



**DEPARTMENT OF THE ARMY**  
U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 12 February 2006

REPLY TO  
ATTENTION OF:

ATZK-CFA (608)

12 February 2004

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT: USAARMC Policy Memo No. 2-04 – Installation Guidelines for the Safety and Well-Being of Children**

1. Reference AR 608-18, The Army Family Advocacy Program, 1 September 1995.
2. The safety and well being of children in our military community is the responsibility of every adult member of this command. Our children should be given the opportunity to grow and learn in a safe atmosphere free of fear. Soldiers, civilians, and family members must be alert to any action or situation that endangers the security of minors.
3. Child abuse and neglect are significant threats to the physical and mental health of children and cannot be tolerated in this community.
  - a. Under the Guidelines of the Family Advocacy Program (FAP), the Case Review Committee (CRC) is responsible for ensuring the allegations of abuse and neglect are investigated and, when necessary, that appropriate treatment is provided to protect children from further harm.
  - b. The identification and treatment of child abuse or neglect are determined on an individual basis by the CRC. Situations may be child physical, sexual, or emotional abuse; or child neglect as defined in Army Regulation 608-18.
4. Brigade, battalion, and company commanders, and leaders at all levels are responsible for the safety of minor family members.
  - a. Commanders will ensure that soldiers receive unit briefings on the FAP and timely counseling regarding legal and moral ramifications of abuse or neglect and make referrals as appropriate. The FAP offers the Army Community Unit Trainers Course for unit representatives. The course offers updated information in the dynamics of child and spouse abuse as well as all the resources available from ACS to help soldiers and their families. Contact FAP, Education Coordinator at 624-6291/8391, for additional information.

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b. The CRC will coordinate with commanders on child abuse cases involving soldiers and families under their command.

c. Commanders will work with CRC and take whatever administrative measures are necessary to prevent further child abuse or neglect.

5. During the parental duty hours primarily Monday-Friday, 0600-1800, there continues to be a high number of incidents regarding children being left unattended and unsupervised in housing areas, quarters, and post facilities. As a result, the following policy and guidelines are established:

a. Children Under Age 11:

(1) Children under the age of 11 require supervision. Such supervision may be provided by their parents, other adults, or in some instances, children who are at least 12 years of age. They will not be left unsupervised in quarters at any time, nor will they be left under the supervision of other children for extended periods. Parents are strongly encouraged to ensure the person providing the care has been trained in infant/child CPR, basic first aid, and proper care giving techniques. The American Red Cross (624-2163) provides training for baby-sitters providing care in the child's home.

(2) Vehicular Safety: Children under age 11 will not be left unattended for any period in a vehicle. Kentucky law and Fort Knox requires that children fewer than 40 inches in height be secured in a child's protective driving seat when riding in a privately-owned vehicle. It is also mandatory that all soldiers and family members wear seat belts.

b. Children 11 and Older: Supervision of children 11 and older will be based on the child's age and maturity. Children will not be allowed to damage or destroy personal or government property, garden plots, yards, or buildings. Invasions of privacy and acts of vandalism will not be condoned in quarters. Children 15 years and under will not be left alone overnight without adult supervision.

c. Post Facilities and Outside Areas:

(1) Post Facilities (i.e., PX, Commissary, Library, Craft Shops, etc.) are intended to provide goods and services for a better quality of life for our Soldiers and families. They are not places for parents to leave children unattended and unsupervised for extended periods. Parents will ensure that children use post facilities only for legitimate purposes and conduct themselves in a courteous manner.

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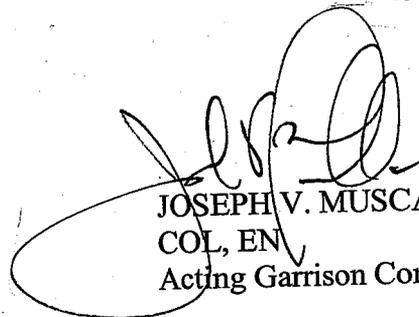
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(2) At all times, but especially during the summer months, and school intercessions, parents will ensure the health and safety of their children by providing appropriate supervision on playgrounds and other outdoor areas. Playing in the streets is prohibited.

6. These guidelines are set in an effort to protect our children residing on post. Every Soldier, employee, and member of the military community should report information about known and suspected child abuse to Social Work Service (624-9533), Army Community Service (624-6291), or Military Police (624-2111). Child and Youth Services (624-6703) is available to assist parents in finding suitable childcare. The Military Police will monitor compliance with these guidelines. For further information, contact one of the above mentioned agencies.

7. Working and residing on the installation are privileges that carry important responsibilities. These include reporting suspected incidents of child abuse and neglect, as well as supervising and training our children to ensure their safety.

FOR THE COMMANDER:



JOSEPH V. MUSCARELLA  
COL, EN  
Acting Garrison Commander

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DCG, USAARMC