

# Camp Resource Request at a Glance

## Business Operations Support System



### Description of Support

Child and youth behavioral counselors are available to support day-, week- or summer-long camps for children and youth.

Camp requests are for Child and Youth Behavioral Military and Family Life Counseling assignments.

- **Installation-based summer camps** are often supported by school CYB-MFLCs. Each school CYB-MFLC will finish their school assignment prior to supporting the summer camp program assignment.
- **Short-term camps** are camps for military children with support up to seven days for one camp or session. Camps can be based in both CONUS and OCONUS locations, and can occur throughout the year.
- **Long-term camps** are camps for military children with support up to three months. Camps can be based in both CONUS and OCONUS locations, and can occur during the summer months.

### Review Process

To streamline the approval process, complete all fields on the Summer Camp Request form. Incomplete forms will not be reviewed. Submit all address changes, date changes or cancellations through Military Community Support Programs. The Office of the Assistant Secretary of Defense for Military Community and Family Policy is the only office authorized to make changes to submitted requests.

**Note: Every request is considered on a case-by-case basis.**

### Eligibility

Service members and the families of active duty, National Guard and reserve (regardless of activation status), Coast Guard members when activated for the Navy, DOD expeditionary civilians and survivors.

### Time Frame

- Short-term camps:
  - Submit requests for resources at **least 15 business days** (three weeks) before start of camp.
- Long-term camps:

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- Submit requests for resources **at least 30 calendar days** before start of camp. MCSP can process requests 180 calendar days prior to event.

### Request Criteria

All fields with red asterisks are required. If all request details are not provided, support may be delayed while processing the request. Check the following to make sure form is complete before submitting.

**Note: Each summer program or camp location requires a separate request submission.**

### Quick Tips

- **Start and end dates** — Check that the start date allows at least 30 days for recruitment. If not, the start date may need to be adjusted.
- **Branch of service of requestor** — This is the branch of service of the requestor. For example, if the requestor belongs to the Air National Guard, select Air National Guard, not Air Force as a branch of service. The exception is that Coast Guard under Title 10 orders will select Navy in the drop-down menu.
- **Assignment location** — Enter city for National Guard and reserve, or installation for active duty. Confirm spelling and check if location is listed in the drop-down. Long-term camp resources should be associated with an installation.
- **Primary and alternate point of contact** — Ensure phone numbers and email addresses are correct. Request may be canceled if POC cannot be reached.
- **Additional relevant information box** — Include any additional information that will help process the request, such as:
  - Number of requested CYB-MFLCs. MCSP will determine the appropriate number.
  - Number of hours the counselor will work each day, so MCSP can determine the appropriate number of resources. The contract allows for a 40-hour flexible work week.

**Note: Submit requests as soon as possible — preferably more than 30 days prior to the start date.**