

**FEB - 3 2012**

**MEMORANDUM OF AGREEMENT (MOA)  
CONCERNING  
AIR FORCE INSTRUCTION (AFI) 21-101, DATED 26 JULY 2010,  
INTERIM CHANGE 1, DATED 16 AUGUST 2011,  
and DRAFT AFMC SUPPLEMENT 1, including AFRL Addendum,  
FILE DATED 15 NOVEMBER 2011**

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 MOA regarding the subject instructions as they apply to bargaining unit employees in matters covered by the Master Labor Agreement (MLA) between the Parties.
2. This MOA implements the above named AFI, Supplement, and Interim Change in their entirety, subject to the provisions below. Unless stated otherwise, the provisions dealing with maintenance apply to Combat Wing Organizations, ALC/Depots, and Non-Standard Organizations alike. AFI and Supplement (Sup) paragraph references have been included to help identify portions affected by this MOA.
3. It is understood the Draft Supplement will be finalized after this MOA is signed. This MOA becomes effective when the AFMC Supplement is published. To the maximum extent possible, negotiated language from this agreement has already been incorporated in the final Supplement and contrary language removed. Language not incorporated into the Supplement is provided in this MOA and represents agreement on implementation of the Supplement in accordance with these terms. If inconsistencies arise, the language of this MOA will take precedent.
4. Any supplementation of this AFI/AFMC Supplement must be accomplished in accordance with the MLA, Article 33, Section 33.03: Negotiations at Activity Level. Unless mutually agreed at Command/AFGE Council 214 level, local supplementation will not impose further restrictions on matters covered by this MOA. Local supplementation is acceptable on matters that do not conflict with this agreement.

**General**

5. The AFMC maintenance philosophy is to provide effective support to the warfighter in an environment that supports the quality of life for employees and where safety comes first. The AFMC vision is to take care of employees so they can take care of the mission.
6. Supervisors will perform production acceptance certifications of bargaining unit employees to the largest extent practical. In other instances wage leaders may perform these duties. If journeyman level mechanics are performing wage leader duties, they will be given credit in accordance with the MLA.
7. Management will ensure that all employees are briefed on the health risks associated with their individual jobs and will receive training necessary to minimize those risks.

8. Management will ensure that all employees will have easy access to job-required personal protective equipment (PPE) and will be thoroughly trained in its use.

#### Cell Phones/Electronic Devices

9. Depots Only: Restrictions on carrying cell phones, radios, etc. apply to all persons working in a high potential foreign object damage (FOD) area, including mechanics, inspectors and all other persons in the immediate area. High potential FOD areas include cockpits, flight controls, fuel cells and other areas identified by the FOD Prevention Committee. Disputes regarding what constitutes a "high potential" FOD area will be resolved by the FOD Prevention Committee. Devices prohibited from such areas may be stored in personal lockers or personal drawers. Prohibited items do not include boom boxes, stereos and other sizable devices that do not pose a FOD risk. Prohibited devices may be carried and used in the personal lock/drawer areas, rest areas and other areas sufficiently removed from the high-potential FOD area.

10. Cell Phones/Cameras in Industrial Areas: Cell phones/cameras are prohibited where safety/classified/*special access* requirements or technical orders prohibit electronic devices. Note these areas will be clearly marked with signs so it is obvious to all that it is an electronic-device/cell phone restricted area.

11. Use of personal cell phone or communication devices is authorized in the industrial/production areas except while performing hands-on maintenance activities. Employees will remove themselves from any maintenance activity, aircraft, or high traffic areas prior to using a communication device.

12. Use of portable music/video players, electronic games or other personal electronic hearing impairing devices is authorized in industrial production areas except where audio warning cues are used. Prohibited items do not include boom boxes, stereos and other sizable devices.

13. Use of electronic games and video players is authorized only during break times.

14. The rules for use of cell phones, as outlined in this AFI and Supplement and as modified by this MOA, will constitute the complete set of cell phone rules.

#### Tool Management

15. Depots Only: The person who is responsible for the consolidated tool kit (CTK) will perform an inventory when the tool kit is opened (start of shift) and at the end of the workday (end of shift). In addition, when the responsible person performs a kit inventory at the end of the workday (end of shift), the inventory will be documented on AFMC Form 309, AFMC Tool Control Inventory Record.

