



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - VIRGINIA
5901 BEULAH ROAD
SANDSTON, VIRGINIA 23150

REPLY TO
ATTENTION OF

NGVA-ZA

29 December 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 15-028, Children and Animals in the Workplace

1. This supersedes Command Policies 13-01 and 13-02, dated 2 APR 13, combined in the subject as above, and pertains to all Department of Military Affairs (DMA) employees, contractors, and visitors.
2. This policy is established to ensure a safe and healthy work environment for all Department of Military Affairs (DMA) employees and visitors, avoid disruptions in the workplace, to reduce property damage liability, and to help maintain a professional work environment.
3. Employees responsible for the care of minor children must arrange childcare away from the workplace. DMA does not authorize bringing children into the workplace, except as provided below. Parents/custodians who bring children into DMA facilities assume all liability for damage or injury. DMA accepts no liability for the actions of children on DMA property. The presence of children in the workplace with the employee/parent during the employee's workday is inappropriate and not authorized except in emergency situations. The employee's supervisor will counsel those who bring children to work without proper advance authorization.
 - a. Children are not permitted in the workplace except under extraordinary circumstances when an employee has experienced an unanticipated short-term emergency, and only when the employee's supervisor grants permission.
 - b. If an employee has been granted permission to bring a child to the workplace, the employee must supervise the child at all times.
4. This policy does not apply to participation in a structured event, such as "Bring your Child to Work Day," Family Day, promotion/retirement ceremonies, issuing of dependent cards, or any event where families are invited and encouraged to participate. Employees are personally responsible for the behavior of their children when participating in an approved activity.
5. Employees will obtain permission from their supervisor before bringing children into the workplace, and ensure children behave appropriately while in the workplace.

6. Supervisors will:

- a. Grant employees permission to bring children to the workplace only under extraordinary circumstances, and only for a short period of time.
- b. Be flexible in granting accrued leave to employees who need to make emergency child care arrangements.

7. All animals, with the exception of authorized service animals and working animals as defined below, are prohibited within all DMA premises. "Animals" include house pets (dogs and cats), rodents, reptiles, birds, and livestock. Employees who bring an animal into the workplace will be directed to leave and secure the animal away from DMA property. Animals will not be left unsupervised in vehicles on DMA property.

8. Definitions of service animals and working animals.

a. Service Animals: The Americans with Disabilities Act (ADA) defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities.

b. Working Animals: Animals engaged in authorized service to DMA such as guard dogs, pest control animals, police/military working dogs, etc.

9. Working and service animals are permitted on DMA premises under the direction of the facility OIC. This policy provides for the health and safety of employees and DMA facilities by restricting animals in the workplace as follows:

a. In order to accommodate individuals with disabilities, service and working animals are expressly permitted in all areas in the workplace unless deemed unsafe by the facility OIC.

b. Employees in need of a service animal must obtain authorization prior to bringing the animal to the worksite.

c. Only clean, trained, well-behaved, non-aggressive animals are allowed. Additionally, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work, or if the individual's disability prevents using these devices. In those cases, the individual must maintain control of the animal through voice, signal, or other effective controls.

d. It is the animal handler's responsibility to ensure that animals relieve themselves outside and waste is properly disposed of. Handlers will not call upon

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co-workers or facilities staff for assistance.

e. Individuals will not touch, feed or pet a service or working animal without express permission of the handler.

10. Point of contact for this policy is the Human Resources Officer (LTC Neal Edmonds) at 804-236-7812 or neal.j.edmonds.mil@mail.mil.



TIMOTHY P. WILLIAMS
Major General, VaARNG
The Adjutant General

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