

MEMORANDUM OF AGREEMENT (MOA)
ON
Security Cooperation/Security Assistance (SC/SA) Training

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 training as it applies to bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the parties.
2. AFMC has long relied on the Defense Institute of Security Assistance Management (DISAM) to provide general and specialized training to Foreign Military Sales (FMS) funded employees. Management plans to formalize DISAM course requirements for involved employees. The plan will establish four (4) levels of training applicable to employees based on position and responsibilities. Some FMS-funded employees will be required to complete only Level 1 training. Employees who need a basic understanding of Security Cooperation (SC) terminology and processes to do their jobs will be required to complete Level 2 training, which consists of a 20-30 hour online SC orientation course. Employees directly working or supervising SC programs will be required to complete Level 3 training, which can include both an online and in-residence course. Employees needing advance SC knowledge will be required to complete Level 4 training, which included one or more in-residence courses tailored to the individual's specialty. The specific course requirements are detailed in the attached DISAM Training Level Coding chart. The Parties recognize this change merely formalizes a training process that has been in place for many years.
3. For those who have unfulfilled training requirements as of the signing of this MOA, Management will inform such affected employees of what specific course requirements remain and the target date(s) for specific course completion. Employees new to the FMS-funded workforce will receive this information upon their being identified as needing all or part of the training referenced herein. Training target dates will be reasonably achievable, based on course availability, workload and the personal circumstances of the employee.
4. Management will provide employees time – and, in the case of on-line courses, the computer access – necessary to complete their required DISAM training. Online courses may be retaken as necessary to attain a passing grade. Employees unskilled at using online software will be provided assistance. Instructors will work with employees individually, as necessary, to attain successful course completion.
5. A “test-out” option will be provided for employees who believe they already mastered required course material.
6. Supervisors and employees will cooperate to assure timely completion of DISAM course requirements. Supervisors will adjust the employee's workload to allow for necessary online and classroom training, and will make the necessary arrangements for the employee to attend in-residence courses. When training targets are not met, the supervisor will meet with the employee and develop a plan to complete the required training by a realistic future date.

7. 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/Date

For the Union/Date

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Attachment: DISAM Training Level Coding Chart

DEFENSE INSTITUTE OF SECURITY ASSISTANCE MANAGEMENT (DISAM) TRAINING

-- Level Clarification --

Level	Course	Method	Typical Positions
ALL	IPSR-OL International Programs Security Requirements On-Line	3-days in residence or Online (12-24 Hrs)	All FMS funded personnel. Provides FMS employees training in the security arrangements that protect sensitive and classified U.S. technology and military capabilities, and the laws, policies and procedures that govern foreign involvement in DoD programs.
1	SCM-FAM Security Cooperation (SC) Management (Mgmt)-Familiarization	Online (1-2 Hrs)	FMS funded personnel/Any grade. Positions needing only an awareness of basic SC terminology or Senior Commanders and staff indirectly responsible for SC supervision. **Any personnel who require Level 3 or 4 training should <u>not</u> take this course. <u>Take Level 2: SCM-OC as it is a pre-requisite to Level 3 and 4 training.</u> ** -E.g.: Administrative/Clerical/Student trainee/Supply or Equipment Specialist, etc.
2	SCM-OC Security Cooperation Mgmt-Orientation Course	Online (20-30 Hrs)	FMS funded personnel/Any grade. Positions needing only a basic understanding of SC program terminology and processes or those directly responsible for some aspects of SC, but for which extensive knowledge of SC programs is not required. -E.g.: Manpower/Engineers/Inventory Mgmt/IT Specialist/Management Analyst
3	SAM-C Security Assistance Mgmt-CONUS	Online plus 5-days in residence	FMS funded personnel/Any grade. Positions working SC programs directly involving the transfer of military articles, services, and training or supervising that work. -E.g.: Case, Country, Program & Logistics Managers/Contracting/Engineers/Financial Analysts and any personnel who requires advanced training
3	SAM-E Security Assistance Mgmt-Executive/Defense Industry	5-days in residence	GS-15 and above occupying executive management positions in program offices or functional offices supporting program offices.
4	SAM-CF Security Assistance Mgmt-Financial Mgmt	5-days in residence	FMS funded personnel/Any grade. Positions requiring Advanced SC Course knowledge. -E.g.: AFSAC FM personnel and Center Financial Managers
4	SAM-CM Security Assistance Mgmt-Program/Case Mgmt	5-days in residence	FMS funded personnel/Any grade. Positions requiring Advanced SC Course knowledge. -E.g.: Case, Country, Program & Logistics Managers/Contracting/Engineers/Financial Analysts
4	SAM-CR Security Assistance Mgmt-Case Reconciliation/Closure	5-days in residence	FMS funded personnel/Any grade. Positions requiring Advanced SC Course knowledge. -E.g.: Financial analysts/case managers/LOA Line Managers
4	SAM-CS Security Assistance Mgmt-Logistics Support	5-days in residence	FMS funded personnel/Any grade. Positions requiring Advanced SC Course knowledge. -E.g.: Case-System-Program-item managers/ Procurement-Contracting Officers/Transportation Coordinators-Specialists