16. Depot Only - The supervisor or designee (that is, the alternate supervisor, wage leader, or military equivalent) will perform the inventory of a Consolidated Tool Kit (CKT) used by more than one individual. Missing tools will be identified to the supervisor. Supervisors are responsible for tool and equipment accountability and control. When a person removes a tool or

piece of equipment, they are responsible for that item until it is returned. Local supplements will provide procedures for accountability when items are removed. Supervisors will be responsible to initiate lost tool procedures.

17. An employee's personal items (e.g. rings, wallet, watches, etc.) may be stored in an individual tool kit; however technicians are limited to one personal drawer, which must be clearly labeled "Personal." This drawer will not be subject to inspection during a regular TK inspection.

### Personal Evaluations

18. When describing personal evaluations, the expression "over the shoulder" does not apply to bargaining unit employees.

19. When an employee fails a PE, the supervisor will have the employee retrained in time for the follow-up PE. A written record of such training will be maintained.

20. PE failure is a performance/PAC issue, not a discipline action. In the event of a repeat failure, root cause analysis will be performed, to include an evaluation of the certification processes.

### Data Systems

21. The Production Acceptance Certification Standard System (PACSS) contains personnel information that must be safeguarded from unauthorized disclosure. All normal privacy act and system security provision required by AFMC, Air Force and higher authorities will be observed. Only the official supervisor and applicable designated PACSS system administrators in an employee's organizational chain will be able to view the Social Security Numbers (SSNs) contained in the data system. The PACSS system will not permit the printing of SSNs or any documents that show the SSNs of employees.

22. All time utilization records obtained through defense repair tracking systems are to be used for tracking actual unit cost, establishing accurate operation time standards and establishing an acceptable audit record. Information provided by systems data will not be used by the agency for determining counseling, disciplinary actions, *time and attendance* keeping, or performance ratings. This disclaimer does not preclude discipline for deliberate, knowledgeable and willful intent to falsify data information or cause system damage. The intent is to track assets not employees.

### Miscellaneous

23. Rag control procedures will be established at installation/wing/group level. Union locals shall be briefed and afforded the opportunity to bargain the bargainable aspects of these procedures.

24. The union will be afforded an opportunity to be represented at FOD/DOP meetings at all levels.

25. Re-allocation of resources will be in accordance with applicable laws, regulations and negotiated agreements that apply.

Implementation

26. Wherever within subject instructions words such as "MAJCOM instructions", "MAJCOM supplements", "MAJCOM training", "MAJCOM instructions", "MAJCOM guidance", "MAJCOM procedures", "MAJCOM series", "AFMAN series", "AFMC series", "AF guidance", or "AFOSH STD series", or "AFCSM Series", or "AFSM series," or "local guidance", or similar wording is found, management upon the request of a bargaining unit member will provide in a timely fashion the particular applicable document or provide access to obtain the document.

27. Management will forward a copy of this MOA to all recipients of the AFMC Supplement when it is distributed.

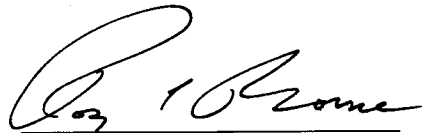
28. All remedies available under the MLA or 5 U.S.C. Chapter 71 are available to the Parties if either party believes that the other has failed to comply with any of the requirements of this MOA.

FOR THE UNION

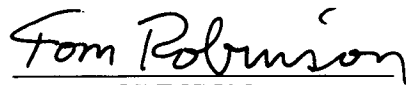
FOR MANAGEMENT



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One Attachment:      Agreed Upon Language in AFI or AFI Supplement

**MOA on AFI 21-101, IC 1, and AFMC Sup1  
Attachment One**

**Agreed Upon Language in AFI or AFMC Supplement  
(See paragraph 3 in MOA)**

1. Physical examinations.

*AFI - 3.9.2. - Execute the squadron's Mishap Prevention Program for the Flight/work center LAW AFI 91-202 and Chapter 2 of this instruction. Ensure all personnel obtain the required safety training, document on AF IMT 55 LAW AFI 91-301, and applicable AFOSHSTDs. Ensure safety information is available and personnel in hazardous areas are briefed about the dangers. Identify requirements to BE, ensuring facilities meet AF industrial environmental standards LAW AFI 91-202.*

*AFI - 3.10.2. - Monitor, track, and ensure occupational safety, fire prevention, occupational and environmental health requirements, are accomplished for assigned personnel. Ensure AF IMT 55 is documented LAW AFI 91-202.*

