

**BY ORDER OF THE COMMANDER
VANCE AIR FORCE BASE**

AIR FORCE INSTRUCTION 34-248



**VANCE AIR FORCE BASE
Supplement
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Services

CHILD DEVELOPMENT CENTERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 34-248, *Child Development Centers*, 1 October 1999. It applies to all Air Force units and members assigned to or tenants on Vance AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS). "This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U. S.C. 8013, Secretary of the Air Force; Air Force Instruction 31-203, *Security Forces Management Information System*; and E.O. 9397 (SSN), as amended. The applicable SORN F031 AF SF B, *Security Forces Management Information System* (March 18, 2010, 75 FR 13096), is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the VAFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

Waiting list, enrollment procedures, enrollment priorities and subletting procedures were added.

5.3.1. AF Form 2583, *Request for Personnel Security Action*, will be used to screen individuals for any information that may adversely affect his/her suitability to work at Vance AFB Youth Programs.

7.7.7. **(added)** Patrons are placed on the waiting list based on eligibility status and the date the form was accepted. The priorities listed in paragraph 7.8.5 are used. If a space is offered to a patron on the waiting list and they refuse it, the patron is removed from the waiting list.

7.8.5. **(added)** Priorities for child care: If a waiting list becomes necessary within the Child Development Center (CDC), one will be established within each age group. The Vance AFB priority enrollment policy for the CDC is as follows:

7.8.5.1. **FIRST PRIORITY:** Single parents on active duty and/or dual active duty military parents. Deployed active duty members (including active duty members on a remote assignment) with a spouse who is employed or is a full-time student are considered first priority on their deployment date. They must provide a copy of their deployment orders to the CDC.

7.8.5.2. **SECOND PRIORITY:** Single parent DoD civilians.

7.8.5.3. **THIRD PRIORITY:** Active duty and DoD civilians working on Vance AFB with a spouse who is employed or is a full-time student.

7.8.5.4. **FOURTH PRIORITY:** All other active duty military with a spouse who is employed or is a full-time student.

7.8.5.5. **FIFTH PRIORITY:** Reservists on active duty or during inactive duty training.

7.8.5.6. **SIXTH PRIORITY:** DoD contractors working on Vance AFB with a spouse who is employed or is a full-time student.

7.8.5.7. **SEVENTH PRIORITY:** Retired military with a spouse who is employed or is a full-time student and has an approved waiver. All approved waivers must be renewed annually.

7.8.6. **(added)** In circumstances where one parent is no longer employed, enrolled in school full-time or actively seeking employment, a grace period of 2 weeks will be given before a child's care is terminated from any program where there is an active waiting list. Documented proof of employment is required. Documented proof consists of a Leave and Earnings Statement/Pay Stub, a letter from the individual's employer on that employer's official letterhead or a letter signed by the individual's squadron commander (or contract Program Manager in the case of contractor employees). Full-time student status is defined as taking 12 undergraduate or 9 graduate credit hours per semester. (Full-time student status during summer semesters will be based on each school's requirements). Actively seeking employment is defined as documented proof that the individual has applied for at least one position every 2 weeks. Youth Programs personnel will verify continued employment or student status annually or if a reduction of fee category is requested, as they may not have been notified when a spouse loses or leaves a job. Termination of care will take place immediately if the parent or child is no longer eligible to use Services facilities.

7.8.7. **(added)** Subletting Procedures. The weekly patron must continue to pay the CDC for weekly fees. No fees will be collected from the subletting family. In order for a family to be eligible to sublet a slot, they must meet all Air Force requirements for using the program. The subletting family must be active duty, DoD civilian, DoD contractor or retired military. The child must have current shots. The subletting family must fill out all forms required for

admission to the program. If the child has any special needs, the subletting family must meet with the CDC Supervisor to determine what the needs are and what special conditions are required for care. Before a slot can be sublet, the primary family is responsible for ensuring that all requirements for subletting are met, to include financial responsibilities. To begin the sublet process, a primary family must submit a written letter to the CDC administrative staff stating whom they are submitting for a sublet slot and for what amount of time. The primary family must bring in the sublet family member to register and confirm conditions of subletting. No verbal agreements will be accepted. A family that sublets a slot has no priority on the CDC waiting lists. The CDC has no responsibility to the subletting family in finding them space in the program when their sublet agreement ends. The slot being sublet must be for the same age child and room where the subletting family fills the slot. For example, if the slot is in the toddler room, where children must be between 12-24 months, the sublet family must have a child in the toddler room age range to use the slot.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2583, *Request for Personnel Security Action*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CDC—Child Development Center

DoD—Department of Defense

FMP—USAF Flight Manuals Program

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SORN—System of Record Notice

SSN—Social Security Number

U.S.C.—United States Code