



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

AMIM-AKW-WC

AUG 21 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child and Youth Services (CYS) Training Days and Resiliency Days (USAG Fort Wainwright Policy #22)

1. References:

- a. Army Regulation 608-10, Army Child Development Services, 11 May 2017.
- b. IMCOM Regulation 608-10-1, G9 Family and Morale, Welfare and Recreation Child and Youth Services, 17 March 2020.
- c. School Year 2023-2024 (SY23-24) Army Child and Youth Fee Policy, September 2021.

2. Purpose: Providing Soldiers and their Families of the Fort Wainwright Community with knowledgeable childcare personnel is the key to a quality program. Employees and Family Child Care (FCC) Providers 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. In addition, the Army is dedicated to preserving and protecting quality Family time in order to maintain a motivated and ready force.

3. Policy: To meet the operational training requirements for all staff and FCC Providers, while ensuring that Family is the focus in the life of the military members and their dependents, CYS has established 11 CYS Training and Resiliency Days.

a. CYS is not open for facility usage and FCC Homes are closed on the Garrison established CYS Training and Resiliency Days as indicated in enclosure 1.

b. Soldiers and Family members must arrange alternative solutions for childcare needs for those days. Youth programs, sports, and other CYS programs are not scheduled for those days.

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 who are required to work are responsible for:

AMIM-AKW-WC

SUBJECT: Child and Youth Services (CYS) Training Days and Resiliency Days (USAG Fort Wainwright Policy #22)

a. Notifying CYS that childcare is needed by contacting Parent Central Services within 14 days of the date of care needed. This allows for ample time for scheduling staff and determining the location at which care will be provided.

b. Providing CYS with a completed Verification of Duty form (encl 2) no later than 14 days before the verified duty day. When both the Soldier and spouse are employed, each 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.

5. This policy supersedes USAG Fort Wainwright Policy #22, subject: Child and Youth Services (CYS) Training and Resiliency Days, dated 24 August 2022.

6. POC for this memorandum is the CYS Coordinator; Jessica L. Spittle, 907-347-7159, or jessica.l.spittle.naf@army.mil.

2 Encls

1. CYS Training and Resiliency Days
2. Verification of Duty Form


JASON A. COLE
COL, LG
Commanding

DISTRIBUTION:
A (FWA)

FY 24 CYS Training Days and Resiliency Days

1. Training and Resiliency Days. Providing Soldiers and their Families of the Fort Wainwright Community with knowledgeable childcare personnel is the key to a quality program. Employees and Family Child Care (FCC) Providers 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. In addition, the Army is dedicated to preserving and protecting quality Family time in order to maintain a motivated and ready force. FY24 CYS Training Days and Resiliency Days are listed below.

Training and Resiliency Days

Columbus Day DONSA (Training)	06 Oct 23 (Fri)
Veterans Day DONSA (Training)	13 Nov 23 (Mon)
Thanksgiving DONSA (Resiliency)	24 Nov 23 (Fri)
Christmas DONSA (Training)	22 Dec 23 (Fri)
New Year's DONSA (Training)	02 Jan 24 (Tue)
Martin Luther King Jr. DONSA (Training)	12 Jan 24 (Fri)
Presidents Day DONSA (Training)	16 Feb 24 (Fri)
Memorial Day DONSA (Resiliency)	24 May 24 (Fri)
11 th Airborne DONSA (Army Birthday) (Training)	14 Jun 24 (Fri)
Independence Day DONSA (Resiliency)	05 Jul 24 (Fri)
Labor Day DONSA (Resiliency)	30 Aug 24 (Fri)

2. Training holidays are based on the 11th Airborne Division training calendar and are subject to change if those training holidays are adjusted by 11th Airborne Division.

3. CYS is not open for facility/FCC usage. Soldiers and Family members must arrange alternative solutions for childcare needs for these days. Youth programs, sports, and other CYS programs are not scheduled for these days.



CYS Verification of Duty Form

CYS Patron:

Please complete the information listed below if you are required to be present for duty on a Garrison established DONSA. This form will require a Command level approval. This MUST be Battalion/Brigade CSM or Commander. Army Civilians will require Director equivalent approval (GS14.) Those employed by another entity (non-DOD) must clearly articulate the level of supervisor, title, and good contact information.

Two weeks prior to the date care is requested, send the completed form to DFMWR Director Rick Bosch at: rick.s.bosch.naf@army.mil for priority and child placement on the scheduled DONSA. To maintain mission readiness, patrons will be required to re-verify their Mission Essential/Critical duty status for care for each DONSA. Any questions or concerns may be directed to parent Central Services at the email above or at 907-353-7713/7826 or usarmy.wainwright.imcom.list.dfmwr-cyss-pcs@army.mil.

The following information required:

Name of Children (years/months) you are requesting care for:

Child 1: _____ Age _____ Child 3: _____ Age _____
Child 2: _____ Age _____ Child 4: _____ Age _____

List the day AND hours of care requested: Date _____ Times Requested: _____

Sponsor:

Name of Sponsor _____ Unit: _____

Supervisor Name (Battalion/Brigade CSM or Commander)

Supervisor contact information (name, email and telephone) _____

Duty location _____

Mission Essential duties on: _____ Scheduled duty hours: _____

Spouse:

Name of Spouse: _____

Unit and Commander's Name _____

Supervisor contact information (name, email and telephone) _____

Duty location _____

Mission Essential duties on: _____ Scheduled duty hours: _____

Commander's Certification

Battalion/Brigade CSM or Commander, or Director Equivalent (GS14) signature is required verifying information provided is accurate:

Print Name Signature Date

Encl 2