



SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

APR 23 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF  
DEFENSE  
SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND  
READINESS  
CHIEFS OF THE MILITARY SERVICES  
CHIEF OF THE NATIONAL GUARD BUREAU  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
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AFFAIRS  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Update to Child Care Policy Change Dated February 21, 2020

The purpose of this memorandum is to provide updates to the February 21, 2020 Policy Change Memorandum concerning child care priorities. My commitment to ensuring priority access to child care for military members remains unchanged.

I am directing that Coast Guard families be afforded the same priority as their DoD counterparts.

The attachment has been updated to reflect this change to Enclosure 3 of DoD Instruction (DoDI) 6060.02, "Child Development Programs;" changed text is bolded. The Washington Headquarters Services Directives Division will update the current version online.

Additionally, due to the challenges our families and child care programs are facing as a result of the COVID-19 pandemic, I am delaying the implementation date of the changes reflected in this memorandum, as well as the February 21, 2020 memorandum, to September 1, 2020.

The Under Secretary of Defense for Personnel and Readiness will ensure that any necessary conforming changes are made to DoDI 6060.02.

My point of contact is Carolyn Stevens, Director, Office of Family Readiness Policy, who may be reached at (571) 372-0867 or [carolyn.s.stevens.civ@mail.mil](mailto:carolyn.s.stevens.civ@mail.mil).

*Matt T. Egan*

Attachment:  
As stated



OSD003761-20/CMD004558-20

## ATTACHMENT

### CHANGE TO ENCLOSURE 3 OF DODI 6060.02

#### 1. CHILD CARE REQUEST AND WAITLIST MANAGEMENT

a. Request for Care. Families will apply for and request child care through MilitaryChildCare.com (MCC) for all military-operated child care.

b. Waitlist Management. Installation CDPs will utilize MCC as the method to manage child care spaces, active care options, and offerings.

c. Declining Care. In the event that a family declines care at an installation where they have requested care through MCC, they will be removed from all current waitlists and must re-request care through MCC.

2. PRIORITY SYSTEM. Priority for care is administered by MCC based on the eligibility requirements defined in Paragraph 4d **of the front matter of this Instruction**. Individual priority is verified at the time of enrollment and annually thereafter.

a. Priority 1, CDP Direct Care Staff, Service Members. The children of CDP Direct Care Staff and Service members will be placed into care utilizing the following guidance:

(1) Priority 1A, CDP Direct Care Staff. The children of Direct Care CDP staff will be placed into care ahead of all other eligible patrons. At no time will the child of a Direct Care CDP staff member be removed from the program to accommodate another eligible patron.

(2) Priority 1B, Single or Dual Active Duty Members; Single or Dual Guard or Reserve Members on Active Duty or Inactive Duty Training Status; and Service Members With a Full-time Working Spouse. The children of patrons that fall under Priority 1B will be placed into care ahead of all other eligible patrons except Priority 1A. At no time will a Priority 1B patron be removed from the program to accommodate any other patron, including 1A patrons. The following order of precedence will be utilized:

(a) Single or Dual Active Duty members.

(b) Single or Dual Guard or Reserve Members on Active Duty or Inactive Duty training status.

(c) Active Duty members with a full-time working spouse.

(d) Guard or Reserve members on Active Duty or Inactive Duty training status with a full-time working spouse.

(3) Priority 1C, Active Duty Members or Guard or Reserve Members on Active Duty or Inactive Duty Training Status with Part-Time Working Spouse or a Spouse Seeking

Employment. The children of patrons that fall under Priority 1C will be placed into care ahead of all other eligible patrons except for Priority 1A and 1B patrons. Priority 1C patrons may only be supplanted by an eligible patron in Priority 1A or 1B when the Anticipated Placement Time of the Priority 1A and 1B patron exceeds 45 days beyond their Date Care Needed (as indicated in MCC). The following order of precedence will be utilized:

(a) Active Duty members with a part-time working spouse or a spouse seeking employment.

(b) Guard or Reserve members on Active Duty or Inactive Duty training status with a part-time working spouse or a spouse seeking employment.

(4) Priority 1D. Active Duty Members or Guard or Reserve Members on Active Duty or Inactive Duty Training Status with a Spouse Enrolled in a Post-Secondary Institution on a Full-Time Basis. The children of patrons that fall under Priority 1D will be placed into care ahead of all other eligible patrons except for Priority 1A, 1B, and 1C patrons. Priority 1D patrons will be supplanted by an eligible patron in Priority 1A, 1B, or 1C when the Anticipated Placement Time of the Priority 1A, 1B, and 1C patron exceeds 45 days beyond their Date Care Needed (as indicated in MCC). The following order of precedence will be utilized:

(a) Active Duty members with a spouse enrolled in a post-secondary institution on a full-time basis.

