and practices following OPNAVINST 5215.17 (Series) and OPNAV M-5215.1, and other applicable lower Navy echelon directives, and staff and coordinate the review following the appropriate directives process. (Go to "Certification")			
6. <input type="checkbox"/> Cancellation. Per OPNAVINST 5215.17 (Series) and OPNAV M-5215.1, I will process the instruction for cancellation via another directive (such as, with consolidation), via a notice with a list of canceled instructions, or via an action memo. (Go to "Certification")			
<p>NOTE: Within the life of an instruction, whenever a revision is required, it must be revised and reissued at that time. As soon as the cancellation of an instruction is known, the process to cancel must be initiated.</p>			
CERTIFICATION			
<p>By signing below, I certify that the instruction has been reviewed thoroughly to include any stakeholder and compliance reviews, and the completion of this form is accurate and true.</p>			
Sponsor Name, Title, Organization, Code: Harris, Momoyo Fleet & Family Readiness Director N9 N96 Child & Youth Program	Signature Date: <i>(DD MMM YYYY)</i> 10 Jan 2025	Sponsor Signature: <div style="font-size: 1.2em; font-weight: bold; text-align: center;"> HARRIS.MO MOYO.JOELI L.1094480953 </div> <div style="font-size: 0.8em; text-align: right;"> Digitally signed by HARRIS.MOMOYO. JOELI.L1094480953 Date: 2025.01.10 15:33:33 +08'00' </div>	
<p>Submit the completed, signed and dated form to the command directives manager.</p>			