



DEPARTMENT OF THE ARMY
 U.S. ARMY INSTALLATION MANAGEMENT COMMAND
 DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
 1675 ELLIS STREET, BUILDING 1217
 FORT CARSON, COLORADO 80913-4119

IMCR-MWR

16 March 2020

MEMORANDUM FOR CYS

SUBJECT: Employee Readiness Essential Status

I certify that the individual listed below, has been designated as "Readiness Essential" and is required to be at work during a designated Readiness Essential Only declaration. Child care will only be authorized for children of staff certified as Readiness Essential and who are registered with and enrolled in a CYS program. *(This form must be signed by a Battalion Level Commander or his/her equivalent and presented to the child care facility where the child will receive care.)*

Child care is required for the children listed below:

Sponsor's Name: _____ Organization: _____

Name and age of children:

Child's Name	Age	Child Care Facility
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 Name of Battalion Level Commander (or equivalent)

 Title and Rank/Grade

 Signature (Battalion Level Cmdr. or equivalent)

 Date