

MEMORANDUM OF AGREEMENT (MOA)

ON

**Air Force Global Logistics Support Center (AFGLSC)
Operating Instruction (OI) 36-401, "Supply Management Certificate
Program," Dated 1 February 2010**

1. The America 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 instruction as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties.
2. AFGLSCOI 36-401 outlines the objectives, requirements, and responsibilities for employee training and certification in the field of supply management. The certification process documents an employee's training and demonstration of key competencies at five overall levels of advancement. Employees may apply for certification progressively at each level, subject to supervisor assessment and, for levels three to five, senior panel review. Employees are not required to obtain certification at any level, however they must complete the courses prescribed in their training template as level one and two requirements. Certification is a voluntary process by which the employee can document, his/her education, skills and attainment of competencies. Certification is not a formal qualification factor for AFGLSC positions.
3. Overall level requirements. AFGLSCOI 36-401 defines the requirements for five levels of certification. Requirements include three categories of competency (fundamental, leadership/management, and technical), years and variety of experience, professional and military education, and supervisor/panel assessment. Since supply management is not a professional field, formal education requirements are voluntary and not technically required.
4. Training Templates. A training template will be developed for job series. It will specify the knowledge, skills, and abilities required at each pay grade. It will show the specific course requirements and structure on the job training (SOJT) expected at each grade. New and revised training templates will be forwarded to AFGE Council 214 for review and comment two weeks prior to implementation. Supervisors will see that employees receive all required courses and SOJT prescribed at their grade.
5. Equivalency and Test Out. It is recognized that some employees are sufficiently trained and experienced to not require particular training outlined in the template. Employees can submit an "equivalency" form to document past training and/or experience which covers the objectives of a template requirement. Employees will be given the opportunity to "test out" of a course without attending the class, by successfully passing a developed and approved test.


6. Structured on-the-job training (SOJT) – SOJT will be developed for complex and critical duties, as well as for technical tasks that have proven to be problematic in audits and inspections. SOJT Guides allow the employee to demonstrate mastery of required skills. New and revised SOJT Guides will be forwarded to AFGE Council 214 for review and comment two weeks prior to implementation. Employees who have difficulty successfully passing SOJT Guide requirements will be provided special assistance, to include an alternate, qualified trainer/tester on request.
7. Capstone Exercise. The Capstone is an exercise that combines a number of competencies into an elaborated problem solving scenario. Capstone performance will be graded by a panel not associated with the original SOJT trainer. There is no Capstone exercise for certification at levels one or two.
8. To mitigate the possibility of levying unnecessary training requirements onto employees, supervisors will review their employees' training template to determine which training is required based on their assessment of their employees' experience and proficiency levels. Employees will complete all required training, as determined by their supervisor, within 36 months of being assigned their applicable training template. Employees will be credited for completing template-prescribed training as deemed unnecessary based on their supervisor's assessment. AFGLSC is committed to assisting and supporting employees who are conscientiously pursuing their training and certification so as to prevent any adverse action or consequence. The supervisor and the employee shall meet and develop a joint plan on how to timely meet the core job training requirements.
9. 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

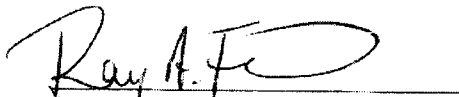
For the Union/Date



Gina Williamson
Labor Relations Specialist,
HQ AFMC/AIKL



Tom Robinson
Executive Assistant
AFGE Council 214



Ray Forcier
AFGLSC/DP