



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT  
1046 MARKS ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-MWC

SEP 23 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child, Youth and School (CYS) Services Training Days (Garrison Policy #22)

1. References:

- a. Army Regulation 608-10, Army Child Development Services, 15 July 1997.
- b. CYS Services Operations Manual, July 2015.
- c. School Year 2015-2016 (SY15-16) Army Child and Youth Fee Policy, October 2015.

2. Purpose: 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.

3. Policy: To meet the operational need for training of all staff while reducing the impact to Soldiers and Families, CYS Services has established two dedicated days for CYS Services training.

a. CYS Services will not be open for facility usage on the Garrison established training holiday in conjunction with the Federal observed Presidents Day holiday. Soldiers and Family members will need to arrange alternative solutions for childcare needs for this day. Youth programs, sports, and other CYS Services programs will not be scheduled for this day.

b. CYS Services will not be open for childcare purposes on the Garrison established training holiday in conjunction with the Federal observed Columbus Day holiday. Soldiers and Family members will need to arrange alternative solutions for childcare needs for this day. Youth programs, sports, and other CYS Services programs will not be scheduled for this day.

4. In addition, the Garrison Commander may declare a verified duty day as needed for organizational or operational requirements at his discretion. Parents are given a minimum 10 (ten) day notice prior to observance of a verified duty day. On these days, Soldiers and Family members whom are required to work will be responsible for:

a. Notifying CYS Services that childcare will be needed. However, on rare occasions, if the number of children requiring care on a verified duty day does not allow for opening of the centers, alternative solutions will be provided by CYS Services staff.

b. Provide CYS Services with a completed Verification of Duty form no later than five business days before the verified duty day. When both the Soldier and spouse are employed, each will need to provide a Verification of Duty form to the child's location of care in order to reserve space. In cases where the Soldier is TDY, deployed, or away from Garrison for work purposes and the spouse works, the spouse must provide a Verification of Duty form and provide verification of the Soldier's absence (such as orders). 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.

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

5. This policy supersedes Garrison Policy #22, dated 16 October 2015.
6. POC for this memorandum is Heather Bauer, CYS Services Coordinator, 353-3216.



SEAN C. WILLIAMS  
COL, SF  
Commanding

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