



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 1710.4A
B 37
23 Sep 13

MARINE CORPS BASE ORDER 1710.4A

From: Commander, Marine Corps Base, Quantico
To: Distribution List

Subj: PRIORITY OF ELIGIBLE USERS OF THE CHILD, YOUTH, AND TEEN PROGRAMS

Ref: (a) MCO P1710.30E

Encl: (1) DD Form 2606, DoD Child Development Program Request for Care Record
(2) Quantico Children and Youth Management System (CYMS) Prioritization Listing

1. Situation. In accordance with the reference, in the event there is a waiting list for child care, the Base Commander establishes a priority for eligible users participation in Children Youth and Teen Programs (CYTP).

2. Cancellation. MCBO 1710.4.

3. Mission. To establish a priority of eligible users for the CYTP aboard Marine Corps Base Quantico (MCBQ).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In all cases, priority shall be given to full time care for children of active duty military aboard MCBQ, active duty stationed at other local installations, Depart of Defense (DoD) civilian personnel who are in direct support of MCBQ, and then DoD civilian personnel not working aboard MCBQ.

(2) Concept of Operations. The priority within each of these categories is further broken down to single parents, active duty dual military parents, then a spouse who is employed full-time outside the home or is a full-time student. Contractors and retirees may only be eligible if there is not a waiting list. Hourly care is provided on a space available

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basis for families with at least one non-working spouse. An eligibility exception will be made for the use of hourly care by dual working parents in CYTP's School Age Care program during scheduled and unscheduled school closings.

b. Subordinate Element Missions. Marine Corps Community Services (MCCS) will:

(1) Maintain the waiting list, and track available submissions in the Children and Youth Management System (CYMS).

(2) Offer child care slots based on the highest priority, then by the date the DD form 206 was received by resources and referrals.

5. Administrative and Logistics

a. Patrons must complete and submit enclosure (1), DD Form 2606, Request for Care Record by fax, email, mail in, or in person to the Child Development Center South, Bldg 3314 to determine eligibility. Once eligibility is established the household will be prioritized for care based on their status listed below, if there is a waiting list:

(1) Active duty military stationed aboard MCBQ prioritized by single, dual military, then spouse working or going to school full time.

(2) Active duty military stationed at other local installations prioritized by single, dual military, then spouse working or going to school full time.

(3) DoD civilian personnel paid from appropriated and non-appropriated funds working aboard MCBQ prioritized by single, dual DoD civilian personnel then by spouse working outside of DoD or going to school full time.

(4) DoD civilian personnel paid from appropriated and non-appropriated funds not working aboard MCBQ prioritized by single, dual DoD civilian personnel then by spouse working outside of DoD or going to school full time.

(5) DoD contract personnel who are performing mission-related duties on the installation may be eligible when a waiting list does not exist and space is available.

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(a) The contractor must be established aboard MCBQ (base office, base telephone number, and base e-mail address).

(b) The contractor must submit a written request for childcare services to the Director, MCCS via the command to which the contractor is assigned. The request must also include the length of time the contract is in effect and must be verified and signed by the contracting officer or the contracting officer's representative exercising oversight of the contractor at that command.

(6) Retirees may be eligible when a waiting list does not exist and space is available.

b. The prioritization of eligible users and corresponding CYMS codes are listed in enclosure (2).

6. Command and Signal

a. Command. This order is applicable to Marine Corps Base, Quantico.

b. Signal. This order is effective the date signed.

/s/

DAVID W. MAXWELL

DISTRIBUTION A:

**DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM
REQUEST FOR CARE RECORD**

PRIVACY ACT STATEMENT

AUTHORITY: PL 101-89 Sec. 1507; EO 9397.

ROUTINE USE(S): None.

PRINCIPLE PURPOSE(S): To collect applicant information for Child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projection of future program requirements.

DISCLOSURE: Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program waiting lists.

