



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

OCT 04 2015

IMFW-MWC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child, Youth and School (CYS) Services Parent Advisory Council (PAC) (Garrison Policy #57)

1. References:

- a. Army Regulation 608-10, Child Development Services, 17 July 1997.
- b. Department of Defense Instruction (DODI) 6060.02, Child Development Programs, 19 January 1993; Change 2, 25 August 1998.
- c. DODI 6060.3, School-Age Care Program, 19 December 1996.
- d. DODI 6060.4, Youth Programs, 23 August 2004.
- e. AR 215-1, Non-appropriated Fund (NAF) Instrumentalities and Morale, Welfare, and Recreation Activities, 29 September 1995.
- f. APPENDIX 1 (Calendar Year (CY) 14 CYS Services Army Higher Headquarters Inspection (AHHI) Criteria) to ANNEX A to OPORD 14-051: Army Child, Youth & School Services Inspection Protocols (U).

2. Purpose.

- a. To establish and provide guidance for the implementation of the Garrison CYS Services PAC that includes appointed community representatives, elected parent officers, Command representatives, and CYS Services customers.
- b. To provide input into the development of policies and programs for children and youth.
- c. To oversee the development and the implementation of the Parent Participation Program in accordance with Section 1506(a) of the Military Child Care Act of 1989 (reference (i)).
- d. To provide the Garrison Commander a biannual report on recommendations for improving the services and operations of CYS Services.

3. Policy. There will be a single CYS Services PAC. It will be led by parents elected to positions by their peers. The PAC will comprise of representatives from the community (to include unit representatives), CYS Services program staff and parent representatives, youth, and Command representative. Active participation by PAC officers and members are key to its success and to meeting its goals and objectives.

a. All CYS Services customers are invited and strongly encouraged to participate in the daily activities of their children's programs, to attend all PAC meetings, and to place items of concern on the PAC agenda. The PAC meetings will be lead by a Parent Chairperson. The Parent Chairperson will be elected as described below.

b. All units, CYS Services staff, community leaders, and PAC members are encouraged to solicit members from their respective areas for PAC vacancies and for attendance at monthly meetings.

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c. The CYS Services Outreach Services (OS) Director will serve as the PAC liaison for all CYS Services programs.

d. The PAC officers will receive points in the CYS Services Parent Participation Program (PPP) in the program they represent during their term of service. The entitlement to any points will terminate at the time the representative vacates his/her position, upon expiration of the specified term of service, failure to comply with this policy and/or the applicable PAC job description, or no longer volunteers in the program.

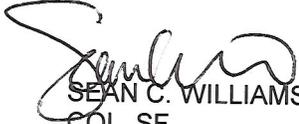
e. The PAC meeting shall ordinarily be held from 1130-1230 each month. Meetings will take place in Bldg 4166, unless otherwise specified. At the discretion of the PAC members, meetings may be scheduled, twice or more annually, during evening hours from 1800-1900 to allow increased participation of dual working families. Child care may be provided for the evening meetings.

f. The minutes of the meeting will be prepared by the PAC Secretary or a person designated by the OS Director. These minutes shall be prepared within 48 hours of the council meeting and will be forwarded to the OS Director, who will forward them to the CYS Services Coordinator for approval. After approval, they will be forwarded via email to PAC representatives, copied to the Garrison Commander, and posted on the CYS Services parent boards in each program (CDC1, CDC2, FCC, and YC/SAC).

g. The Army Higher Headquarters Inspection tool, Criteria C.1.a.7 specifies the Garrison Commander or his command representative attends at least one PAC meeting each year and the Board Chair forwards recommendations through the program director to the Garrison Commander.

4. This policy supersedes Garrison Policy #57, SAB, dated 7 Apr 14.

5. POC for this policy is Rizza Asuncion, CYS Services Coordinator, 353-9505.


SEAN C. WILLIAMS
COL, SF
Commanding

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