



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 Mission Essential Status

The individual listed below, has been designated as mission essential and is required to be at work during weather closures, emergency closures or when the post is on "Mission Essential Only" status. (This form must be signed by a Battalion Level Commander or his/her equivalent)

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