

MEMORANDUM OF AGREEMENT (MOA)

ON

Air Force Instruction (AFI) 34-144, Child and Youth Programs

This MOA supersedes and replaces AFI 33-144 MOA, dated 27 April 2017

References:

- A. AFI 34-144, Child and Youth Programs, dated 2 July 2019
- B. AFI 36-703, Civilian Conduct and Responsibility, dated 18 February 2014
- C. MOA on AFI 36-703, Civilian Conduct and Responsibility dated 29 April 2016

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this Memorandum of Agreement regarding subject Air Force Instruction as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties.

2. AFI 34-144 (reference A) is a wide ranging instruction designed to give guidance over one of the most important areas to Air Force personnel, their children. The AFI contains guidance for the Child and Youth Programs (CYP), which encompasses Child Development Centers (CDC) which uses the Early Learning Matter Curriculum (ELM), Family Child Care (FCC) Programs, Youth Programs (YP) School-Age Care (SAC), and Youth Sports.

CYP Facilities

3. Any unsafe playground equipment or other equipment and facilities used during outdoor play will be identified in the daily outdoor inspection prior to the playgrounds being used. Unsafe equipment will be placed off limits. Management will inform BUEs of any equipment deemed unsafe for use and will ensure that repairs are completed within a realistic time span. In the event that the scheduled repairs will take more than one month to complete appropriate alternative arrangements will be made for outdoor play.

4. All animal feces found in the outdoor play area, during the daily inspection, will be removed by any available employee performing inspections prior to children using the outdoor play area.

5. BUEs will report all improperly working laundry machines to management. Management will place the improperly working machine off limits for use until repair/replacement of the improperly working machine occurs. BUEs will not use any improperly working laundry machine.
6. Fire alarms or intercom systems that cannot be heard on the playground must be reported to Management as soon as discovered. At least one back up telecommunication system (Example: walkie-talkies or cordless phones) will be made available to staff. In the event that none of the aforementioned systems are operable a manager or clerk can verbally inform staff of issues.
7. In the event that temperatures fall below 68 degrees or exceed 82 degrees as established by AFI 34-144 management will notify CE immediately. Management will contact the Local Union when heating/cooling issues will impact personnel and children longer than 2 hours. In situations where normal operations cannot be restored within the same working day, alternative arrangements will be made for children and personnel to ensure health and safety.
8. CYP staff must annotate peeling and flaking paint on the daily opening/closing checklists. Management will ensure a work order is submitted to Civil Engineering for peeling or flaking, and, when feasible, will ensure the area is covered, blocked, or placed off limits until repairs occur. It is understood that all paint is non-toxic, but still may be harmful to children if ingested.
9. In the event of the CCTV system is not operable (malfunction, loss of power, etc) any employee working alone will be provided a second staff member when available or must be in Line of Sight Supervision.
10. New construction of CYP facilities is a multi-year process. Staff will be informed when construction on a new facility is approved. Local unions will be notified of any renovations or new construction that could affect BUEs.

CYP Personnel

11. Management will seek volunteers first when the Mission dictates care outside the normal operating hours (evenings, weekends, school holidays, down days, etc.). In the event Management is unable to secure enough volunteers to meet the Mission Requirements, a rotations schedule will be developed and BUEs will be directed as needed to work. Employees will have no less than 3-days' notice when possible (if someone scheduled to work calls out sick, resigns, etc.) and will be afforded credit hours and/or overtime for time worked. .
12. CYP BUEs will receive a copy of their position description at the time of their initial employment and the supervisor will annotate receipt on AF Form 971. CYP BUE performance standards will be in accordance with the applicable section of the MLA.

13. CYP staff are given the opportunity to evaluate their own performance annually in writing. Employees may request training on writing effective “self-assessment” of their performance. The Local union president will be invited to attend and assist in the self-assessment training. The Local president may designate a representative to attend on his/her behalf. Performance feedback will be conducted in accordance with the MLA. Copies of the past four years of written performance evaluations, self-assessments, and supervisor feedback will be retained in the Employee’s supervisor work folder.

