



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT  
1060 GAFFNEY ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-MWC

24 AUG 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Childcare for the Official and Training Holidays (Garrison Policy #22)

1. Providing Soldiers and their Families of the Fort Wainwright Community with knowledgeable childcare personnel is the key to a quality program. Employees are required to maintain training in accordance with AR 608-10 and Installation Safety, Fire and Health Standard Operating Procedures. Personnel are also required to maintain both DoD and National Accreditation Standards. Providing Child, Youth and School (CYS) Services staff guaranteed time to train supports professional development, values the employee, and fosters team camaraderie.

2. CYS Services will require a Verification of Duty form (enclosed) for ALL training holidays. Training holidays for 2012-2013 are 5 October, 9 November, 23 November, 24 December, 31 December, 18 January, 15 February, 24 May, 5 July and 30 August.

3. Parents are given a minimum ten-day reminder prior to the training holiday by CYS Services staff. Soldiers and Family members whom are required to work these training holidays, and are in need of childcare, will:

a. Notify CYS Services that childcare will be needed. However, on rare occasions the number of children requiring care on training holidays will not necessarily justify opening the centers, alternative solutions will be provided by CYS Services staff to the Families.

b. Provide CYS Services with a completed Verification of Duty form no later than five business days before the training holiday. If both the Soldier and spouse are employed, each will provide a Verification of Duty form to the child's location of care in order to reserve space for the training holiday. In the case where the Soldier is TDY, deployed, etc. and the spouse works, the spouse must provide a Verification of Duty form and provide verification of the Soldier's absence. In the case of two civilian employees, both parents must provide a completed Verification of Duty form. The Verification of Duty form is subject to verification with the Unit Commander or First Sergeant for Soldiers and the supervisor of the civilian employee.

c. CYS Services will consider requests submitted after the five business day suspense. Requests will only be granted if staff is available.

4. This policy supersedes Garrison Policy #22, dated 28 March 2012.

5. POC for this memorandum is M. Rizza M. D. Asuncion, CYS Services Coordinator, 353-9505.

Encl  
Verification of Duty Form

  
RONALD M. JOHNSON  
COL, SF  
Commanding

DISTRIBUTION:  
A (FWA)

**FORT WAINWRIGHT, ALASKA  
CHILD, YOUTH AND SCHOOL SERVICES**

**“VERIFICATION OF DUTY FORM”**

The following information must be provided when requesting Child Care on a Training Holiday.

**SPONSOR:**

Name: \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

Unit: \_\_\_\_\_ Work Number: \_\_\_\_\_

CDR/1SG Name: \_\_\_\_\_ Work Number: \_\_\_\_\_

CDR/1SG Signature: \_\_\_\_\_ Duty Date: \_\_\_\_\_ Duty Time: \_\_\_\_\_

**SPOUSE:**

Name: \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

Unit/Employer: \_\_\_\_\_ Work Number: \_\_\_\_\_

CDR/1SG/Supervisor  
Name: \_\_\_\_\_ Work Number: \_\_\_\_\_

CDR/1SG/Supervisor  
Signature: \_\_\_\_\_ Duty Date: \_\_\_\_\_ Duty Time: \_\_\_\_\_

**CHILD/CHILDREN:**

Name(s): \_\_\_\_\_

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Requests are subject to telephonic verification and will not be approved if all the information above is not provided.

In a case where the Soldier is TDY, deployed, etc. and the spouse works, the spouse must provide verification of the Soldier's absence.

Individuals are approved for limited child care and must pick their child/children up within 30 minutes after the Soldier's specified duty times has elapsed; the spouse becomes available to care for the child/children, but no later than scheduled closure of the Center.

**RETURN THIS FORM BY: \_\_\_\_\_**