

**BY ORDER OF THE COMMANDER
YOKOTA AIR BASE**

**YOKOTA AIR BASE INSTRUCTION
31-118**



20 SEPTEMBER 2016

Security

**CURFEW AND SUPERVISION
OF MINORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Scott P. Maskery)

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This instruction implements YAB IDP 31-101, *Integrated Defense Plan*, and AFPD 31-1, *Integrated Defense*. It establishes responsibilities and procedures for the curfew and supervision of minors on Yokota Air Base (AB). It applies to all military and Department of Defense (DoD) civilian personnel covered by the Status of Forces Agreement (SOFA) who are assigned or attached to the 374th Airlift Wing (374 AW) or tenant units, or who live on Yokota AB and their family members who are minors. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Re-numbered instruction number from 374 AWI 31-201 to YOKOTA ABI 31-118.

1. General. Minors are defined as family members under age 18 or in high school. The following are excluded as minors when they are under age 18:

1.1. Graduates of an accredited high school or equivalent.

1.2. Spouses covered by SOFA.

1.3. Child Neglect. A type of child abuse or maltreatment whereby a child is deprived of needed age-appropriate care by act or omission of the child's parent, guardian, caregiver, employee of a residential facility, or staff person providing out-of-home care under circumstances that the child's welfare is harmed or threatened.

1.4. Lack of Supervision. A type of child neglect characterized by the absence or inattention of the parent, guardian, foster parent or other caretaker that results in injury or serious risk of harm to the child, in the child being unable to care for himself or herself, or in an injury or serious threat of injury to another person because the child's behavior was not properly monitored.

2. Assigned Responsibilities. Sponsors must ensure their family members are properly supervised at all times, abide by acceptable standards of conduct and are aware of, and comply with the requirements of this instruction. Table 1 is a guide for the minimum amount of supervision required. Greater amounts of supervision may be required in individual cases based upon the particular needs and abilities of the minor(s) and the specific situation. Parents must also consider the experience and maturity of minors before allowing them to supervise or babysit. In making "child neglect" and "lack of supervision" determinations, the Family Maltreatment Case Management Team (FMCMT) bases their decision on what a reasonable, prudent adult would do in a similar situation. Decisions from the YCAP may provide additional restrictions.

Table 1. Supervision of Minors.

Age of Child	Walk to/From School (Unaccompanied)	Baby-sit Others	Left in Car Unsupervised (Without someone 15 or older)	Left Unattended in Quarters (Vacation or TDY)	Left Unattended in Quarters	Left Unattended Outside Quarters and Associated Neighborhood Play Areas	Left Unattended in Public Areas
0-5	NO	NO	NO	NO	NO	NO	NO
6-9	YES Must be at least first grade	NO	YES ³ With keys removed not to exceed 5minutes	NO	NO	YES ⁷ Check periodically	YES ^{7,8}
10-11	YES	NO	YES ³ With keys removed not to exceed 20minutes	NO	YES ⁵ No more than 4 hours	YES ⁷ Check periodically	YES ⁸
12-14	YES	YES ¹	YES	NO	NO ⁶	YES	YES ⁸
15 +	YES	YES ^{2,4}	YES	YES	YES ⁶	YES	YES ⁸

Note 1: A minor 12 – 14 will baby-sit no more than three children under age 8, including their own siblings, and no more than one infant (24 months or less). Babysitting will not exceed eight hours. Potential baby-sitters are highly encouraged to attend the Red Cross Baby-sitters Training Course before starting any supervision of minors. Any minor with an active YCAP case file is not eligible to be in this status.

Note 2: A minor age 15 and up should baby-sit no more than three children under age 8, and no more than two infants (24 months or less). Minors age 15 and up may baby-sit family members up to two nights/three consecutive days as long as sibling(s) are 10 years of age or older (see Note 4). Any minor with an active YCAP case file is not eligible to be in this status.

Note 3: Parents must still apply good common sense and take reasonable precautions when leaving their child in a vehicle, even for five minutes. Ensure there is no immediate risk or threatened loss of life (i.e., windows up and extremely high temperatures, a high crime area, night time, child under duress, etc.).

Note 4: Minors age 15 and up may be left alone for short temporary duties (TDY) or leaves, not to exceed two nights/three consecutive days. These minors must have designated adult supervision available to make periodic checks daily and the adult having a power of attorney. Any minor with an active YCAP case file is not eligible to be in this status.

Note 5: Any minor with an active YCAP case file is not eligible to be in this status.

