



Office of the Deputy Assistant Secretary of Defense

## Military Community & Family Policy

### CAMP/SUMMER PROGRAM RESOURCE REQUEST AT A GLANCE

Summer program and camp support is provided to military children during installation child and youth summer programs, DODEA summer school, Operation Purple Camps and Family Retreats, National Guard and reserve camps, and Operation Military Kids camps.

The completeness of the Resource request form minimizes multiple telephone calls and expedites the approval process. **Every request is reviewed and staffed based on its own merit.**

#### Resource Request Criteria:

- Eligibility: Active Duty Members, Members of the National Guard and Reserve components who are on active duty, in federal service, on full-time National Guard duty, or on inactive duty for training and their families. Coast Guard who are serving under Title 10 in support of DoD missions and 90 days prior to deployment and 180 days' post deployment.
- Camps requests are for CYB-MFLC assignments.
- **Short-term Camps:** Camp for military children with support up to 7 days for 1 camp or session. Camp can be based in both CONUS and OCONUS assignments and can occur throughout the year.
- **Long-term Camps:** Camp for military children with support up to three months. Camp can be based in both CONUS and OCONUS assignments and can occur during the summer.

**\*Every request is reviewed and staffed based on its own merit\***

- ✓ Requests for short-term camp resources must be submitted at least *15 business* days (three weeks) before the camp occurs.
- ✓ Requests for long-term camp resources must be submitted at least *30 calendar* days before the camp occurs.
- ✓ Requests are accepted no more than 180 calendar days prior to the event.
- ✓ All fields with red asterisks are required. If all request details are not provided, and additional questions addressed, support may be delayed while processing the request.

#### Quick Tips:

**Before submitting request, review form for completeness by checking the following.**

- ✓ **Start and End Dates**– Check that start date has ample time for recruitment. If not, the start date may need to be adjusted.
- ✓ **Branch of Service**- This is the Branch of Service of requestor. For example, if the requestor belongs to Air National Guard, then they should not select Air Force as a branch of service. It should be “Air National Guard” (exception Coast Guard under Title 10 orders will use Navy). Please use the drop down.
- ✓ **Crisis Situation Events**- If this is a Crisis Situation Event, check the dates, as this could be a short notice event. Ensure the type of special circumstances as well as the dates are provided.
- ✓ **Assignment Location**- Review listed city or installation to confirm accurate spelling and if it is already in drop down. Long-term camp resources **MUST** be associated with an INSTALLATION.
- ✓ **Main and Alternate POCs**-Ensure phone numbers and government email are provided. If submitting the request make sure the POC information is correct because if the POC cannot be contacted the request may be cancelled.
- ✓ **Additional Relevant Information Box** -Include any additional information in this box which will help the vendor in filling the camp.
  - Utilization of resources, i.e. agenda/itinerary indicating concurrent briefings, 1:1 counseling or the possibility of sign up for counseling, locations, how many MFLCs are needed and if MFLC is required to meet with children (CYB-MFLC).
  - Explanation of special circumstances pertaining to this unit and justification for the requested resource.

**\* Process requests as soon as possible preferably 30+ days prior to the camp start date\***