

MEMORANDUM OF AGREEMENT (MOA)

On

**DODI1300.26_AFI65-117, Financial Management Certification Program,
dated 15 April 2019**

Reference: Supersedes DoD Financial Management (FM) Certification Program MOA, 28 August 2013

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 the administration of the Department of Defense Financial Management Certification Program as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties.
2. The DoD FM Certification Program is mandated by Public Law 112-81, the FY2012 National Defense Authorization Act (NDAA), providing the Secretary of Defense the authority to prescribe professional certification and credentialing standards. This program supports the professional development of the FM workforce and provides a framework for a standard body of knowledge across the FM workforce. This certification program is required for all employees in the 05XX occupational series and other jobs series where employees who perform 50% or more financial management related duties and applies to all AFMC Bargaining Unit Employees (BUEs) (including all developmental positions in these categories) in the aforementioned positions. The Congressionally mandated FM Certification Program is a condition of employment. In those cases where the above mentioned positions are designated as Defense Acquisition Workforce Improvement Act (DAWIA), personnel must complete both certification programs. Approval of FM Certification will be granted, provided the workforce member completes the applicable requirements. This MOA identifies implementation and impacts of the DoD Financial Management Certification Program, to the bargaining unit employees affected by this program.
3. BUEs who inform their supervisor that barriers exist for adequate training and use of the computer based training (i.e. disability, educational, language, etc.) will be provided assistance or allowed access to alternative existing methods in accordance with Air Force policy.
4. Education and Training. Management agrees to take all responsible steps to ensure employees meet their certification requirements, including the following:
 - a. Any workforce training courses, including but not limited to all required computer based and classroom training (e.g. DAU, AFIT, or within other DoD environments), may be completed during duty time. As such, management agrees to allow adequate duty time to take subject courses. With supervisor approval, courses may also be accomplished from home via telework during duty hours, or after duty hours which would allow for accrual of credit or comp hours.
 - b. Any financial costs for courses taken under the FM Certification Program are the

responsibility of the organization. In accordance with budget limitations, regulations, and mission requirements, job-related educational courses through colleges, universities, and other formal education sources will be permissible at government expense.

5. Equivalency and Certification.

a. It is recognized that some employees are sufficiently trained and experienced to not require particular training courses outlined in the FM Certification Program. Employees can submit an “equivalency” statement to document past training and/or experience which covers the objectives of a template requirement.

b. Certification level requirements are not cumulative. Specifically, an FM member assigned to a Certification Level 2-coded position is not required to complete Certification Level 1 requirements prior to starting Level 2 Certification; an FM member assigned to a Certification Level 3-coded position is not required to complete Certification Level 2 prior to starting Level 3. Employees who may later take a position which requires a lower DoD FM Certification level than they achieved on a previous position, shall not be required to accomplish the lower-level certification because the higher-level certification will supersede the requirement.

6. Certification Deadlines and Continued Training Requirement.

a. The Employer is committed to assisting and supporting employees who are conscientiously pursuing their certification so as to prevent any adverse action or consequence. In situations where an employee fails to meet the initial certification deadline, but is making continuous progress, management will obtain a waiver to extend the deadline. If the employee fails to meet the extended deadline, the supervisor and the employee will meet to discuss the situation. The meeting will constitute a good faith effort to discuss alternatives, to include an additional waiver. The certification authority is authorized to grant time waivers for certification completion in 1 (one) year increments up to 4 (four) additional years. Should an employee willfully show no effort of progress toward certification, at the request of the employee or supervisor, a meeting will be held to discuss additional actions. Upon request from the employee, a union representative may be present for any of these meeting.

b. Hours earned through FM courses under the Acquisition Professional Development Program (APDP) which offer Continuous Learning Points (CLPs) shall count towards Continues Education and Training (CETs) points/hours requirements at a 1:1 ratio.

c. CET requirements will be measured in a discrete window. That is, employees shall be given an initial date two years after certification by which to earn a particular amount of hours/points (for continued education requirements). Until that date comes, it shall not be updated to the next two-year interval. The CET requirements apply to each applicable 2-year period.

7. Upon request from Council 214, the Union will receive, from Management, annual reports on the AFMC BUEs in the DoD FM Certification program. These reports will be categorized by base, contain BUE names, include the total number of BUEs participating in the certification program, current number of BUEs pursuing certification not yet completed, and any BUEs that are delinquent on certifications.

8. All remedies available under the MLA or 5 U.S.C. Chapter 71 will remain available to the Parties if concerns cannot be cooperatively resolved.

For Management / Date

For the Union / Date

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