(b) Guard or Reserve members on Active Duty or Inactive Duty training status with a spouse enrolled in a post-secondary institution on a full-time basis.

b. Priority 2, DoD Civilians. The children of DoD civilians will be placed into care utilizing the following guidance:

(1) Patrons in Priority 2 will utilize the following order of precedence for placement:

(a) Single or dual DoD Civilian Employees.

(b) DoD Civilian Employees with a full-time working spouse.

(2) DoD civilian patrons may only be supplanted from care by an eligible Priority 1A or 1B patron when the Anticipated Placement Time of the Priority 1A or 1B patron exceeds 45 days beyond their Date Care Needed (as indicated in MCC).

c. Priority 3, Space Available. When all Priority 1 and 2 patrons have been placed into care, CDPs may place additional eligible patrons not identified in Priority 1 and 2 into Space Available care.

(1) Space Available patrons will be supplanted, **with 45 days' written notice**, by an eligible Priority 1 or a Priority 2 patron when the Anticipated Placement Time of the Priority 1 or a Priority 2 patron exceeds 45 days beyond their Date Care Needed (as indicated in MCC).

(2) The following order of precedence will be followed when placing eligible patrons into Space Available.

(a) Active Duty with non-working spouse.

(b) DoD Civilian Employees with spouse seeking employment.

(c) DoD Civilian Employees with a spouse enrolled in a post-secondary educational program on a full time basis.

(d) Gold Star spouses.

~~(e) Active Duty Coast Guard members.~~

(e) DoD contractors.

(f) Other eligible patrons.

3. **PRIORITY DETERMINATION.** The following factors will be applied when making priority determinations for eligible patrons.

a. Deactivated Guard or Reserve Members. When a currently enrolled Guard or Reserve member is no longer in an Active Duty status, they must inform the appropriate CDP. The CDP will make a new priority determination for possible continued enrollment. If the member falls to a lower priority category and the child care space is needed for a higher priority patron, the Guard or Reserve member will be given 45 days' written notice regarding their removal from the program.

~~b. Activated Coast Guard. When a Coast Guard member is activated under the Department of Navy, they will be treated as an Active Duty Service member and placed into their respective Priority as outlined in this enclosure.~~

**b. U.S. Coast Guard.** For the purpose of this Instruction, Coast Guard Service members (Active Duty and Reserve Component) and civilian employees will hold the same priority as equivalent DoD Service members and civilian employees, as detailed above, regardless of the Department in which the Coast Guard is operating.

c. Combat-Related Wounded Warriors in an Active Duty Status. When Service members designated as combat-related wounded warrior in an Active Duty status requires hospitalization, extensive rehabilitation, or significant care from a spouse or care provider and requires full-time child care, they may be placed into Priority 1B. This designation requires installation commander approval (this authority cannot be delegated).

d. Exceptions. Exceptions to the priority system described in this enclosure will only be authorized, in writing, for unique mission-related requirements. Authority for these exceptions lies with the installation commander responsible for the management of the CDP at the installation level.

4. VERIFICATION REQUIREMENTS. The following methods will be utilized to determine eligibility.

a. A working spouse must provide verification of employment such as a Pay/Leave and Earning Statement, Form 1099-MISC, Schedule C (Form 1040 or 1040 SR), or a self-certification statement with an estimated number of hours worked on a weekly or monthly basis. In the event that specific employment situations are not sufficiently documented by these forms, an exception to policy may be granted at the installation commander level.

b. Spouses actively seeking employment must submit verification every 30 days once the child is enrolled in care. The child may be removed from care if the spouse has not gained employment after 90 days. The installation commander may authorize an extension of care beyond 90 days as long as higher priority patrons are not impacted.

c. Spouses enrolled in a post-secondary educational program on a full time basis must verify educational admission or enrollment as a full time student every 90 days once the patron is enrolled in care. If, at the time of verification, the spouse is not currently enrolled, they must show proof of resumption of full time student status within 30 days or the child may be removed from care.

5. NOTIFICATION TO PATRONS. At the time of enrollment, CDPs must notify patrons in Priority 1C and lower, in writing, that they may be supplanted if a patron in a higher priority requires child care. The CDP must also provide notice of discontinued child care to patrons affected a minimum of 45 days before child care termination.