



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-CA RFS

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 19, Child and Youth Services (CYS)
Central Registration (CER) Procedures

1. References:

- a. AR 608-10, Child Development Services, 12 February 1990.
- b. 26th ASG Procedure 19A, 15 August 2003, subject: Child and Youth Services (CYS)
Central Registration (CER) Procedures.

2. I am committed to simplifying procedures that make better use of our time and resources. Patrons have the right to expect that the registration process for Child and Youth Services meet this goal, and can all be completed in a single location.

3. CYS programs and services are defined as child development centers, family child care, school-age services, youth services, middle school/teen programs, sports and fitness programs, instructional programs/classes, outreach care and supervision options, and mobile CYS programs.

4. Base Support Battalions (BSB) will enhance installation patron services by offering a seamless one-stop location for all CYS registration procedures. Customer service hours, processes and forms to accomplish registration will be in compliance with reference 1b, above.

/s/

ROBERT C. RUSH, JR
Colonel, IN
Commanding

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