



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPACTNAPLESINST 1754.3
N92

15 DEC 2021

NAVSUPACT NAPLES INSTRUCTION 1754.3

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: UNAUTHORIZED CHILDCARE ONBOARD U.S. NAVAL SUPPORT ACTIVITY,
NAPLES, ITALY

Ref: (a) SECDEF Memo of 6 Sep 19, Unauthorized Child Care Homes on Military Installations
(b) OPNAVINST 1700.9E, Child and Youth Program
(c) NAVSUPACTNAPLESINST 1754.7B
(d) NAVSUPACTNAPLESINST 11103.5C
(e) NAVSUPACT NAPLES CO's Letter Ser N9/1381 of 13 October 2021, Unauthorized Childcare in Family Housing

Encl: (1) Cease and Desist Letter for Unauthorized Childcare in Base Housing Sample Letter

1. Purpose. To establish a policy that increases child safety standards by preventing unauthorized childcare (UCC) in Navy Military Family Housing (MFH) and set forth procedures to address UCC that is suspected or identified in these areas, per references (a) through (e).

2. Background. Reference (a) requires all installation Commanding Officers (CO) to issue local policy addressing and preventing UCC. This policy must include detailed definitions and requirements for addressing UCC issues identified in DoN housing. Reference (b) provides guidelines for the operation of Child and Youth Programs (CYP) on naval installations and in MFH.

3. Policy

a. NAVSUPACT Naples CYP and other NAVSUPACT Naples departments, such as Fleet and Family Support Center (FFSC), Family Advocacy Program (FAP), Security, Housing, and other identified stakeholders will implement the requirements of this instruction and develop relevant practices to ensure compliance with reference (a).

b. Providing childcare in government owned/leased quarters is only authorized by Navy Child Development Home (CDH)-certified providers.

c. Individuals confirmed as providing UCC in base housing will be provided with enclosure (1). Continued UCC may result in loss of housing privileges (eviction).

4. UCC Definitions

a. UCC is defined as any individual caring for other families' children for a total of 10 childcare hours or more per week, paid or unpaid. One child for one hour equals one childcare hour.

b. Per reference (b), the following are not considered UCC and do not require CDH certification:

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(1) Individuals who occasionally provide care for another individual's children for less than 10 childcare hours per week.

(2) Individuals providing in-home babysitting on an occasional basis for other families. This must not exceed 10 childcare hours per week per childcare provider.

(3) Teenagers providing evening or weekend babysitting for families in alignment with reference (c).

(4) Childcare provided in parent's own home for their children.

(5) Parent cooperatives in which a designated parent provides supervision for the other parent's children on an exchange basis with no fees involved.

(6) Temporary full-time care of a child during a parent's absence due to temporary duty or deployment by the person listed on a Family Care Plan.

(7) Individuals caring only for relatives or foster children are not required to be certified. For the purpose of this instruction, grandchildren, sisters, brothers, nieces, and nephews are identified as relatives.

5. Action. Per references (a) through (d):

a. The CO will issue the Command UCC letter per reference (e) to the Housing Director, CYP, Security, and the FFSC/FAP to be given to families explaining CDH regulations to ensure unauthorized childcare does not occur and explaining that MFH privileges may be revoked for providing UCC.

b. Housing Director will provide the Official Warning Letter of UCC in base housing to each family resident and will be posted on bulletin boards in common areas throughout the installation.

c. CDC Director will:

(1) Explain this policy with new arrivals during the Area Orientation brief.

(2) Take actions to educate commands about this policy, while simultaneously promoting CDH certification (as applicable).

(3) Speak to spouses' clubs, at new arrivals orientations, etc.

(4) Include information on CDH certification and cautions about UCC in newsletters, base newspapers, on base radio stations, etc., and via communication with tenant command leadership.

(5) Post information in facilities on and off-base including the Navy Exchange, commissary, clubs, community centers, etc.

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(6) Work with Housing to distribute flyers outlining the UCC policy to all housing residents.

6. Procedure

a. Per references (a) and (b), all reports of persons operating UCC within housing areas must be investigated. Reports of UCC generally are received by Housing Director, CYP, Security, and/or FFSC/FAP. Upon a reported instance of possible UCC, the Housing Director will be notified to take the lead on coordination:

(1) Notify the Command Master Chief (CMC) and/or the Executive Officer (XO).

(2) Within 24 hours, send the Official Warning Letter of UCC in Base Housing via e-mail to the resident and copy all stakeholders to include the sponsor's command. The resident will be given five business days to formally respond.

(3) Collaborate with CYP, Security, and FAP to ensure two persons visit the home within 24 hours of the report, to inform the resident of the complaint and direct that all childcare services must immediately stop, remind them that housing privileges are in jeopardy, and explain the process to provide certified care. Housing and CYP representatives will normally carry out this first visit; however, due to time constraints and concerns, others may be asked to participate.

(a) When possible, the visit should attempt to take place during the timeframe that alleged childcare is occurring.