2. Respiratory protection.

*AFI - 5.5.4.1.8. - Establish a respiratory protection program that covers use, training, storage, cleaning, and inspection of respirators, hoses, and associated support equipment LAW AFOSHSTD 48-137, Respiratory Protection Program. Document all respiratory training requirements on AF IMT 55 or equivalent.*

3. Tool kits – supervisor responsibilities.

*AFMC Supp - 10.4.2.2.1.2.3. - (Added-AFMC) Supervisory Inspection. Supervisors are responsible for ensuring all tool kits assigned to them and their subordinates are inspected. The supervisor's inspections will include verification of the TKCRL and supplemental list against the tool kit contents as well as ensuring each item has a matching identification number. Documentation of the supervisor's inventory on the AFMC Form 309 or MIS is required...*

4. Tool kits – user input.

*AFMC Sup - 10.3.2. - (AFMC) Consider deployment taskings, Temporary duty (TDY), and special test project requirements when making CTK determinations. Insure user input is considered when determining quantity, content and layout of tool kits.*

5. Tools – marking and replacing.

*AFMC Sup - 10.3.10. - (AFMC) MXG/CC (MXW/CC or equivalent functional authority for maintenance) will determine marking requirements. At a minimum, these markings will identify the individual.*

AFMC Sup - 10.5.1.3.1. - *(AFMC) Tools too impractical to mark (i.e. hacksaw blades, rulers, due to method of use, size, or composition of material) will be identified by an "N" (asterisk or some other method to clearly identify those tools defined in the local publication) on TKCRL or supplemental listing. Tools will be controlled and lost item procedures will apply. A list of tools too small or impractical to mark will be approved by the center tool manager and kept on file in the tool issue center.*

AFMC Sup 10.3.6.3.2. - *(Added-AFMC) Expendable Items. Supervisor approval is required before any expendable is added to a tool kit and shall be controlled according to this instruction and local publications. Expendables in a tool kit will be shadowed (inlaid, silhouetted, outlined), etched and identified by nomenclature, size (if applicable) and quantity, on the tool kit TKCRL or supplemental listing. A stock of spare tools is authorized to replace broken or worn tools to prevent unnecessary work delays. One-for-one swap of tools does not have to occur on a daily basis. A stock of broken or worn tools may be returned as one-for-one swap items. Strict accountability and control procedures (one-for-one) for these items will be included in the local tool control supplement. Inventory and lost tool procedures will apply to expendable items.*

6. Tools – eliminate “chit” system.

*Usage of Chits removed from AFI 21-101 with issuance of Change 1, 16 Aug 2011.*

7. Tools – lost tool procedures, when to end search.

*AFI - 10.8.1. - Supervisors ensure all assigned personnel are familiar with lost tool procedures...*

*AFI - 10.8.1.8. - If the item is not located, MOO/MX SUPT (MX SQ/CC for ALC) shall determine when the search may be discontinued. Ensure documentation is accomplished LAW paragraph 10.3.6.5 of this instruction.*

8. Tool kit review.

*AFI - 10.4.2.2. - At least annually or when the CTK/TK custodian changes, conduct a comprehensive inventory of all tools, non-CA/CRL equipment, and CTKs/TKs. The purpose of this inventory is to perform an extensive inspection of all tools and non-CA/CRL equipment, to include condition, identification markings, and accuracy of the MIL/TK/CRL Supplemental Listing. Inspect all tools for serviceability LAW TO 32-1-101. CTK/TK custodians document these inventories and maintain the most current inventory documentation on file.*

9. Rag control.

*AFI - 10.2.1.9.1. - A rag is defined as a remnant of cloth purchased in bulk or a standardized, commercial quality, vendor-supplied shop cloth used in general industrial, shop,*

*and flightline operations. Cheesecloth is considered a rag, however, paper products/paper towels are not considered rags. Rags should be uniform in size and color.*

*AFI - 10.2.1.9.2. - Marking or identifying each shop rag with a CTK number is not necessary. Issue and receipt procedures will be established to ensure positive control and accountability of each rag that leaves a CTK area...*

*AFMC Sup - 10.2.1.9.1. - (AFMC) If paper product is used, control procedures for their use will be identified in local instructions.*

