

MEMORANDUM FOR Child and Youth Services (CYS) Center/Facility Director

SUBJECT: Mission Essential Emergency Personnel (COVID-19) **(Spring/Summer 2020)**

1. I have read the attached CYS Child Care during COVID-19 memo. In the event of Health Protection Conditions (HPCON) Bravo/Charlie or illness or pandemic proportions,

\_\_\_\_\_ is designated as a Mission Emergency  
Parent/Guardian Name & Rank/Grade)

Personnel required to report for duty at \_\_\_\_\_,  
(Unit/Organization)

\_\_\_\_\_  
(Telephone Number)

2. He/She will need care for the following child or children:

\_\_\_\_\_  
(Names of Child/Children)

3. \_\_\_\_\_ is currently employed at \_\_\_\_\_  
(Spouse Name)

and is also considered mission essential by their employer.

4. I understand that the information provided here may be verified by CYS on behalf of the Garrison Commander. I also understand that the form must be reviewed and signed by a commander/supervisor at the O-6 commander/GS-15 or equivalent rank.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander's/Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
\*Rank & Position **(O-6commander/GS15)**

\_\_\_\_\_  
Commander's/Supervisor's Phone Number