



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-MW

26 Feb 15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum
DFMWR-4, Eligibility and Waitlist Policy for Child Youth and Schools Services (CYSS)

1. REFERENCES.

- a. Army Regulation 608-10, Child Development Services, 15 Jul 97.
- b. Child Youth and Schools Services Operations Manual, 27 Mar 14.
- c. Department of Defense Instruction 6060.2, Child Development Programs (CDPs), 5 Aug 14.
- d. Memorandum of Agreement between the Department of Army and Washington Headquarters Services regarding the Consolidated Child Development Center and Joint Base Myer Henderson Hall, 13 Dec 13.

2. PURPOSE: To provide guidelines for determining eligibility for use of and placement within Child Youth and Schools Services (CYSS) Programs with a primary focus on the Cody Child Development Center.

3. APPLICABILITY: This policy applies to all personnel, patrons and potential patrons of Child Youth and Schools Services.

4. POLICY.

a. Eligibility for CYSS Programs is determined IAW AR 608-10 and DoDI 6060.2 guidelines. Eligible child care patrons include:

- (1) Active duty military and DoD civilians.
- (2) Reservists or National Guard.
- (3) DoD contractors.

b. Currently enrolled patrons will, at a minimum, have their eligibility reviewed at the time of their annual re-registration. In the event they no longer meet the eligibility requirements or they have a waiver and there is now a waiting list for a regularly eligible person, they will be notified and given 30 days to locate alternate care.

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c. Priorities for Care.

(1) Active duty military personnel and DoD civilian personnel, paid from appropriated or non-appropriated funds, assigned to JBMHH or Pentagon, who are:

(a) Single parents; or,

(b) Whose spouse is employed on a full-time basis outside the home; or

(c) Whose spouse is a member on active duty.

(2) All other Active duty military personnel and DoD civilian personnel paid from appropriated or non-appropriated funds, assigned to JBM-HH or Pentagon.

(3) Active duty military personnel; DoD civilian personnel, paid from appropriated or non-appropriated funds; or Reservists on active duty assigned to other locations in the National Capital Region.

(4) Reservists who are not on active duty.

(5) Eligible DoD contractors working at JBM-HH and the Pentagon.

5. PROCEDURES.

a. The JBM-HH and Washington Headquarters Services Waitlist liaisons will meet on a weekly basis to ensure that all patrons on the waitlist have been verified for eligibility.

b. This process will entail validation of current patrons enrolled in order to note compliance with and direction of mandated 50/50 splits within each age group; to determine and validate the eligibility of waitlisted patrons as either a Pentagon or JBM-HH-affiliated patron; and to discuss any short/long-term upcoming moves for children and spaces (Encl 1). Internal moves will be made based on age of child, readiness, space availability in the next age group, and timing of the move based on program and familial needs. CYSS Staff will communicate with the Family to address the transition plan.

c. All program spaces will first be filled by internal transitions.

d. Within each of the priority categories (1-5 above), priority will be established by the application date and in accordance with the JBM-HH Priority Decision Tree (Encl 2).

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e. All patrons will register for any CYS Services programs through Parent Central Services by completing/providing the following: Health Assessment/Sports Physical, Copy of Immunization Record, Application for Department of Defense Childcare Fees (DA Form 2652), Child and Adult Care Food Program participation form, Family Care Plan (Single/Dual Military Sponsors), Army Child and Youth Health Screening Form (DA Form 7625-1), and the Family Profile (DA Form 5224r) Registration packets are available through the Parent Central Services Office.

6. PROPONENT. The Directorate of Family Morale, Welfare, and Recreation is the proponent for this policy memorandum. The POC is the CYSS Coordinator, (703) 696-6921.

