


DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

DLA LAND AND MARITIME

The logo features a globe with a yellow banner across the top that says "LOGISTICS" and another banner on the sides that says "DEFENSE AGENCY". In the center of the globe is an eagle with its wings spread, perched on a shield with red and white vertical stripes and a blue top section with white stars.

Transition Update Meeting
Staffing and Facilities Update
November 16, 2016



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Staff and Facilities Update



Staff Qualifications

- Director and Assistant Directors
 - Bachelors degree that includes a minimum of 24 semester hours in Early Childhood Education, Child Development, Elementary Education, Special Education
 - Minimum of 12 months experience in managing a CDC of similar complexity
- Training and Curriculum Specialists (TACS)
 - Bachelors degree that includes a minimum of 24 semester hours in Early Childhood Education, Child Development or Elementary Education.
 - Minimum of 12 months experience working in child and youth programs
- Supervisory Program Specialist
 - Bachelors degree that includes a minimum of 24 semester hours in Early Childhood Education, Child Development, Elementary Education, Special Education
 - Experience working as a Lead Teacher in a child development program
- Program Lead
 - Minimum of a Child Development Associates (CDA) Credential
 - Experience working as a Lead Teacher or Program Assistant



Staffing and Facilities Update



Role of the Training and Curriculum Specialist

- Provide oversight of the developmental programs and monitor quality assurance
- Spend 65%-75% of their time in classrooms observing, role modeling for, and training staff
- Develop written training plans for staff and conduct training
- Conduct quarterly reviews
- Provide guidance on lesson plans and daily schedules
- Serve as developmentally appropriate practices POC for inspections and NAEYC Accreditation
- Develop and implement parent education opportunities



Staffing and Facilities Update



Role of Supervisory Program Specialist

- Works in ratio 50% of the time, providing breaks for assigned staff, modeling appropriate behavior, and providing program oversight and accountability
- Assists with preparing work schedules to meet ratio and group size requirements; monitors and analyzes adult/participant ratio sheets to ensure proper staffing
- Reviews lesson plans
- Works with trainer and supervisor to plan, coordinate and implement activities and special events
- Participates in conferences with parents and program staff
- Provides input into performance appraisals



Staffing and Facilities Update



On-site Training Program

Entry Level

- Orientation (prior to working with children) Includes:
 - Overview of Topics
 - Child Development
 - Appropriate Activities
 - Setting up an Inviting Environment
 - Special Needs
 - Parent Relations and Partnership
 - Safety
 - Fire
 - Health and Nutrition
 - 16 hours of supervised work experience
- Orientation (within 30 days of hire) Includes:
 - Communicable Diseases and Administration of Medication (to include Rescue Medications)
 - Health Policies
 - Child Abuse Modules via OSU's Virtual Lab School (created specifically for DoD)



Staffing and Facilities Update



Training Outline:

- Entry Level – within 6 months of hire
- Skill Level – within 12 months of hire
- Target Level – within 18 months of hire
- 24 Hours of Annual In-service once
- Specific classes and DoD training modules must be completed at each level
- DoD contracted with OSU to create the module series used by all DoD sponsored CDCs
- Modules are competency based – direct care staff must demonstrate competency before moving on to the next module
- Pay is tied into completion of training; raises are given after completion of Entry and Skill Levels
- **Successful completion of training is a condition of employment**



Staffing and Facilities Update



Additional Training Requirements

- Learning Management System (LMS) training for all staff
- Government Purchase Card (GPC) Training
- Standard NAF Automated Contracting System (SNACS)
- Enterprise Safety Applications Management System (ESAMS)
- Child & Youth Management System (CYMS) Training
- MWR IMCOM Academy
 - Child and Youth Courses
 - Budgeting and Analyzing Income Statements



Staffing and Facilities Update



Background Checks and Line of Sight Supervision

- Required Checks
 - Installation Records Checks (IRC) includes Police, Central Registry, State Criminal History Records Check, and Drug/Alcohol Abuse Check
 - FBI Fingerprints
 - National Sex Offender Registry Check
 - Child Care National Agency Check with Inquiries (CNACI)
- Line of Sight Supervision (LOSS)
 - Upon favorable completion of the IRC an individual may begin providing child related services under line of sight supervision (LOSS) of a cleared employee until all the required background checks are completed
 - A blue smock worn by a staff member indicates all of the required checks have been completed and a favorable suitability determination made
 - A yellow smock indicates the staff member is still awaiting the check to be closed and a suitability determination to be made



