



DEPARTMENT OF THE NAVY  
NAVAL STATION NORFOLK  
1530 GILBERT STREET SUITE 2000  
NORFOLK VA 23511-2722

NAVSTANORVAINST 1754.2  
N92  
31 Jan 20

NAVSTA NORFOLK VA INSTRUCTION 1754.2

Subj: SELF CARE AND SELF RELEASE POLICY FOR CHILDREN IN CHILD AND YOUTH PROGRAMS ON NAVAL STATION NORFOLK

Ref: (a) OPNAVINST 1700.9E CH-1  
(b) DoD INSTRUCTION 6060.04 of 4 December 2019

Encl: (1) Self-Release Form-CNICCYP 1700-54

1. Purpose. To establish procedures for the sign-in and release process for children enrolled in Child and Youth Program (CYP) regulated by Naval Station Norfolk (NAVSTA).
2. Cancellation. NAVSTANORVAINST 1754.1 is cancelled. This notice will remain in effect until revised or superseded.
3. NAVSTA CYP will follow procedures and processes established in this policy.
  - a. Parents will be responsible for the care, well-being, and actions of their minor children at all times.
  - b. At no time will a child under the age of 12 be allowed to leave a NAVSTA MWR program unless accompanied by someone over the age of 16 who has been properly authorized, per reference (a).
  - c. In order for a child 12 or older to sign in/out of the CYP the child must have an authorized Self-Release Form enclosure (1) on file at the CYP.
4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.
5. Review and Effective Date. The CYP Installation Director will review this instruction on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.

  
B. N. ROSEN

Releasability and distribution:



## SELF-RELEASE FORM—CNICCYP 1700/54

OPNAVINST 1700.9 (series)

Self-release allows youth to sign themselves in and out of the Navy Child and Youth Programs (CYPs) consistent with the command's "self-care policy." Annually, parents/guardians of registered youth must provide CYP with written authorization of their eligible youth's self-release from care and/or recreational activity.

### Authorization for Self-Release

My youth meets the command's self-care policy requirement and **has my permission** to sign in/out of the CYP. If my youth is not signed in to the program, I fully understand that the CYP staff will not be responsible for my youth's care.

**Hold Harmless Release:** I agree to release and hold harmless the United States, its officers, its agents, and its instrumentalities against any claims, demands, actions, debts, liabilities, judgments, costs, or attorney's fees arising out of, claimed on account of, or in any manner predicated upon his/her participation in any Navy MWR/CYP activity, use of facilities and/or equipment including any loss or damage to property, any injury or death of any person, in any manner caused or contributed to by the United States, its officers, its agents, or its instrumentalities except in cases of gross negligence.

Name of Youth: \_\_\_\_\_

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of CYP Representative (Please Print)

\_\_\_\_\_  
Signature of CYP Representative

\_\_\_\_\_  
Date