2 Encls

1. MOU, DA and WHS, 13 Dec 13
2. JBM-HH Priority Decision Tree



MICHAEL D. HENDERSON
COL, AR
Commanding

**MEMORANDUM OF AGREEMENT
BETWEEN
THE DEPARTMENT OF THE ARMY
AND
WASHINGTON HEADQUARTERS SERVICES
REGARDING THE
CONSOLIDATED CHILD DEVELOPMENT CENTER,
JOINT BASE MYER-HENDERSON HALL, VIRGINIA**

This is a Memorandum of Agreement (MOA) between the Department of the Army (Army) and the Washington Headquarters Services (WHS). The term "Army" includes the U.S. Army Installation Management Command (IMCOM) and the Military District of Washington (MDW). When referred to collectively, the Army and the WHS are referred to as the "Parties".

1. **BACKGROUND:** Following the September 11, 2001, terrorist attack on the Pentagon, a decision was made to close the Pentagon Child Development Center (CDC) given its proximity to the Pentagon Building and other risk factors. An interim facility to accommodate children enrolled in the Pentagon Center opened at Fort Myer, Virginia, in December 2004. Fiduciary responsibilities and mutual understandings regarding the policy, operational, and oversight responsibilities for the interim facility were addressed in a series of MOAs that were in effect until the Joint Base Meyer-Henderson Hall (JBMHH) CDC (Project Number 054960) was constructed pursuant to an authorization and appropriation in the Army's Fiscal Year (FY) 2006 Military Construction Army Program. This consolidated facility, designed to accommodate 438 children (6 weeks – 12 years of age), was later renamed the JBMHH Cody CDC.

On July 13, 2007, a MOA between Army and WHS was executed whereby the Army agreed to provide child care support for Pentagon employees, and to jointly, along with WHS, identify representatives to facilitate and oversee the provisions of the agreement. Included in that MOA were provisions requiring one hundred seventy four (174) spaces be allocated for Pentagon employee children. Pentagon employee children are defined as dependents of military and civilians whose primary physical work location is located in the Pentagon. As part of the implementation of that MOA, WHS transferred approximately \$20 million to the Army across FYs 2009 - 2013 through direct funding and program transfers in accordance with Program Budget Decision (PBD) 704035, dated 12/04/2007.

On July 16, 2008, the Cody CDC opened and combined children from both Fort Myer and the Pentagon who were attending either the interim or the previous Fort Myer CDC. Fort Myer closed and razed the previous facility. Upon the request of Fort Myer, WHS transferred control and custody of the interim facility to Fort Myer at no cost.

On September 30, 2013, the previous MOA expired and was subsequently extended until November 30, 2013, in order to finalize the terms memorialized within this MOA.

WHS has determined that transportation between the Pentagon and the Center is for "official purposes" and authorizes JBMHH to continue to provide daily transportation services between the Pentagon and the CDC as agreed in the MOA between the Fort Myer Military Community and the WHS, executed in December 2004, subject: Transportation for the Fort Myer Military Community Child Care Facility.

2. PURPOSE: This MOA sets out the fiduciary responsibilities and mutual understandings regarding the policy, funding, operational and oversight responsibilities for the consolidated JBMHH CDC serving children of eligible employees from both the Pentagon and JBMHH.

3. RESPONSIBILITIES OF THE PARTIES:

3.1. The Army and WHS will —

3.1.1. Ensure the three hundred and forty eight (348) child spaces at Cody CDC allocated to serve children ages 6 weeks to 5 years of age are shared equally with one hundred seventy four (174) spaces allocated for JBMHH patrons and 174 spaces allocated for Pentagon employee children. The remaining 90 spaces will be allocated to JBMHH for school-age children ages 6-12 years and are not subject to this memorandum.

3.1.2. Apply patron priorities in accordance with DoD Instruction 6060.2, "Child Development Programs," January 19, 1993 as follows:

Priority 1: Active duty military personnel and DoD civilian personnel, paid from appropriated or non-appropriated funds, assigned to JBMHH or Pentagon, who are:

- a. Single parents; or,
- b. Whose spouse is employed on a full time basis outside the home; or,
- c. Whose spouse is a member on active duty.

