



**CHILD AND YOUTH SERVICES
SPONSOR'S CHAIN OF COMMAND
MISSION-RELATED EXTENDED DUTY CHILD CARE FORM**

AUTHORITY: Military Child Care Act of 1989, codified in section 568 of the National Defense Authorization Act of 1996; DoD Instruction 6060.02, Child Development Programs; Army Regulation 608-10, Child Development Services.

PRINCIPAL PURPOSE: To establish a patron's eligibility to utilize Mission Related Extended Hours in accordance with the current Army Fee Policy.

ROUTINE USE: The provided information will be used to determine patron eligibility and will be documented in CYMS and in applicable Provider subsidy claims.

DISCLOSURES: Voluntary, however, failure to furnish all requested information will result in disapproval of the patrons extended hours request.

Instructions for the Unit Chain of Command

Instructions for the Unit Chain of Command on Completing the Mission-Related Extended Duty Child Care Form: Unit Commander or First Sergeant is responsible for vetting all reservations, completing the calendar on the back of this page. Return the digitally signed form to the Soldier.

Process for Requesting and Canceling Extended Care Reservations

1. Soldier returns this form by uploading to WebTrac or emailing this form to usarmy.jackson.imcom-fmwrc.mbx.extmemos@mail.mil.
2. Soldier makes reservations via WebTrac (QR code in the top right).
3. Soldier ensures all medications, bottles, diapers, wipes are dropped off with the child or care could be suspended until items are on site.
4. Extended Care memo must be filled out and submitted for the 10 week training cycle and for 30 days of Staff Duty. The purpose of the 10 week submission is so the program can provide accurate scheduling for staff.
5. Reservations require a 48 hour cancellation. Shorter cancellations will require Unit Commander letter for cancellation.
6. Two No Shows in a month will lead to suspension of the program for 1 month. This consequence is because staff are scheduled to work and no shows could take the space away from another Soldier who is in need of Mission related extended care.

Program Information

Mission-Related Extended Duty Child Care is provided at no cost to Active Duty Army single and dual military Families (when both service members are working extended hours on Fort Jackson in support of the ATC) for short term child care (generally up to 3 hours a day for Family Child Care (FCC) homes) beyond the scheduled opening and closing hours of Child & Youth Services on Fort Jackson.

Mission-Related Extended Duty 24/7 and Weekend Child Care is provided at no cost to single and dual military families (when both service members are working extended hours on Fort Jackson in support of the ATC).

****If dual service members are working extended duty, both are required to supply a Mission-Related Extended Duty Child Care Form..**

****Extenuating exceptions to this process will be considered on a case by case basis and approved by the Garrison Commander. Exceptions can be requested through the Soldier's Chain of Command.**

****Information contained in this document is subject to change in the event of updated regulatory guidance or higher headquarters policies.**

Service Members Information

Name: _____

Date: _____

Unit: _____

Phone: _____

(Month 1 Year)

Extended Care memo must be filled out and submitted for the 10 week training cycle and for 30 days of Staff Duty.

Overnight Monday-Friday is considered 1800 - 0600. List times below next to the day EXT care is needed.

	FROM	TO		FROM	TO		FROM	TO
1			2			3		
4			5			6		
7			8			9		
10			11			12		
13			14			15		
16			17			18		
19			20			21		
22			23			24		
25			26			27		
28			29			30		
						31		

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22			23			24		
25			26			27		
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						31		

Name of Unit Commander: _____

Date: _____

Signature: _____

Phone: _____

