



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

OCT 04 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Program Review Board (PRB) (Garrison Policy #51)

1. References:

- a. Office of the Secretary of the Army, Memorandum, subject: Revised Process for Evaluating Criminal Background Checks in Child-Related Programs, 20 December 2012.
- b. AR 608-10, Child Development Services, 15 July 1997.
- c. AR 608-18, Army Family Advocacy Program, 13 September 2011.
- d. AR 215-3, Nonappropriated Fund (NAF) and Related Activities Personnel Policies and Procedures Update, 10 October 2009.
- e. CFSC-CYS, Memorandum, subject: U.S. Office of Personnel Management (OPM) Federal Investigations Processing Center (FIPC) Procedure to Conduct Child & Youth Services (CYS) Background Checks, 17 September 2001.
- f. PL 101-647, The Crime Control Act of 1990, 29 November 1990.
- g. DoDI 1402.5, Criminal History Background Checks on Individuals in CYS Services, 15 January 1993.
- h. DoDI 1400.25, Volume 731, DoD Civilian Personnel Management System: Suitability and Fitness Adjudication for Civilian Employees, 24 August 2012.
- i. Standing Operating Procedure (SOP) v2, written by IMWR-CY.

2. Purpose: To ensure that anyone that works with a child from birth to 18 years old, in any capacity, has been through the Criminal Background Check (CBC) process successfully. If any derogatory information is found, the Program Review Board (PRB) will review the case to determine suitability.

3. Applicability: This policy applies to all Soldiers, Family members, Civilians and retirees who have access to children in a paid or volunteer capacity.

4. Policy:

- a. Any individual with regular access to children and youth in CYS Services (CYSS), Army Community Service (ACS), Morale, Welfare and Recreation (MWR), and Religious Programs will undergo a CBC prior to working with children and youth.
- b. The Garrison Commander will ensure that the PRB reviews any and all adverse information received in the course of conducting background checks on installation employees, potential employees,

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Family Child Care Providers/applicants and their Family members 12 years of age and older, sports officials, regularly scheduled volunteers, coaches, independent contractors (i.e., instructors, interns), and other individuals with regular access to children and youth.

c. The Garrison Commander will appoint the Deputy Garrison Commander and Garrison Command Sergeant Major on orders as the primary and alternate PRB Chairperson.

d. The Garrison Commander will appoint on orders primary and alternate PRB members: the CYS Service (CYSS) Coordinator, the Family Advocacy Program (FAP) Manager, the Army Substance Abuse Program (ASAP) Manager, and representatives from each of the following: Human Resources/Civilian Personnel Advisory Center (CPAC), Staff Judge Advocate (SJA), Law Enforcement (i.e., the Director of Emergency Services (DES) and Criminal Investigation Division (CID)), Army Community Service (ACS), MWR, Chief of Social Work Services (SWS), Appropriated Fund and/or Non-Appropriated Fund Contracting Officer, and Religious Services Programs.

e. The PRB will recommend actions to be taken per case. The Garrison Commander will either agree with the PRB recommendation or will provide an alternate decision. The case is then forwarded to the IMCOM-Pacific Region Director, to the IMCOM CG, and finally to the HQDA PRB Working Group for final review and approval. The OACSIM is responsible for preparing packets for the board and sending results back to the Garrison Commander within the prescribed timeline.

5. This policy supersedes Garrison Policy #51, SAB, dated 7 Apr 14.

6. Proponent for the Fort Wainwright PRB is Rizza Asuncion, CYS Services Coordinator, at 353-9505 or maria.r.asuncion.naf@mail.mil.


SEAN C. WILLIAMS
COL, SF
Commanding

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