



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DETRICK  
810 SCHREIDER STREET, SUITE 212  
FORT DETRICK, MARYLAND 21702-5000

IMFD-ZA

OCT 15 2019

MEMORANDUM FOR All U.S. Army Garrison Fort Detrick Employees

SUBJECT: Policy Memorandum # 13, Dependent Children in the Workplace

1. Definitions.

- a. Adolescent: Person 13-17 years old.
- b. Child: An unmarried person under 18 years old, whether a natural child, adopted child, foster child, stepchild, or ward of a military Service member or Civilian employee. The term "child" also includes an individual of any age who is incapable of self-support because of mental or physical incapacity.
- c. Co-worker: One who works with another; a fellow worker.
- d. Dependent: A family member or other person, who is supported financially by another, especially one living in the same house; one who relies on another for support.
- d. Employee: A paid worker.
- e. Employment: Work or job done by someone; the work, especially paid work, that someone does.
- f. Job: Paid occupation; an activity such as a trade or profession that someone does regularly for pay.
- g. Minor: A person who is not yet legally an adult; a person under the age of full legal responsibility.
- h. Parent: A mother or father of a child related by blood, marriage, adoption, legal guardianship, or any other person charged with parental rights, duties, and responsibilities.
- i. Parent Designee: The person given authority by the parent to supervise and provide adequately for the child's welfare and safety in all circumstances deemed appropriate. This person must have the capability of providing responsible supervision of children. The person may be a responsible adolescent or adult.
- j. Work: Duties of job; the duties or activities that are part of a job or occupation.

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k. Workplace: Place of employment; the place where someone works, i.e. a shop or office.

2. Applicability. This policy governs the authorization of United States Army Garrison (USAG) Fort Detrick personnel to have their dependent children in the workplace. It applies to all military and civilian personnel either assigned to or employed in any element or facility within the USAG, Fort Detrick.

3. Dependent children are not permitted in the workplace except under extremely unusual circumstances, such as when someone experiences an unanticipated short-term emergency, and only when the supervisor has granted permission. If an employee is granted permission to bring a child to the workplace because of an emergency, the child must be supervised at all times.

4. Dependent children are allowed in the workplace to support school related activities such as job shadowing. Employees must coordinate and get approval from supervisors in advance of these events.

5. These policies and procedures are necessary to avoid disruptions to the workplace, to reduce personal and property liability to the federal government, and to protect the welfare and safety of any children brought into the workplace. Furthermore, bringing a child to the workplace should be the exception, not the standard.

6. Supervisors will be flexible in granting accrued leave to those who need to make emergency child care arrangements. Annual leave (military and civilian), sick leave, or compensatory time may be used to provide for the care of dependents. When a supervisor considers any request to bring a dependent child into the workplace, the supervisor will consider the needs of the guardian and the needs of co-workers. In the event that any dependent becomes disruptive, the supervisor will direct the guardian to remove the dependent from the premises. Consider the following factors:

- a. Age of the dependent.
- b. Length of time involved.
- c. Frequency of attendance.
- d. Environmental, safety, and health issues.
- e. Degree of interference.

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7. Should it become necessary to bring a dependent into the workplace, the following will apply:
  - a. Dependents are prohibited from leaving offices without an escort.
  - b. Playpens, cribs, and similar items are prohibited.
  - c. Dependent use of office equipment, such as shredders, copiers, and computers are prohibited.
  - d. Volume of such items as radios, CD players, or computer games will be kept at a level that will not be a distraction to others.
8. Exceptions. This policy does not apply to standard exceptions such as:
  - a. Obtaining identification cards.
  - b. Consultation with staff elements (i.e. IG or SJA).
  - c. Organizational Days.
  - d. Family support activities.
  - e. National Family Month.
  - f. Bring Your Child to Work Day.
  - g. Achievement/recognition ceremonies.
9. Under no circumstances should a child be allowed to perform work for this organization, consistent with child labor laws.
10. The point of contact for this policy is the undersigned at 301-619-7314.



DEXTER NUNNALLY  
Colonel, SC  
Commanding