Note 6: Children age 12 and up may be left alone overnight provided the sponsor is within the local area and the children have physical access to designated adult supervision (including work and home phone numbers and sponsor's emergency phone numbers). Any minor with an active YCAP case file is not eligible to be left alone past curfew or overnight.

Note 7: In neighborhoods, playgrounds and associated tower play areas, parents or designated adult must check on child periodically. Parents are expected to use good judgment of their child's maturity and make reasonable, prudent decisions. Children age 6 – 9 must have access to designated adult supervision.—Access is the adult knowing the location of the child and having the ability to quickly respond in person in case of an emergency.

Note 8: Minors must comply with wing policy on age requirements for individual Services, Army and Air Force Exchange Service (AAFES) and Commissary facilities.

3. Curfew for Minors. Curfew hours are 2230-0530 daily for all minors. However, curfew hours on Friday, Saturday, holidays and summer break are extended to 2400-0530 for 17 and 18 year olds. No minor will be out of his or her home or in a car on Yokota AB between the curfew hours unless he or she:

3.1. Is the spouse of a military member or of a civilian employee.

3.2. Is with a parent or responsible adult. **Note:** A responsible adult is a person who is 18 years of age or older and not in high school.

3.3. Has been to a base or school sponsored activity for teenagers, a base sanctioned sports activity, a youth program or to a movie at the base theater and not more than 30 minutes has gone by since the end of the activity.

3.4. Has a job and is at his or her place of work or not more than 30 minutes has gone by from the time he or she has left the work area.

4. Enforcing Curfew Provisions. 374th Security Forces Squadron (374 SFS) will detain any minor violating the curfew provisions in paragraph 3 until his or her sponsor or a representative of the sponsor's unit comes to assume custody. If the minor's sponsor cannot be contacted, a unit representative assumes custody of the minor or remains with the minor at the Security Forces' facility until the sponsor is contacted and assumes custody. The unit should take all steps to ensure the unit representative is of the same gender as the minor being detained.

5. Lack of Supervision Enforcement. Any child found improperly supervised and/or at risk of injury or engaged in disruptive conduct will be detained by the 374 SFS until his or her sponsor or a representative of the sponsor's unit comes to assume custody. If the minor's sponsor cannot be contacted, a unit representative assumes custody of the minor or remains with the minor at the Security Forces' facility until the sponsor is contacted and assumes custody. The unit should take all steps to ensure the unit representative is of the same gender as the minor being detained.

6. Reporting Violations. Violations will result in a 374 SFS blotter entry and an incident or complaint report. All violations will be reported to the sponsor's squadron commander (CC) or First Sergeant (CCF). In addition, lack of supervision and curfew violations are reported to the YCAP and Family Advocacy for appropriate action.

7. Intervention by the YCAP. Curfew violations and lack of supervision offenses are referred to the YCAP. Chaired by the 374th Mission Support Group Commander (374 MSG/CC) or their designated representative, the YCAP represents a cross-section of helping agencies. If the YCAP determines a minor has committed a curfew violation or there was a violation of “Lack of Supervision” requirements, YCAP will determine disciplinary action to take in accordance with YOKOTA ABI 31-103, *Yokota Conduct Adjudication Program (YCAP)*.

8. Intervention by the Family Maltreatment Case Management Team (FMCMT).

8.1. The mission of Family Advocacy is the prevention and treatment of child and spouse maltreatment. The FMCMT is a group of helping agencies chartered to develop treatment plans for families. Chaired by Family Advocacy, the FMCMT evaluates each referral on its own merit. The FMCMT is given discretion in evaluating an incident and recommending treatment plans. In making a determination, the FMCMT considers factors including, but not limited to: age, maturity level, number of children, amount of time/frequency left unattended, parent-child relationship, family dynamics, environment (i.e., time of day, appropriate child-restraint seats, weather, car locked/unlocked, windows up/down, immediacy/severity of threat in area), previous history, precautions taken and, as appropriate, the actual injury and/or property damage.

8.2. The FMCMT uses this document as a guide, along with applicable DoD and Air Force instructions, to make their final determination and recommendations based on the need for safety of all family members and appropriate actions of a reasonable, prudent adult. Substantiated cases can create a permanent record for the responsible adult(s).

KENNETH E. MOSS, Col, USAF
Commander

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

AFPD 31-1, *Integrated Defense*, 28 October 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

YOKOTA ABI 31-103, *Yokota Conduct Adjudication Program (YCAP)*, 3 July 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AFRIMS—Air Force Records Information Management System

FMCMT—Family Maltreatment Case Management Team

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duties

YCAP—Yokota Conduct Adjudication Program