



DEPARTMENT OF THE AIR FORCE  
51 MISSION SUPPORT GROUP  
OSAN AFB, KOREA

03 September 2007

MEMORANDUM FOR FAMILY MEMBER PROGRAMS FLIGHT STAFF

FROM: 51 SVS/SVY

SUBJECT: Confidentiality Policy

1. Employees/providers of the 51 FAMILY MEMBER PROGRAMS FLIGHT are bound by the following policies concerning confidentiality:
  - a. Employees will refrain from discussing issues involving relationships with children and families except with those parties who are directly related to the situation.
  - b. Employees will refrain from discussing issues involving children, families, or other program matters outside of the program unless directed to do so by management staff.
  - c. Employees will refrain from discussing matters that involve their classroom with anyone outside of that classroom. Shared information should only be between the specified parties involved. (Director/Coordinator, T&C, building supervisor, caregivers in the room, etc.)
  - d. Discussion of room issues/children during training sessions and after the session has ended will be discussed without using the name of the child/family.
  - e. Confidentiality must be maintained at *all* times.
  - f. At all times employees are expected to act in a professional manner. Gossip, discussions about awards, appraisals, promotions, etc., must not be discussed between employees. Personal issues are not appropriate topics for discussion at work.
2. Management, area leads, and room leads must set the examples for all staff. All employees should refrain from discussing other employee issues or other facilities issues with anyone. Disciplinary action may be taken for infraction of these professional and ethical directives.

Daniel Strine, YC-02  
Chief, Family Member Programs Flight

---

Coaches' Signature

---

Date

