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MEMORANDUM OF AGREEMENT (MOA)

ON

***448th Supply Chain Management Wing (SCMW) Operating Instruction (OI) 23-401,
"Employee Development and Certification Framework," dated 1 May 2013 and
Expansion of the 448th Supply Chain Management Wing
On The Job Training (OJT) Program***

The following MOA is rescinded:

- "448th Supply Chain Management Wing (SCMW) Operating Instruction (OI) 23-401, "Employee Development and Certification Framework," dated 1 May 2013," signed 9 May 2014

Reference: Professional Supply Management Certification Program (PSMCP) MOA, dated 8 October, 2015

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 training/certification program as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties.

2. 448 SCMW OI 23-401, dated 1 May 2013 outlined the objectives, requirements, and responsibilities for the training and certification of AFSC employees in the four "core" supply job series: GS-346 – logistics management, 1101 – production management; 1670 – equipment management, and 2010 – inventory management. The certification process was designed to document an employee's demonstration of key competencies at progressive levels of advancement. The program has been tested and is ready for expansion to the following non-core supply chain management series (Note: 5XX and 8XX subject to applicable Center Senior Functional concurrence):

0080 – Security Administration Series
0301 – Miscellaneous Administration and Program Series
0303 – Miscellaneous Clerk and Assistant Series
0305 – Mail and File Series
0318 – Secretary Series
0326 – Office Automation Clerical and Assistance Series
0343 – Management and Program Analysis Series
0344 – Management and Program Clerical and Assistance Series
0399 – Administration and Office Support Student Trainee Series
0501 – Financial Administration and Program Series
0560 – Budget Analysis Series

0802 – Engineering Technical Series
0856 – Electronics Technical Series
0899 – Engineering and Architecture Student Trainee Series
1020 – Illustrating Series
1083 – Technical Writing and Editing Series
1515 – Operations Research Series
1699 – Equipment, Facilities, and Services Student Trainee Series
1910 – Quality Assurance Series
2001 – General Supply Series
2005 – Supply Clerical and Technician Series
2032 – Packaging Series
2099 – Supply Student Trainee Series
2130 – Traffic Management Series
2210 – Information Technology (IT) Management Series
4604 – Wood Working

3. Chapter 4 of the OI covers the professional certification program which was implemented by the referenced MOA, dated 8 October 2015. This MOA implements the expansion of the On-the-Job Training (OJT) program, to include the task-level proficiency (certification) process, as documented in Chapter 3 of the OI. The process includes OJT, demonstration of proficiency (certification), and the tracking of certifications using the “Training Business Area” (TBA) online system.

4. Civilian Training Plans (CTPs) (formerly referred to as Functional Education and Training (FET) Template). A CTP will be developed for each job series with 10 or more assigned personnel. It will specify the knowledge, skills, and abilities required at each pay grade. It will show the specific course requirements expected at each grade. CTPs will be based on the employee’s grade and series and requirements will be uniformly applied. New and revised CTPs will be forwarded to AFGC Council 214 for review and comment two weeks prior to implementation. Supervisors will see that employees receive all required courses prescribed at their grade level on a funds and space available basis. Limited course funds/spaces will be distributed in an equitable manner. Employees will not be penalized for courses not received.

5. Equivalency Credit. It is recognized that some employees are sufficiently trained and experienced to not require particular training outlined in the CTP. Employees can submit an “equivalency” form to document past training and/or experience which covers the objectives of the CTP requirement. Supervisors grant the employee “credit” for training not required based on the employee’s proficiency.

6. Identification of Tasks – The TBA system will identify all tasks subject to certification for a given position. Using the TBA system, the employee will be able to access a complete list of tasks, the definition of each task, relevant reference materials, and training modules. The system will maintain an up-to-date record of the employee’s certification status on each task.

7. On-the-Job Training (OJT) – Task specific training will be accomplished through OJT. Individual Training Plans (ITPs) will identify tasks specific to an employee's particular workload. OJT will be used to train employees on identified tasks. Supervisors ensure that employees receive OJT on all tasks identified in his/her ITP. The TBA system will document attainment of proficiency (i.e. certification) for each identified task. Employees who have difficulty becoming proficient at a task will be provided special assistance, to include an alternate qualified trainer, on request.

8. Trainers – Individuals responsible for employee training will be competent in OJT and personally certified in the tasks they train. Trainers will be volunteers unless no qualified volunteers exist, in which case, the least senior employees with the requisite skills, qualifications, and availability will be selected. Trainers will receive OJT trainer education prior to assignment. Trainers will not be held responsible for employee failures that might occur subsequent to certification.

9. Certification – Once the trainer and the employee believe proficiency has been achieved, the employee will demonstrate task proficiency to his/her trainer. Certification requires both the employee and the trainer to sign off on competency at the task level within TBA. Ultimately, the supervisor is responsible for ensuring the appropriate trainer is assigned, training is provided, and proficiency is demonstrated and documented appropriately.

10. To mitigate the possibility of levying unnecessary training requirements onto employees, supervisors will review their employees' training plans to determine which training and certification is required. Experienced employees will be spared OJT and given certification without a demonstration of proficiency on tasks for which they have shown proficiency in the past.

11. Management is committed to assisting and supporting employees who are conscientiously pursuing their training and certification so as to prevent any adverse action or consequence. When difficulties arise, the supervisor and the employee shall meet and develop a joint plan on how to timely meet the core job training/certification requirements.

12. Management agrees to brief the Union on the progress of this program one year after the signature date of this MOA. Either party may re-open this agreement no earlier than one year after the signature date to address any unforeseen issues.

13. 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

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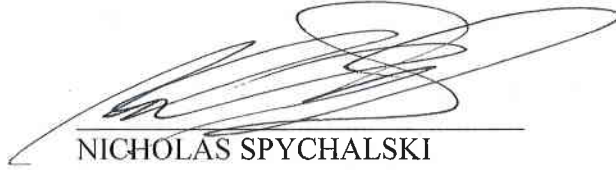
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cn=POLLOCK.CRAIG.L.JR.1124339304
Date: 2015.12.16 08:56:19 -0600

CRAIG L. POLLOCK JR,
Director, 431 SCMS



ROBERT GOOD
Labor Relations Specialist
AFMC/AIKL

For the Union/Date



NICHOLAS SPYCHALSKI
Executive Assistant,
AFGE Council 214



TOM ROBINSON
Executive Assistant
AFGE Council 214