

MWRDIVINST 1700.1
NPC-659

MORALE, WELFARE AND RECREATION DIVISION INSTRUCTION 1700.1

From: Director, Morale, Welfare and Recreation Division, Navy
Personnel Command (NPC-65)

Subj: STANDARD OPERATING PROCEDURES FOR DEPARTMENT OF DEFENSE
(DOD) CHILD ABUSE AND SAFETY VIOLATIONS HOTLINE

Ref: (a) Military Child Care Act of 1989
(b) DODI 6060.2, "Child Development Programs"
(c) DASD(FS&F) memo of 15 Feb 90

1. Purpose. To provide MWR Division policy on reporting of child abuse and safety violations hotline calls.
2. Cancellation. This is a new directive and should be read in its entirety.
3. Discussion. This guidance is provided to clarify MWR Division policy regarding investigation of child abuse and safety violation hotline calls. Reference (a) required the Secretary of Defense to establish and maintain a national hotline for individuals to report child abuse or safety violations at military child development centers or family child care (FCC) homes. Reference (b) requires military child development centers and FCC homes to post hotline phone numbers. Responsibility for operation of hotline calls rests with the Office of Family Policy and Support (OFP&S). Reference (c) provides implementing guidance for follow-up procedures. These procedures require OFP&S contact NPC-659 by phone and to follow-up notification with a written memorandum.
4. MWR Division Policies. NPC-659 will make an initial telephonic report to OFP&S within seven calendar days. NPC-65 will determine appropriate investigative procedures. These procedures may include an unannounced investigative visit, telephonic assistance from the Commanding Officers, Judge Advocate General (JAG) Manual Investigations and appropriate base agencies, or a multi-disciplinary team investigation.

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Additionally, Echelon II (MWR Representative or JAG) investigation assistance may also be requested by NPC-65. Following the investigation and resolution, a written report is due to OFP&S within 90 days.

Distribution:

Commanding Officers Administering Child Development Programs
Echelon II and III MWR Representatives