



**JBSA Child and Youth Services (CYS) Flight**  
**Mission Essential Single/Dual Military & DoD Civilian**  
**Procedures**



JBSA Child and Youth Services may limit child care services to families currently enrolled at Child Development Centers (CDC), Family Child Care (FCC), and School Age Care (SAC) to single/dual military Mission Essential personnel who are required to work and report to their duty location at JBSA during installation delayed reporting/closures. Mission Essential personnel with a non-DoD working spouse do not meet the requirement to receive care at JBSA CDCs, FCC, and SACs during limited operations. Special or unique circumstances will be reviewed for approval by 502 FSS/DD on a case-by-case basis. Please direct questions to the JBSA CDC or SAC at your duty location.

RAN CDC 210-652-4946/1140, RAN SAC 210-652-2088/3298

FSH CDC 210-221-5002/3128, FSH SAC 210-221-5151/2913

LAK CDC 210-671-2366, LKD-Kelly CDC 210-925-5747, LAK SAC 210-671-2388, LAK Gateway CDC 210-671-1040

**The following information is required and must be validated by the mission essential member's Commander and must meet the following criteria. Please select a status by checking one box below.**

**Mission Essential Single Military/DoD Civilian** in a non-telework status and required to report to duty on JBSA during installation delayed reporting/closures.

**Mission Essential Dual Military/DoD Civilians** in a non-telework status and required to report to duty on JBSA during installation delayed reporting/closures (both parents must be Mission Essential).

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|---|-------------|
| Sponsor's Name/Rank:  |             |
| Sponsor's Unit:   | Duty Hours: |
| I certify the personnel listed above is Mission Essential and required to work and report to their duty location at JBSA. |             |
| Sponsor's Commander Name/Rank:  |             |
| Sponsor's Commander Signature & Date:   |             |

|   |             |
|---|-------------|
| Spouse's Name/Rank:   |             |
| Sponsor's Unit:   | Duty Hours: |
| I certify the personnel listed above is Mission Essential and required to work and report to their duty location at JBSA. |             |
| Sponsor's Commander Name/Rank:  |             |
| Spouse's Commander Signature & Date:  |             |

We appreciate your cooperation and understanding in our efforts to protect the health and safety of children and youth. For questions, please contact CYS Program Directors.

*Note: This form must be on file and completed with Commander's signature prior to the installation delayed reporting and/or closure. It is the responsibility of the enrolled child's sponsor to ensure the form is complete and returned to the program to be on file. Annual certification will be required at the time of re-enrollment. In the event the installation has delayed reporting or closes, families who do not have this form on file will not be permitted in care until normal operations resume.*