



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 11TH WING (AFDW)  
JOINT BASE ANDREWS, MARYLAND 20762

MEMORANDUM FOR JOINT BASE ANDREWS PERSONNEL

FROM: 11 WG/CC

SUBJECT: Child Care for Joint Base Andrews Members Returning to Work

1. As the 11th Wing prepares for personnel to return to work, child care will be a critical factor affecting decisions. During the base reopening phases, our programs are only offering care to those who must return to work and are currently enrolled in our Child Development Center (CDC) and School Age Care (SAC) programs. Personnel who are teleworking will not be afforded child care services during this phase. Parents already enrolled in our program but not using our services, will retain their space in the program and have all child care fees waived during this time period.
2. Our CDC program is currently not enrolling new children and will limit care to 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 parents are required to work the same shift.
3. Members should work with their supervisors to determine the date you are required to return to work. A minimum of two weeks prior to requiring care, please provide your CDC's administrative staff with the dates and hours of care needed. Additionally, provide a signed memorandum from your commander stating you must return to work.
4. As the 11th Wing develops plans to reconstitute personnel back to duty, our experts are defining ways to minimize risk to your children and our staff while also following the Public Health and Center for Disease Control recommendations. As you develop your plans for childcare, please take into consideration that if your child, or anyone in your household, is sick with COVID-19 symptoms (cough, sore throat, fever, loss of smell) or pending a COVID-19 test, you are prohibited from bringing your child to the CDC or SAC. Bringing potentially infected members into the CDC and SAC endangers every child, staff member and their families, in addition to jeopardizing child care availability for families across the National Capital Region. Protocols are being implemented to reduce the risk of disease transmission, so please adhere to infection control guidelines and use integrity when answering questions asked by CDC staff.
5. If you must return to work, and do not fall in one of the previously mentioned categories, please contact our Family Child Care Coordinator, Ms. Mary Sue Rainey, at (301) 981-2123 for assistance in finding alternative care. Additional questions can be addressed to Ms. Annette McLamb, [annette.mclamb@us.af.mil](mailto:annette.mclamb@us.af.mil).

ANDREW M PURATH, Colonel, USAF  
Commander