

DEPARTMENT OF DEFENSE YOUTH PROGRAMS (YPS) INSPECTION CHECKLIST SUMMARY SHEET

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").

(C = in Compliance; P = Partial Compliance; N = Noncompliance; NA = Not Applicable)

	NUMBER OF STANDARDS	NUMBER OF:			
		C	P	N	NA
Part A. Program	13				
Part B. Funding	4				
Part C. Facilities and Fire Requirements	6				
Part D. Staffing and Qualifications	11				
Part E. Safety/Health	5				
Part F. Inspection	6				
Part G. Child Abuse Prevention	5				
TOTAL	50				

(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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.3.1 E4.4.4	4. Management staff or designee is present during operating hours to include evenings, weekends, and school holidays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3.1.2.7 E4.12.2	5. Partnerships with on- and off-base agencies and organizations enhance and expand opportunities for youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3.1.2.9	7. Recommendations for improving the services and operations of YPs are provided to the installation commander at least biannually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3.1.3.8 E4.10.1.4	8. Youth are recognized for their positive accomplishments and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3.1.2.2	11. Program serves youth with special needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3.1.2.16	13. YPs meet Standards of Organizational Effectiveness (SOE) requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(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 uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.6.6	4. Fees/charges follow Service guidance and are offered free or at a reasonable cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.7.3 E4.7.4	2. DoD Component has ensured adequate facility space is provided for program activity areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.5.1	2. A 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.5.3	3. Instructors teaching high-adventure activities are certified in that specific area of instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.5.3	4. Direct service staff have completed the DoD training modules within the first 18 months of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.2.1 E4.5.5	6. Volunteers are recruited, screened and trained to assist with youth programs and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.4.1	7. Program directors hired after October 1, 2006 have at a minimum a baccalaureate degree in a field related to youth programs or a combination of education and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.7.1	2. There is controlled access to buildings and there is good visibility into all activity spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(X as applicable: C = in Compliance; P = Partial Compliance; N = Noncompliance; NA = Not Applicable)

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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.13.2	5. Persons handling, processing, preparing or serving food have training commensurate with their food service responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.9.4.4	5. Programs are DoD certified or a waiver has been issued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.9.3	6. DoD Certificate to Operate is on display at each location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>