



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

**AUG 23 2023**

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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Civilian Review Board (CRB) (USAG Fort Wainwright Policy #29)**

**1. References:**

- a. Army Regulation 600-20, Army Command Policy, dated 24 Jul 20.
- b. Army Directive 2019-13, Response to Major Juvenile Misconduct and Referral of Civilian Criminal Offenses to Civilian Authorities, dated 21 Mar 19.

**2. Purpose: The purpose of this policy is to establish responsibilities and procedures for the U.S. Army Garrison Alaska (USAG AK) Civilian Review Board.**

**3. Policy:**

- a. Allegations of on-post civilian misconduct will be reviewed by a multi-disciplinary committee to consider and recommend appropriate command administrative action; refer cases for investigation or discipline by the appropriate authority; promote rehabilitation and access to installation resources; and make recommendations to the commander on matters impacting the health, safety, and security of the installation.
- b. The board will meet quarterly or as directed by the Garrison Commander (GC).
- c. The term "civilian" refers to all individuals who reside or work on an USAG Alaska installation and are not subject to the Uniform Code of Military Justice (UCMJ), including Department of the Army Civilian employees, Family members, and contractors.

**4. Composition:**

- a. The GC or Deputy to the Garrison Commander (DGC) is responsible for the CRB.
- b. The CRB will consist of the following professionals:
  - (1) Director of Emergency Services or Deputy Director.

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(2) United States Army Criminal Investigation Division Command (USACIDC).

(3) Special Assistant U.S. Attorney or representative.

(4) Staff Judge Advocate.

(5) Provost Marshal (PM)/Police Chief.

(6) Chaplain.

(7) Family Advocacy Program Manager.

(8) Other members may be invited due to the nature of the cases pending before the board.

c. If the CRB will consider the alleged misconduct of Civilian employees assigned to a tenant organization, the commander of that organization will be invited to attend or send a representative. The CRB will not make recommendations or otherwise attempt to influence any employee disciplinary action that may be taking place independent of the garrison's administrative action.

d. If Family member or juvenile misconduct is pending before the CRB, the sponsor's unit commander will be invited to attend or send a representative.

e. Unit commanders will be present only when the case they are associated with is discussed.

## 5. Responsibilities:

a. All CRB members will:

(1) Carefully review each case independently and consider the full range of administrative actions and resources available to address the alleged misconduct.

(2) Ensure that recommendations for administrative action will not interfere with or impede an ongoing criminal or disciplinary proceeding.

(3) Conduct reviews of Memorandum of Agreements with other services and civilian agencies regarding the investigation and referral of civilian criminal offenses. Provide updates to the CRB and recommendations for improvements, if necessary.

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b. The GC or DGC will chair the CRB and will:

(1) Convene CRB meetings at least quarterly to review cases arising from civilian misconduct on the installation. If there are no new cases to review in a given quarter, the CRB will still meet to follow-up on open cases, provide sponsors an opportunity to appear, and discuss opportunities for program improvement and coordination.

(2) Implement process improvements to ensure the timely resolution of civilian cases, full access to installation resources, and coordination across installation agencies.

(3) Ensure that allegations of major civilian criminal misconduct have been referred to the appropriate civilian authority for investigation and/or disposition.

(4) Address any concerns for the safety of the community.

(5) Ensure that the responsible law enforcement agency receives all disposition information, to include any administrative action taken, necessary to close the case.

(6) Ensure effective and timely coordination among CRB members.

c. The PM or Police Chief will:

(1) Serve as co-chair of the CRB. This responsibility will not be delegated.

(2) Inform other CRB members of cases to be discussed prior to the CRB to allow CRB members time to review services provided and the status of any ongoing investigations, disciplinary action, and/or criminal proceedings.

(3) Request reports of command action and case dispositions for Civilian employees assigned to tenant organizations.

(4) Keep minutes of the CRB, to include those in attendance and issues discussed.

(5) Determine the time, date, and location for each board and give timely notice to all participants and any witnesses or other persons with special expertise deemed necessary (e.g., Social Worker, School Liaison Officer, etc.).

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(6) Notify sponsors and unit commanders of the date their associated cases will be considered by the board. In cases involving minors, the sponsor will be provided an opportunity to appear before the board.

(7) Utilizing an approved disposition, PM or Police Chief will sign a DA Form 4833 on behalf of the GC or DGC.

d. The USACIDC agent and PM will:

(1) Provide any applicable information related to case progression as long as it does not hinder an investigation.

(2) Confirm the status of cases that have been referred to a civilian authority for investigation and disposition. Notify the CRB if the appropriate civilian authority has declined to take action.

(3) Document information regarding protective orders and make recommendations for issuance of a protective order, if necessary.

(4) Update the case disposition based on any decisions made in the CRB.

e. The Consolidated Legal Office will:

(1) Prepare and process command administrative actions identified during the CRB, including the early return of dependents; bars from the installation; removal from government on-post housing; suspension or revocation of Army Air Force Exchange Service or Army Morale, Welfare, and Recreation privileges, or other action.

(2) Provide updates on misdemeanor cases pending in the U.S. District Court.

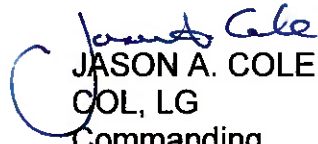
6. The proceedings will be closed to the public. If a sponsor has been invited to appear before the board to discuss the appropriate disposition of alleged Family member or juvenile misconduct, that appearance will occur at the end of the proceeding and every effort will be made to protect the privacy interests of the alleged juvenile offender.

7. This policy supersedes USAG Fort Wainwright Policy #29, subject: Civilian Review Board (CRB), dated 18 Jan 22.

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8. The point of contact for this policy is the Director of Emergency Services at 361-4689.

  
JASON A. COLE  
COL, LG  
Commanding

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