child development center
Air Force Services

RESOURCE & REFERRAL (R&R)
Instructions for Completing Request for Care
Form DD 2606

Thank you for your interest in Tinker Family Member Programs. Please take time to read these instructions before you complete the DD Form 2606. A Family Child Care Survey is located on the reverse side of the DD 2606 that must also be completed. All information must be complete before children can be placed on the waiting list.

Resource and Referral required documents for the Waiting List:

- Copies of both parents DoD Civilian Employee or Active Duty Military Badges
- Certificate of Birth
- Copy of orders if PCSing to Tinker AFB
- Copy of divorce decree if applicable
- Copy of legal custody agreement if applicable

Failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on CDC waiting list.

1. **Date of Request:** Today's Date

2. **Expiration Date:** One year from today's date

3. **Family Information:** Spouse's data must be included. The following information is required: If additional space is needed, please utilize the back of the form.

a. Spouse's Employment: If the spouse is employed at Tinker AFB, employment must be verified in a letter stating where the spouse is employed. If this information is not available, you are granted five working days to submit the information.

b. Spouses Work Number: Please put a work phone if the spouse is employed. **Please include your email address if applicable.**

c. Student: If the spouse is a full or part time student, a letter from the university is required. (A full time student is enrolled a minimum of 12 hours per semester or quarter.)

d. Unborn: If the child is unborn, provide the anticipated arrival date. Please contact this office as soon as possible after the delivery. Children **can not** be entered on the waiting list until the R&R office is notified of the birth. Parents will need to present birth certificates for newborn children.

4. **Program(s) Desired:** Self-explanatory.

5. **Age group:** Self-explanatory.

6. **Sponsor Status-** Self-explanatory.

7. **Present child Care Arrangements:** Self-explanatory.

8. **General Information:** Self-explanatory.

9. **Update Required Per Instructions:** (Office Use Only.) The Resource and Referral Office is required to update the DD Form 2606 every 60 days.

It is the responsibility of the parent to provide current addresses and phone numbers. If this office is unable to contact you, your child will be dropped off the waiting list. Failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on CDC waiting lists.

The spaces filled on childcare waiting list are taken from Both the East and West Centers. This office cannot give parents choices of child development facilities. When contacted with an offer of childcare, the sponsor must be ready to either accept or decline. Declining an offer of childcare will take the child off the waiting list.

Priority

The Resource and Referral Office fills spaces for childcare by priority. Each age group is a waiting list. For instance, 1-year-olds have a separate waiting list from the 2-year-olds. Each waiting list contains priorities as listed above. Within each priority, the DD Form 2606 is filed by the date of request on the form. ***Note** -Priorities 1 and 2 are critical as they meet the mission goals for Tinker AFB; and therefore one does not have a priority over the other with terms of date filed. For example; if a Priority 1 came in today and requested care, that application would not bump a Priority 2 filed yesterday. However, Priorities 3, 4, 5, 6, 7, and 8 can be "bumped" when a DD Form 2606 is submitted by a priority 1 or 2.

If you have any questions about the Request for Care DD Form 2606, please contact the **Resource and Referral Office** at 734-7980 or in Building 5702.
The following priorities are based on the Department of Defense Instruction 6060.2 Jan 93 and AFMC prioritizing of the child/youth programs waiting list (letter on file):

Priority 1. Active Duty Military/DOD Civilians- Single parents assigned to/working at installation. Note: If a couple is living together as family unit, they are considered as if married. The sponsor is not considered a single parent.

Priority 2. Active Duty Military/DOD Civilians- Dual employed parents assigned to/working at installation.

Priority 3. Active Duty Military/DOD Civilians- One parent assigned to/working at installation. This also includes one parent assigned to/working at installation and one parent who is a full-time student. (Full time status is a student enrolled in at least 12 hours.)

Priority 4. Active Duty Military/DOD Civilians- Not assigned to the installation (single, dual, and one parent employed.)

Priority 5. Reservist- If on active duty, same priority as 1, 2, and 3, assigned to installation. If not on active duty, no priority.

Priority 6. Contractors