



US Coast Guard HQ
Child Development Center
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Memorandum

Subject: CDC Waiting List
Statement of Understanding

Date: 5/1/06

From: CDC Director
To: Waiting List Applicants

Reply to Attn. of: Juliana Wilson, 2-4095
CDC Assist. Director

1. The purpose of this memorandum is to outline procedures for maintaining the CDC Waiting list.
2. Per COMDTINST M1754.15, Chapter 2E, priority for placement is as follows:
 - a. Single Parents, whether Active Duty Coast Guard or Civilian Coast Guard Employees
 - b. Coast Guard Active Duty and Civilian Employees
 - c. DOD Active Duty Members
 - d. DOD Civilian Employees
 - e. DHS and other Federal Employees
 - f. DHS Contractors
 - g. Community Members
3. Applicants will be placed on the waiting list as of the date the application **and** payment is **received** by the CDC Administration Office. Placement will only be considered for the age group corresponding to the child's birthday regardless of developmental level.
4. It is the applicant's responsibility to ensure retention on the waiting list every quarter. On the last business day of December, March, June, and September, the CDC staff will remove any application not confirmed. The CDC staff will not contact applicants to determine their desire to remain on the waiting list.
5. When a vacancy becomes available, the first person on the waiting list will be notified and offered that position. The patron has 48 hours to confirm their decision. If the CDC administration staff has not received confirmation by close of business on the second day, the slot will be offered to the next family on the list.

THE CDC STAFF WILL NOT CONTACT YOU TO DETERMINE YOUR DECISION.
6. If you wish to decline the position but remain on the waiting list, your application will be moved to the bottom of the list and advance through the normal procedures.
7. There is a \$25.00 non-refundable fee to be placed on the waiting list. Please make checks payable to USCG MWR.
8. If you have questions, please contact the Assistant Director at (202) 372-4095.

Signature

Date

