

**MEMORANDUM OF AGREEMENT (MOA)
CONCERNING
AFI 36-809, Civilian Survivor Assistance, 1 Jul 03**

1..The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management or the Parties, hereby enter into this MOA regarding the above matters as they apply to AFGE bargaining unit members covered by the Master Labor Agreement (MLA) between the Parties. This MOA supercedes an MOA concerning The Next of Kin (NOK) Notification Plan and Implementation of Air Force Instruction 36-809, Civilian Survivor Assistance, signed on 4 Apr 03.

2. The intent of the above AFI and Plan is to provide for the prompt and compassionate notification of next of kin in situations involving the death/casualty of an Air Force civilian. It also provides for survivor assistance to the next of kin in the handling of personal affairs related to the civilian's employment.

3. Given that the Parties had an opportunity to review a draft of AFI 36-809 prior to its issuance, the Parties endorsed the following changes to the AFI which were incorporated in the 1 Jul 03 issuance:

Paragraph 2.1.1.4 - At the end of the first sentence add ",
but not to exceed thirty days."

Paragraph 2.2.7 - After the first word "Notifies" add "in writing"

Paragraph 2.3.9 - Change the word "periodically" to "annually"

Paragraph 2.4.1.6 - Before the first word "Reminds" add "Annually"

Paragraph 2.5.1.1 - After the word "notified" add "in writing"

Paragraph 2.6.2 - Add a last sentence to read: "All civilian employees will be provided access to government computers and any assistance needed for the purpose of completing the Civilian Employee Record of Emergency Data in the Air Force Civilian Emergency Data System (EMDS)."

Terms definition of Next of Kin (page 9) for Natural, adopted, and stepchildren - Change the word "Illegitimate" to "All".

4. The Parties encourage all affected employees to provide their emergency data information in EMDS as referenced in Section 2.6 of the AFI.

5. All remedies under the MLA or 5 U.S.C. Chapter 71 are available to the Parties if either party believes the other has failed to comply with any of the requirements of this MOA.

fc
oct.
Fred Curwin 31 Aug. '03 Michael J. Madges 10/31/03
FOR THE UNION DATE FOR MANAGEMENT DATE