Priority 2: All other Active duty military personnel and DoD civilian personnel, paid from appropriated or non-appropriated funds, assigned to JBMHH or Pentagon.

Priority 3: Active duty military personnel; DoD civilian personnel, paid from appropriated or non-appropriated funds; or, Reservists on active duty assigned to other locations in the National Capital Region.

Priority 4: Reservists who are not on active duty.

Priority 5: DoD contractors working at JBMHH and the Pentagon.

*Active duty military personnel includes reservists who are on active duty.

3.1.3. Both Army and WHS will fill their respective vacancies from a single consolidated waiting list that considers patron priorities, eligibility factors, and child age group ratio size to sustain the maximum occupancy rate. Army and WHS shall strive for equal distribution of space allocations among each of the various child care age groups; this 50/50 ratio shall be adhered to unless either serviced population has no eligible children on the waitlist for that particular age group. Approval must be obtained prior to placing children from one space allotment to the others. WHS will verify the eligibility of those seeking classification as Pentagon employee children and Army will provide all necessary documentation to approve placement of the 174 WHS spaces.

3.1.4. Ensure the JBMHH CDC program complies with the requirements of the Military Child Care Act, Public Law 104-106, February 10, 1996, and the most current DoD and Army policy for Military Child and Youth (CYS) Services Programs to include patron priorities for care and the DoD/Army CYS patron fee policy.

3.2. The Army will —

3.2.1. Serve as the lead agent for providing child care support for Pentagon employees.

3.2.2. Identify representatives to facilitate and oversee the provisions of this MOA.

3.2.3. Ensure compliance with statutory, policy and operational guidance. Such compliance measures will include monitoring by appropriate Army and DoD child care proponents.

3.2.4. Maintain responsibility for annual programming and budgeting child care costs. All direct and indirect costs required to support the 174 Pentagon spaces were transferred from WHS to Army commencing in FY 09, in accordance with Program Budget Decision 704.

3.2.5. Conduct annual program evaluations in accordance with statutory and policy requirements by the Army to ensure the JBMHH program meets all standards for DoD Certification and National Accreditation.

3.2.6. Provide JBMHH CDC policy direction and operational oversight.

3.2.7. Provide operational control for JBMHH CDC program services.

3.2.8. Provide to WHS, upon request, documentation that WHS requires for the maintenance and verification of Pentagon waitlists, and the placement of children into child care slots allocated to the Pentagon.

3.3. The WHS will —

3.3.1. Verify the eligibility of those seeking classification as Pentagon employee children.

3.3.2. Approve placement of Pentagon waiting list children prior to offer to parent.

3.3.2. Identify representatives to facilitate and oversee the provisions of this MOA.

3.3.3. Ensure their client base is notified and aware that no long-term vehicular parking will be available at JBMHH for Pentagon employees using the Center to leave their vehicles during the work day.

4. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

5. GENERAL PROVISIONS:

5.1. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate in the implementation of this MOA. Each Party may change its point of contact upon reasonable notice to the other Party.

5.1.1. For the Army —

5.1.1.1 Primary: Director, Installation Services, OASCIM

5.1.1.2. Alternate: Garrison Commander, JBMHH

5.1.2. For the WHS —

5.1.2.1 Primary: Deputy Director, WHS

5.1.2.2. Alternate: Deputy Director, WHS Enterprise Management

5.2. FUNDS AND MANPOWER: This MOA does not document nor provide for the exchange of funds or manpower between the Parties nor does it make any commitment of funds or resources. All direct and indirect costs required to support the 174 Pentagon spaces were transferred from WHS to Army commencing in FY 09, in accordance with Program Budget Decision 704.

5.3. MODIFICATION OF MOA: This MOA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives. This MOA will be reviewed annually on or around the anniversary of its effective date. In the event that future revisions of DoDI 6060.2 result in changes to patron priorities, this MOA will be amended to incorporate the new DoDI priorities. Revisions to DoDI patron priorities shall not form the basis for modification of the other terms and conditions of this MOA.

