



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 316TH WING (AFDW)  
JOINT BASE ANDREWS, MARYLAND 20762**

**RETURN TO WORK CHILD CARE REQUIREMENT**

1. As the 11<sup>th</sup> Wing prepares for personnel to return to work, child care is a critical factor. To ensure the safety of the children and staff, a reduced amount of child care spaces are available. The priority for care are for those parents who can no longer telework and must return to work: single active duty, dual active duty where both parents are required to work the same shift, or active duty with a working spouse where both are required to work the same shift. Care will only be provided to families' currently enrolled in the Child Development Centers and those who have been offered space in the Summer Camp program.

2. The following parent (s) is required to return to work.

Date required to return to work:

Hours/Days care will be needed:

(Parent Name, Rank, Squadron)

(Parent Name, Rank, Squadron if dual military/mil married working spouse)

**Childs' Name**

**Childs' Age**

**Center Enrolled**

3. The above memo must be returned to the facility in which the child is enrolled no later than 2 week's prior to the date request to return to care.

4. As the Commander of the above mentioned member, I certify the information to be true. For additional questions, please contact me at

Commander

Printed Name and Title

Organization

Duty Telephone Number