

**Memorandum of Understanding**

**Between**

**Air Force Mortuary Affairs Operations (AFMAO)**

**and**

**AFGE Local 1709**

**1. PURPOSE.** The purpose of this memorandum of understanding is to outline the process and practice of the aggregation of civilian on-call time compensation hours. This memorandum will establish the accepted procedures for the aggregation of time as agreed upon by the Air Force Mortuary Affairs Operations (AFMAO) Commander and the members of AFGE Local 1709 as it relates to operations within the Port Mortuary facility at Dover AFB, DE.

**2. NATURE OF THE MISSION.** The nature of the AFMAO mission dictates that civilian personnel be available on short notice to perform their time-sensitive duties. While mission accomplishment is a top priority, accountability and the proper documentation of employee overtime and compensatory time is vital to ensuring fair and equitable compensation for civil service personnel throughout AFMAO.


**3. ON-CALL TIME.** An employee who is required to carry a cell phone, or who is allowed to leave a message where he or she can be reached is not working while on call. When an employee is required to work while on call (i.e. answering a phone call from Next of Kin), as long as the original work was 7.5 minutes or longer in duration, that time can be claimed in increments of 15 minutes rounded to the nearest 15 minute increment (i.e. a 16 minute call would be rounded down to 15 minutes, and a 27-minute call would be rounded up to 30 minutes worked).

**4. AGGREGATION OF ON-CALL TIME.** An employee who receives multiple on-call phone calls (i.e. 2 minute call followed by a 5 minute call, followed by a 4 minute call) will be compensated for the cumulative amount of time they are on the phone based on 15 minute increments assuming the aggregation is greater than 7.5 minutes.

**5. AGREEMENT AND ADMINISTRATION.** This agreement is effective on the last day of signature, and shall remain in effect until superseded or cancelled upon mutual written agreement by the parties. MOU will be reviewed annually.

  
JOHN D. DEVILLIER, Col, USAF  
Commander, AFMAO

Date 10 JAN 2013

  
RYAN M. SMITH  
Chief Steward, AFGE Local 1709

Date 7 Jan 2013