#### 10. Quality Assurance Training.

*AFMC Sup - 8.6. - (AFMC) **Quality Assurance Training.** All CORs, inspectors and evaluators (i.e., QA personnel) must be trained to the extent necessary to perform QA functions to include possessing sufficient technical knowledge to effectively perform their duties.*

*AFMC Sup - 8.6.10. Depot Only - (Added-AFMC) **Training Documentation.** All QA personnel must be trained or possess sufficient technical knowledge to effectively perform their duties. Employee training will be tracked in the Educational and Training Management System (ETMS) or any other HQ AFMC/A4 approved system. QA personnel are required to meet minimum qualifications (PAC certified for ALC's) on certified task being assessed, and must meet any qualification (mandatory formal training) requirements. The Maintenance Quality Manual or QAP will identify specific technical and/or weapons systems training requirements.*

#### 11. Personal evaluations, tool kit inspections.

*AFMC Sup - 8.10.14. Depot Only - (AFMC) **Personnel Evaluations (PE).** A PE is a direct evaluation on any PAC certified personnel (Note: Personnel evaluations for industrial services and non-critical support personnel is optional at local discretion). QA will provide notice not less than one hour prior to the evaluation. QA will determine what task will be evaluated. The PE will be on work in-progress or work about to begin. Use PEs to evaluate job proficiency, degree of training, and compliance with technical data. PEs will be used to evaluate newly certified personnel/teams, process changes to include the new processes and procedures and equipment changes. Individuals performing or certifying PAC maintenance tasks are subject to a PE. Rate PEs "pass" or "fail" based on established AQLs/standards. Document the PE on AF Form 2419, Routing and Review of Quality Control Report, MIS, or in the MAJCOM-approved database. Ensure personnel performing maintenance on aircraft/equipment pass a PE every 24 months. Failed evaluations will result in a re-evaluation within 30 days of recertification of failed task. Supervisors will notify QA when recertification is accomplished.*

*AFMC Sup - 8.10.16.1. Depot Only - (Added-AFMC) **Individual Tool Kit (ITK)** inspections will be performed at the beginning or end of shift and avoid impact to production to the maximum extent possible. Personnel will be afforded reasonable time to replace tools/items to appropriate location(s) and to replace damaged expendable tools prior to beginning ITK inspections.*

AFMC Sup - 8.10.14.2. - **(AFMC)** Individuals or team members will be immediately decertified (on the evaluated task) by their supervisor for a failed PE rating in accordance with applicable training regulations...

AFMC Sup - 8.3.24. - **(Added-AFMC)** Ensure QA personnel conduct Personnel Evaluations (PE) on any personnel who are PAC certified every 24-months. Personnel must pass PE on task that are core competency of their job and/or task identified requiring special skills qualification (i.e. SCR or SSQ) to the fullest extent possible. For new personnel conduct a PE as soon as possible but no longer than 120 days from PAC task certification. Failed evaluations will result in a re-evaluation within 30 days of recertification. Production supervisor will provide QA notification after recertification.

AFMC Sup - 8.10.14. Depot Only - **(AFMC)** Personnel Evaluations (PE). A PE is a direct evaluation on any PAC certified personnel (Note: Personnel evaluations for industrial services and non-critical support personnel is optional at local discretion). QA will provide notice not less than one hour prior to the evaluation. QA will determine what task will be evaluated. The PE will be on work in-progress or work about to begin. Use PEs to evaluate job proficiency, degree of training, and compliance with technical data. PEs will be used to evaluate newly certified personnel/teams, process changes to include the new processes and procedures and equipment changes. Individuals performing or certifying PAC maintenance tasks are subject to a PE. Rate PEs "pass" or "fail" based on established AQLs/standards. Document the PE on AF Form 2419, Routing and Review of Quality Control Report, MIS, or in the MAJCOM-approved database. Ensure personnel performing maintenance on aircraft/equipment pass a PE every 24 months. Failed evaluations will result in a re-evaluation within 30 days of recertification of failed task. Supervisors will notify QA when recertification is accomplished.

## 12. QA Working Group.

AFMC Sup - 8.26. Depot Only - **(Added-AFMC)** AFMC QA Working Group (QAWG). Members of the working group are HQ AFMC/A4US the ALC Maintenance Wing Quality Assurance Chiefs, designated union representative and AMARG equivalent or their representative. They will:

AFMC Sup - 8.26.1. Depot Only - **(Added-AFMC)** Meet annually (subject to funding) otherwise by teleconference and phone in to participate in the monthly telecon.