(b) Attempt to validate that childcare is occurring by offering to sit down and review CYP options with him/her on the spot. Listen/look for signs of children. Notice whether parents with children are seen entering and leaving home during typical drop off times.

(c) Regardless of ability to validate, the two installation representatives will provide the resident a copy of the warning letter, this policy, and up-to-date information on installation CYP programs and the CDH certification process. Make them aware that they should have received the same letter via e-mail.

(d) If it is determined that UCC is taking place, the resident will be required to notify parents for immediate pickup. The command representatives will remain at the home until all children are picked up. The CYP representative will offer to assist placing children in an authorized care option and provide information about militarychildcare.com.

(e) If resident is not home or does not answer the door, the two installation representatives will make a plan to visit the next business day.

(f) NAVSUPPACT Naples Security and Criminal Investigations Division (CID) may assist if circumstances indicate criminal activity or danger to the health and/or welfare of children, housing, and CYP personnel or other persons involved.

(g) If indications of criminal activity are observed, housing and CYP personnel must immediately stop their inspection and notify CID. CID will share with housing and CYP any information discovered in their investigation that is pertinent to UCC.

b. Upon the resident's response to the warning letter:

(1) The Housing Director will notify CYP if a written statement is received and if additional information is needed/requested.

(2) CYP/CDH Director will provide guidance on becoming a CDH provider and/or other CYP employment opportunities.

(3) The Housing Director will inform the outcome of the contact directly to the CMC and/or the XO.

(4) Regardless of the response from the resident, the Housing Director will ensure two installation representatives coordinate to conduct another home visit to ensure care has ceased and to share any additionally requested information about CYP/CDH within five business days.

(5) An UCC home will be determined based on the site visit findings, an interview of the resident, any statement/complaints received by the command and re-inspection evidence collected. All information will be assessed by the site visit team using the UCC criteria listed above.

(6) If unable to contact, or if there is indication the resident does not intend to discontinue UCC, or if there is a subsequent report of UCC, the Housing Director will report to the CMC who will in turn confer with the XO and CO for appropriate action, to include dispatching Security and notifying Morale, Welfare, and Recreation (MWR) and CYP Director. The CO will be notified and will determine if other actions are required based upon situation.

(7) If the CO commands that the family can no longer maintain the privilege of residing in MFH, the Housing Director will draft an official eviction letter, which will be validated by the Legal Office and signed by the CO.

(8) Response actions will be briefly annotated in the next Quality Review Board (QRB) minutes, which will require the CO's endorsement. If no QRB is convened, the Housing Director will email the CO and stakeholders showing CO notification of outcome will be maintained by the CYP/CDH Director.

(9) The resident and a command representative will be called in the Housing Director office to receive the eviction letter in person. Termination of MFH will occur 30 days after the letter is provided. The resident and family will be assisted to look for economy housing in town and the move will be at the resident's expense. Overseas Housing Allowance will not be authorized.

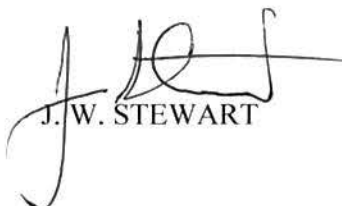
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7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records' disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records' disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, 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 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.



J.W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cniv.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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CEASE AND DESIST LETTER FOR UNAUTHORIZED CHILDCARE IN BASE HOUSING
SAMPLE LETTER



HOUSING DEPARTMENT
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
PSC 808 BOX 7
FPO AE 09618-0007

1754
Ser N93
Date

From: Housing Director, U.S. Naval Support Activity, Naples, Italy
To: Tenant/Family Name

Subj: CEASE AND DESIST LETTER FOR UNAUTHORIZED CHILDCARE IN BASE HOUSING

Ref: (a) OPNAVINST 1700.9 (series), Child and Youth Program (CYP)
(b) NAVSUPPACTNAPLESINST 1754.3
(c) NAVSUPPACTNAPLESINST 11103.5C

1. You may be in violation of references (a) and (b) by providing unauthorized childcare (UCC) in your residence at (Address). Pursuant to reference (c), residents found out of compliance with references (a) and (b) may be subject to the loss of on-base housing, and the move to the economy housing will be at the resident's expense with no authorization of Overseas Housing Allowance. Childcare services in your military housing must cease immediately.
2. Should you wish, you may provide a written statement addressing this matter to the Housing Department. Your response must be submitted within five business days of receipt of this letter.
3. Please contact the Child Development Center Director, at DSN: 314-629-4989, COMM: +39-081-811-4989, or email: fct.na.nsa.mwr_cyp@eu.navy.mil to review the specific options to provide childcare on this installation and the process to become a certified Child Development Home provider.

NAME
NAVSUPPACT Naples Housing Director

Copy to:
Sponsor's Command
Tenant
CYP
Base Security
FFSC/FAP
Commanding Officer NAVSUPPACT Naples

Enclosure (1)