Staffing and Facilities Update

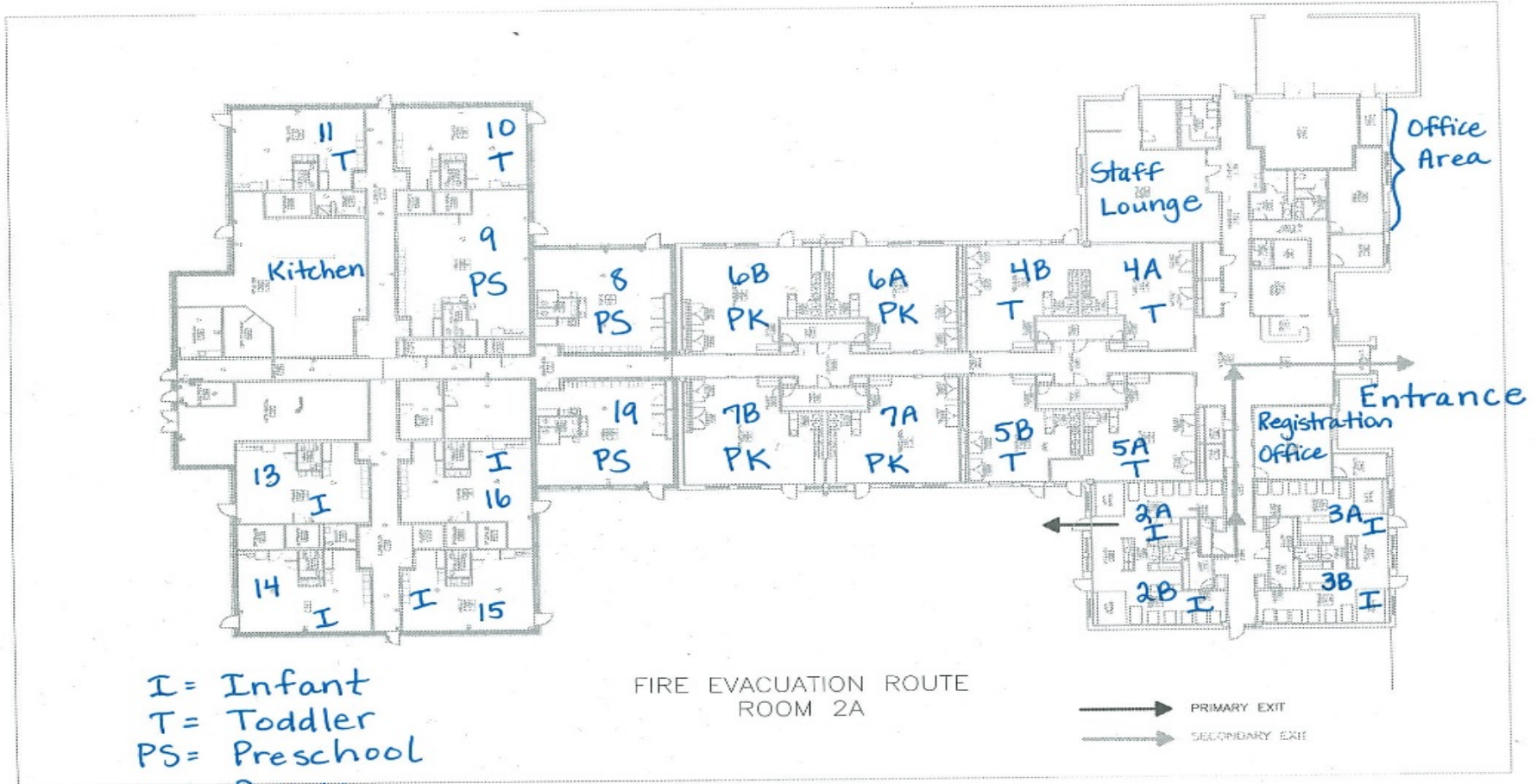


Pending Facility Projects (work to begin in spring 2017)

- Playground repairs to large climbing structure on the Pre-K playground (east side of the building)
 - Identified as a safety hazard in July 2016
 - Waiting on funding approval; estimated completion date July 2017
- Addition of a shade structure on the northeast Toddler playground
 - Required element that was left off the original design
 - Waiting on funding approval; estimated completion date July 2017
- Addition of a wall and a second evacuation door to separate Room 4A from Room 4B
 - Identified as a potential supervision issue in 2015; will eliminate children running over to the other side of the classrooms (i.e. from 4A to 4B or vice versa)
 - Estimated completion date September 2017
- Replacing water fountains in the southeast hallway across from the Staff Lounge
- Window blinds for all classroom hallway windows
 - Recommendation based on an Active Shooter exercise
 - Request for project is in; awaiting HQ approval
 - Estimated completion date September 2017



CDC Floor Plan



I = Infant
T = Toddler
PS = Preschool
PK = Pre-K

FIRE EVACUATION ROUTE
ROOM 2A

→ PRIMARY EXIT
- - - SECONDARY EXIT