14. CYP BUEs will be instructed by management on expectations to meet the needs of the youth and communication and cooperation among the work group. Personnel standards pertaining to the conduct of BUEs will be governed by AFI 36-703, Civilian Conduct and Responsibility and the related MOA on AFI 36-703.

15. Staff are allowed to receive copies of their Individual Training Plan and other information documented on their AF Form 1098, *Special Task Certification and Recurring Training*.

16. Specifics of the management of child maltreatment allegations are handled through the Child and Youth Services Flight Chief and Family Advocacy. The Family Advocacy Office (FAO) is notified whenever allegations arise in accordance with AFI 40-301, and the appropriate agencies as applicable (Local County Child Protective Services, Office of Special Investigation, and Security Forces Squadron) will be notified if the case meets the reasonable suspicion guidelines.

17. All staff will be informed of the requirement to complete ongoing competency-based training modules and will be provided the opportunity to complete these in a timely manner before being expected to utilize the material in performing their duties.

18. One fifteen minute break will be given to BUEs during each consecutive 4 hour period worked with children.

19. BUEs will be afforded the opportunity to request all Early Learning Matters (ELM) materials and any other materials needed for use in the classroom. Materials must meet developmental/accreditation/age guidelines and requirements. In the event that a BUE notifies management that he/she does not know how to incorporate required materials required by regulation or accreditation (i.e. science, math, reading, etc.), training will be provided on how to incorporate all materials.

20. Provide BUEs preparation time for the curriculum implementation and/or to prepare activities or experiences for the next week at least 1 hour per week.

21. BUEs will be provided access to computers with internet access for training purposes and use as a resource. All required training will be conducted during duty time to include telework.

22. Employees may use parent provided nicknames for children and youth as long as it is not a term of endearment. (Example: Child's name is Robert, parent's state to call him Bobby.). This nickname will be used on all labels, signs, and any other areas where a child's name is used in the classroom.

23. Training in conflict resolution is provided in New Employee Orientation, section "CYP Positive Guidance and Appropriate Touch Instructional Guide" prior to a BUE working in a classroom. Management cannot enforce BUE use of conflict resolution until completion of this module. Conflict Resolution is also included in the Guidance Module which must be completed within 90 days of employment. All training will be done in accordance with the MLA.

24. CYP BUEs will be informed that they may be subject to extended real time monitoring (up to 30 minutes) by parents on Closed Circuit Television (CCTV). A sign which states "If you plan to watch your child for more than 30 minutes, we would like to invite you to do so from inside the classroom," or equivalent phrase, will be posted near CCTV monitors which can be viewed by parents. When management becomes aware that a parent's viewing of real time CCTV is in excess of 30 minutes, BUEs will be notified in that room of the real time viewing and verbally invite the parent into the classroom unless due to health conditions this is not possible. Parents may submit requests for reviewing recorded CCTV videos by contacting a manager. Such requests will be acted on as soon as the system has the capabilities and staffing and other factors permit. Requests to obtain copies of CCTV recordings must be made through the installation's FOIA office. If disciplinary action is proposed on a BUE, based on video information, the video will be provided to the Union upon request to include representational declaration from the BUE.

CYP Operations

25. AF Form 1183, AF Forms 1930, and any equivalent electronic system will be used for the hourly accountability of children.

26. The CDC and SAC will provide helmets, purchased from the NAF Central Buy Program and ensure that the helmets properly fit their child. Management will provide BUEs training regarding proper helmet fitting and use for children who ride wheeled toys other than riding toys with a low center of gravity, where these items are in use. CDC will ensure the cleaning and care of the helmets.

27. CYP will follow the most current version of *The American Academy of Pediatrics Managing Infectious Diseases in Child Care and School*, for all illnesses. BUEs will be provided training and access to this manual upon request to management.

28. Management will ensure staff are aware of children's allergies by posting current allergy listing where children and youth have meals and snacks. .

29. When a CYP facility is notified of a safety related inspection or multi-day non-safety

related inspections, management will notify the local Union prior to inspections, when time permits. Upon request from the Union, management will provide the local Union a copy of the report.

30. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the parties if concerns cannot be cooperatively resolved.

FOR MANAGEMENT

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