DATE OF REQUEST (YYYYMMDD)

EXPIRATION DATE (YYYYMMDD)

FAMILY INFORMATION

SPONSOR'S NAME (Last, First, Middle Initial)

SPOUSE'S NAME (Last, First, Middle Initial)

CHILD'S NAME (Last, First, Middle Initial)

CHILD'S DATE OF BIRTH (YYYYMMDD)

CHILD'S AGE

HOME ADDRESS (Street, City, State, Zip Code)

SPONSOR'S BRANCH OF SERVICE

DUTY ORGANIZATION

HOME TELEPHONE NUMBER (Include Area Code)

DUTY TELEPHONE NUMBER (Include Area Code)

SIBLING CARE (Complete a separate form and list name and date of birth for each child requiring care)

NAME (Last, First, Middle Initial)

DATE OF BIRTH (YYYYMMDD)

NAME (Last, First, Middle Initial)

DATE OF BIRTH (YYYYMMDD)

PROGRAM(S) DESIRED (X as applicable)

AGE GROUP (X one)

FULL-DAY CARE

FAMILY DAY CARE (FDC)

INFANTS (0 - 12 months)

PART-DAY CARE

PART-DAY ENRICHMENT

TODDLERS (13 - 35 months)

SCHOOL-AGE

DAY CAMP

PRESCHOOL (3 - 5 years)

SPECIAL NEEDS

SCHOOL AGE (5+ years)

SPONSOR STATUS (X one)

SINGLE MILITARY

SINGLE DOD CIVILIAN

MILITARY/UNEMPLOYED SPOUSE

DUAL MILITARY

RETIRED MILITARY

MILITARY/OTHER THAN DOD SPOUSE

MILITARY/DOD SPOUSE

MILITARY RESERVE

OTHER (Specify)

DUAL DOD CIVILIANS

NATIONAL GUARD

PRESENT CHILD CARE ARRANGEMENTS (X as applicable)

FDC ON-INSTALLATION

CIVILIAN CDC

IN-HOME CARE

FDC OFF-INSTALLATION

MILITARY ALTERNATE CARE

NO PRESENT CARE

c. OTHER MILITARY CHILD DEVELOPMENT CENTER

f. NON-MILITARY ALTERNATE CARE

OTHER (Specify)

GENERAL INFORMATION (X and complete as applicable)

a. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT OF SPOUSE AWAITED? (If Yes, estimate average annual income lost)

IS CHILD ON OTHER MILITARY WAITING LIST? (If Yes, name installation)

b. HAS CHILD BEEN IDENTIFIED FOR SPECIAL NEEDS CARE?

CURRENT COST OF CARE PER WEEK (If child is currently in care)

UPDATE REQUIRED PER INSTRUCTIONS (For Office Use Only)

	(1)	(2)	(3)	(4)	(5)
DATE CALLED (YYYYMMDD)					
b. DECLINED/ PLACED					
c. COMMENTS/ INITIALS					
PLACEMENT TIME (in months)					

QUANTICO CHILDREN AND YOUTH MANAGEMENT SYSTEM (CYMS) PRIORITIZATION LISTING

**MCB, QUANTICO
CHILDREN, YOUTH MANAGEMENT SYSTEM (CYMS)
PRIORITY LISTING**

PRIORITY	CYMS CODE	ELIGIBLE USERS	STATUS
1	ADQSN	ACTIVE DUTY QUANTICO	SINGLE
2	ADQDU	ACTIVE DUTY QUANTICO	DUAL MILITARY
3	ADSFT	ACTIVE DUTY QUANTICO	SPOUSE FULL TIME EMPLOYMENT/STUDENT
4	ADOSI	ACTIVE DUTY OTHER LOCAL	SINGLE
5	ADODU	ACTIVE DUTY OTHER LOCAL	DUAL MILITARY
6	ADOFT	ACTIVE DUTY OTHER LOCAL	SPOUSE FULL TIME EMPLOYMENT/STUDENT
7	DODQS	DoD CIVILIAN QUANTICO	SINGLE
8	DODDU	DoD CIVILIAN QUANTICO	DUAL
9	DODFT	DoD CIVILIAN QUANTICO	SPOUSE FULL TIME EMPLOYMENT/STUDENT
10	DODSO	DoD CIVILIAN OTHER LOCAL	SINGLE
11	DODDO	DoD CIVILIAN OTHER LOCAL	DUAL
12	DODSF	DoD CIVILIAN OTHER LOCAL	SPOUSE FULL TIME EMPLOYMENT/STUDENT
13	DODCO	DoD CONTRACTORS QUANTICO	
14	RTMIL	RETIRED MILITARY	