



DEPARTMENT OF THE NAVY

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SECNAVINST 5300.32
ASN(M&RA)
30 August 1990

SECNAV INSTRUCTION 5300.32

From: Secretary of the Navy

Subj: CHILD CARE PROGRAMS FOR DEPARTMENT OF THE NAVY MILITARY
AND CIVILIAN PERSONNEL

Ref: (a) DOD Instruction 6060.2 of 3 Mar 89 (NOTAL)
(b) Military Child Care Act of 1989
(c) DOD Directive 1020.1 of 31 Mar 82 (NOTAL)

1. Purpose. To provide Department of the Navy child care program policy, implement reference (a), and comply with the provisions of references (b) and (c).

2. Background. The composition of the Department of the Navy is changing rapidly and is largely reflective of trends in our society. Increasingly, Department of the Navy families consist of two wage earner families as well as families that are headed by a single parent, either male or female. These personnel experience a need for child care services which is heightened by the mobility of military service. Recognizing the significance of quality child care programs to military and civilian personnel, it is the intent of the Department of the Navy to assist in providing child care services to promote operational readiness, mission accomplishment and retention. The extent to which this is feasible is a factor of funding availability, as well as positive commitment to quality child care.

3. Definitions

a. Child Care Services. Services targeted to address the need for care of children of Department of the Navy personnel on a full-day, part-day or hourly basis. This care is designed to protect the health and safety of dependent children, as well as promote their physical, social, emotional and cognitive development. These services can be provided through support available in the local community or Department of the Navy sponsored programs.

b. Department of the Navy Child Development Center. Department of the Navy sponsored and regulated child development program that operates within a facility located on or off Navy or Marine Corps bases worldwide. It may be either a base or contract



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operated child care facility and may be established to serve the needs of either military members, civilian employees or both.

c. Department of the Navy Family Home Care and Family Day Care. Care provided for up to six children (including own children under the age of eight) by a Family Home Care (FHC) or Family Day Care (FDC) certified military dependent in quarters either owned or leased by the government. While primarily targeted to meet the needs of military dependents, FHC and FDC providers are permitted and authorized to serve dependents of civilian employees of the installations when determined beneficial by local command.

d. Department of the Navy Personnel. Includes military service members and Department of the Navy civilian employees.

e. Dependent Child. Includes adopted children or recognized natural children, stepchildren and foster children who live with the military service member or civilian employee in a regular parent-child relationship. Dependent children requiring child care program support are defined as those who range in age from six weeks to 12 years.

f. Resource and Referral Services. Assistance provided to military or civilian employees in locating child care services by identifying state licensed centers operating within the local community, FHC and FDC providers who can accept additional children, and baby-sitters who have completed a certification course in the community or on base.

4. Policy. It is in the Department of the Navy's interest to provide child care programs which assist military and civilian employees in contributing to mission accomplishment. In this regard, the following policies apply:

a. Child care is the personal responsibility of parents.

b. Child care support is not a right or entitlement but a service that can be provided to a finite portion of the population, within budget constraints, to promote operational readiness, mission accomplishment and retention.

c. The degree and type of assistance given to address the need for available child care cannot be uniform across all Department of the Navy bases and installations. It will be contingent upon such factors as availability and cost of alternatives within the local community, the demographics of base

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population, and the appropriated and non-appropriated fund resources available to the local commander.

d. The scope of child care services shall be determined based on a valid needs survey. Needs will first be met by maximum referral to available local community services and use of least cost, on-base options, such as FHC or FDC.

e. Quality of care will be the dominant consideration in all child care program decisions. The availability and affordability of care, while important, are secondary to ensuring full compliance with established quality standards to ensure maximum protection of the children served.

f. Resource and referral services, for other than Department of the Navy child development centers, will only suggest as child care alternatives those off-base services which meet local and state standards and those on-base FHC and FDC providers who meet Navy or Marine Corps standards. In all cases, the choice of a caregiver and the consequences of accepting child care services rest with the parent.

g. Quality assurance in Department of the Navy sponsored child care programs will be ensured by the installation commander with the:

- (1) Inspector General inspections;
- (2) Service program manager inspections and assistance visits;
- (3) Chain of command inspector general inspections;
- (4) Parent review committees.

h. Centers established primarily to support either military or civilian target populations will support that group and offer support on a space available basis to the secondary target group.

i. Priority of access to child care services will be issued by the Services and be supportive of operational readiness, mission accomplishment and retention.

j. Fees charged by Military Child Development Centers will be based on family income ranges as determined and published annually by the Department of Defense.

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k. Child development programs will make every effort to accommodate the special needs of each child. Handicapped children who meet the eligibility requirements for receiving services under reference (c) may not be excluded, solely on the basis of handicap, from participation in such programs or otherwise be subjected to discrimination when such programs can reasonably accommodate the special needs of the child. ~~Where additional costs involved are the limiting factor in providing special needs care, the parents will be offered the option of paying those costs.~~

l. No authorization is given or implied for direct subsidies to individuals served in commercial centers, Department of the Navy centers or to patrons in FHC or FDC settings.

m. Alternative child care services will be actively encouraged. Options include, but are not limited to, parent cooperatives and off-base services with proper state and local licenses.

n. Activities and commands are encouraged to use available programs such as job sharing, part-time employment, flexible and compressed work schedules, leave transfers and the granting of leave for reasons of parental and family needs to assist civilian employees in meeting dependent care responsibilities.

5. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) has overall responsibility for policies and programs associated with child care services of Department of the Navy military and civilian personnel.

b. The Deputy Assistant Secretary of the Navy (Force Support and Families) is responsible for directing the development and issuance of procedures and guidance on child care programs supporting military personnel within the Department.

c. The Deputy Assistant Secretary of the Navy (Civilian Personnel Policy/Equal Employment Opportunity) is responsible for directing the development and issuance of procedures and guidance on child care programs supporting civilian personnel within the Department.

d. The Assistant for Administration, Office of the Under Secretary of the Navy; the Chief of Naval Operations; the Commandant of the Marine Corps; and the Chief of Naval Research are responsible for implementing this instruction, the requirements of references (a) through (c), and publishing necessary

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supporting policies and procedures.

e. Activity heads and commanders are responsible for ensuring that child care program policies and procedures are implemented at the activity or command level following this instruction and supporting service directives.



H. Lawrence Garrett, III
Secretary of the Navy

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