

MEMORANDUM OF AGREEMENT (MOA)  
STANDARD AUTOMATED INVENTORY AND REFERRAL SYSTEMS (STAIRS)  
AFMAN 36-203, Chapter 2, The Air Force Merit Promotion Program  
(As transmitted by Air Force Letter dated 11 May 01)

Preamble

The American Federation of Government Employees (AFGE) Council 214 and the Air Force Materiel Command (AFMC), hereafter referred to as the union and management, acknowledge that a sound promotion program, properly administered and fully supported by managers and employees at all levels, is essential to the staffing of an effective and highly motivated civilian workforce. Therefore, the Union and Management enter into this agreement regarding the implementation of AFMAN 36-203, Chapter 2, The Air Force Merit Promotion Program which includes the Standard Automated Inventory and Referral System (STAIRS).

The parties recognize that nothing in this MOA is intended to rescind or change any provisions of the existing MLA and the MOA dated 29 Jan 99, Employment and Affirmative Action AFPD 36-2 (18 Mar 94), Staffing Civilian Positions AFI 36-2024 (1 Feb 96) and Staffing Civilian Positions AFMAN 36-203 (1 Feb 96)\*. The parties also agree to meet following execution of a new MLA to re-negotiate this MOA on AFMAN 36-203, Chapter 2 if necessary.

Training

Management will provide training opportunities to the workforce on STAIRS. Employees will be allowed up to two hours of duty time to attend group presentations plus reasonable duty time for individualized training. Training may consist of visuals, written materials and demonstrations and will include information on the Candidate Announcement and Notification System (CANS), the Interactive Voice Response System (IVRS), and the AFPC web site. Management will widely publicize and encourage employees to attend the offered training.

Individualized training will be identified through employee self-identification. In addition to the training materials presented in the group session, individualized training will be sufficient to enable employees to self nominate and identify announcements via the internet and/or IVRS and may, if necessary, include hands-on computer training.

In the spirit of partnership, training on STAIRS will be provided to union officials. This training will be provided upon request from the union. The training may be conducted as group training. This training will be provided under section 4.11e of the Parties Master Labor Agreement.

Access to Equipment

Management will provide sufficient duty time for employees to adequately review vacancy announcements and self-nominate in a timely manner. Employees are encouraged to request duty time to review announcements and self-nominate as early as possible during the announcement period. The amount of time will be commensurate with the availability and access to equipment (computers, fax machines, telephones etc.) The parties recognize that it is in the best interest of both management and employees to have close access to computers, fax

machines, and telephones, to enable employees to review vacancy announcements and self-nominate. Whether to use CANS or IVRS is at the employee's discretion.

Local Union/Management Involvement

The parties agree that local union and management will meet as needed to discuss how (STAIRS) is working at the base, and identify any problems or concerns with the program. The parties further agree that they may meet to discuss any specific employee issues or concern. This meeting will be at the election of the affected employee(s). In the event that an issue cannot be informally resolved through such discussions and meetings, the parties or employee(s) may file a grievance or complaint IAW the MLA or Statute.

The parties recognize that there may be a need to negotiate base specific issues in implementing and administering the STAIRS program. Therefore, negotiations at the base/local level are authorized by this agreement.

OPM and Air Force Guidance

The reference to OPM guidance and Air Force directives or policies in para 2.29 of the AFMAN is only applicable to the bargaining unit members if those issuances existed and were applicable at the time the parties signed this agreement.

Scott Blund 28 June 01  
FOR THE UNION                      DATE

Raymond Fush 28 JUN 01  
FOR THE EMPLOYER      DATE

Fred Curwin 28 June 2001

Ann Stejo 28 Jun 01

Kevin Jounkins 28 June 01

Patricia R Black 28 June 01

\*Paragraph 2 of the MOA dated 29 Jan 99, covering Employment and Affirmative Action AFPD 36-2 (18 Mar 94), Staffing Civilian Positions AFI 36-2024 (1 Feb 96) and Staffing Civilian Positions AFMAN 36-203 (1 Feb 96) deals with the referral of candidates through Central Skills Bank. With implementation of STAIRS Central Skills Bank will be obsolete. STAIRS will be used to fill positions when the area of consideration is AF-wide. Referral of candidates under STAIRS will be IAW Section 12.06 of the MLA.

Attachment:  
MOA dtd 29 Jan 99