## 13. FOD Prevention Committee.

AFMC Sup - 14.19.6. - **(AFMC)** Additionally, the following will be considered for minimum attendance at the FOD Prevention Committee Meeting: Center FOD Monitor, the designated Union representative, Center or Wing Maintenance Training, Flight test representative, Contracting (As applicable), Center tool control manager, and the ABW/CV.

AFMC Sup - 14.19.6.1. - **(AFMC)** In addition to the agenda items, the minutes will include as a minimum a list of attendees and absentees. Attendees list will identify the wing



*FOD monitor and provide functional address symbol and duty phone number for all personnel. Meeting minutes will be made available to FOD committee members.*

14. Pre-Production Planning Committee.

*AFMC Sup – 19.2.8.1 (page 228) - (Added-AFMC) NOTE: It is important that the planning committee members have a thorough working knowledge of the maintenance industrial repair/overhaul process. In addition, a thorough understanding of all maintenance organizations and their responsibility to each other is required.*

15. Shift change meetings.

*AFMC Sup - 20.43.3.9. (Added-AFMC) The Aircraft/Missile Supervisor and mechanics will meet as required at beginning of shift to ensure effective crew communication (turnover log, supportable WCDs, kit status and locations, etc.) occurs between shifts. Daily crew meetings will occur at shift overlap (if applicable). The purpose is to receive and pass the status of work to the next shift, and provide information regarding supportable WCDs and work packages to the next shift. Second and third shifts will also pass on information regarding work accomplished for day shift support resolution, if appropriate. The Aircraft/Missile Supervisor will ensure critical path operations are continued across all shifts and will deliver reports to relieving supervisors regarding critical path accomplishment.*

16. Qualified personnel.

*AFMC Sup - 14.7.2.3. (Added-AFMC) AGE personnel will purify AGE equipment only. Hydraulic systems and test stands will be purified by hydraulic support personnel.*

*AFI - 14.15.16. - Fire Control Panel Operation in Hush Houses/Noise Suppressors. This section applies to all Hush Houses/Noise Suppressors designed for enclosed aircraft and uninstalled engine operation (e.g., T-9, T-10, T-11, T-12, T-20) with fire suppression systems control panels. Ensure only qualified personnel are certified to use the hush house/noise suppressor fire control panel...*

17. Restricted area badges.

*AFI - 14.19.2.5. - Restricted area badges will be removed when performing intake/inlet/exhaust inspections if personnel physically enter these areas. Restricted area badges will be secured with a subdued nylon/cotton cord or plastic armband.*

*AFMC Sup - 14.19.2.5. - (AFMC) In addition to the parent document, restricted area badges will be secured with any of the following type devices: plastic armband; nylon neck cord with breakaway feature, or button with nylon macramé that can be securely affixed to the uniform. The use of metal on these items should be kept at a minimum, (i.e. clip or spiral key ring) and if used; ensure that it cannot be separated from the cord. They will also be removed when any other AFI/TO or hazardous situation is identified.*

18. Magnetic bars, tags.

*AFI - 14.19.2.19. - Use of magnetic bars on the flightline is optional. If used, the magnetic bars will be towed by, or attached to vehicles primarily used on the flightline. Magnetic bars will be inspected and made FOD free prior to the beginning of each shift. Ensure magnetic bar installations are approved LAW AFI 23-302.*

*AFMC Sup - 14.19.2.21. - (AFMC) Leave inspection and load tolerance tags attached.*

19. Work Control Documents.

*AFMC Sup - 19.2.6. (Added-AFMC) Work Control Document (WCD). WCDs are not technical data. The WCD is an official and authorized document with the technical data reference. No work will be performed without an approved WCD...*

20. Quality Deficiency Reports.

*AFMC Sup - 20.46.6.4. (Added-AFMC) Mechanics will initiate a Quality Deficiency Report (QDR) any time they identify a delivered item to be discrepant that does not meet form, fit, or function, and notify the PST that a replacement will be required. QDR procedures are identified in T.O. 00-35D-54.*

21. Military civilian equivalents.

*AFMC Sup Cover Page - Throughout all three sections of this supplement, the civilian equivalent (unless no civilian may hold the position) may be applied to any reference to a military rank, grade or position.*