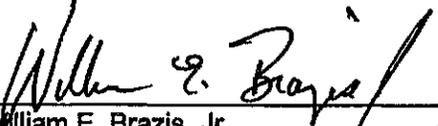
5.4. DISPUTES: Any disputes relating to this MOA will, subject to any applicable law, Executive order, directive, or instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

5.5. TERMINATION OF UNDERSTANDING: This MOA may be terminated at any time upon the mutual written consent of the Parties.

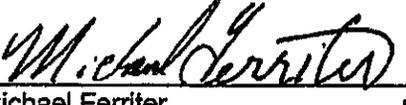
5.6. TRANSFERABILITY: This MOA is not transferable except with the written consent of the Parties.

5.7. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this MOA embodies the entire understanding between the Parties regarding the MOA's subject matter. Signatures to this MOA signify acceptance of terms and conditions of the memorandum.

5.8. EFFECTIVE DATE: This MOA takes effect beginning on the day after the last Party signs.



William E. Brazis, Jr.
Director
Washington Headquarters Services
Department of Defense
DEC 13 2013



Michael Ferriter
Lieutenant General, U.S. Army
Assistant Chief of Staff for Installation
Management
DEC 13 2013

Joint Base Myer - Henderson Hall

Child Youth and School Services Parent Central Services

FY 2014 Waitlist Priority Decision Tree

1. Self-declared Pentagon? If yes, Enter Penta tag in HH feature, room # in UIC filed, refer to WHS and continue. If no, go to 2.
 - a. Single? If yes – **Priority 10**. If no, continue
 - b. Dual Military? If yes – **Priority 10**. If no, continue
 - c. Spouse employed full time outside of home? If yes – **Priority 10**, If no, continue.
 - d. Is spouse a student, employed part-time or un-employed? If yes – **Priority 20**. If no, go to 7.
2. Non-Pentagon Active Duty Military? If yes, continue. If no, go to 3.
 - a. Is Sponsor's Duty Station JBM-HH? If yes – document UIC and continue. If no – **Priority 30**.
 - b. Single? If yes – **Priority 10**. If no, continue
 - c. Dual Military? If yes – **Priority 10**. If no, continue
 - d. Spouse employed full time outside of home? If yes – **Priority 10**, If no, continue.
 - e. Is spouse a student, employed part-time or un-employed? If yes – **Priority 20**. If no, go to 7.
3. Reservist on active duty or inactive duty personnel training? If yes, continue. If no, go to 4.
 - a. Is Sponsor's Duty Station within JBM-HH? If yes – document UIC and continue. If no – **Priority 30**.
 - b. Single? If yes – **Priority 10**. If no, continue
 - c. Dual Military? If yes – **Priority 10**. If no, continue
 - d. Spouse employed full time outside of home? If yes – **Priority 10**, If no, continue.
 - e. Is spouse a student, employed part-time or un-employed? If yes – **Priority 20**. If no, go to 7.
4. DoD Civilian (APF or NAF)? If yes, continue. If no, go to 5.
 - a. Is Sponsor's Duty Station within JBM-HH (office within the gates of JBM-HH or Fort McNair)? If yes – document bldg # in UIC field and continue. If no – **Priority 30**.
 - b. Single? If yes – **Priority 10**. If no, continue
 - c. Spouse employed full time outside of home? If yes – **Priority 10**, If no, continue.
 - d. Is spouse a student, employed part-time or un-employed? If yes – **Priority 20**. If no, go to 7.
5. Non-active duty Reservist? If yes – Priority 40. If no, go to 7
6. DoD Contractor with green striped CAC card? If yes – Priority 50. If no, Not Eligible.
7. Is spouse of eligible patron employed full time but working within the home? If yes – eligibility will be determined on a case by case basis by the commander. Refer to management.

**All priorities will be initially set at 10/20/30/40/50 until duty station information is validated. Once validated will be set at appropriate priorities of 1/2/3/4/5 as set out in the MOA.