

**MEMORANDUM OF AGREEMENT (MOA)  
CONCERNING  
Air Force Materiel Command Instruction (AFMCI) 21-119,  
*Objective Center/Test Wing Aircraft Maintenance Policy,*  
dated 1 June 2000**

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 above matters as they apply to bargaining unit members covered by the Master Labor Agreement (MLA) between the Parties. All references in this document to AFMCI 21-119 shall mean AFMCI 21-119, *Objective Center/Test Wing Aircraft Maintenance Policy*, dated 1 June 2000.
2. The following Air Force Instructions (AFIs) as referenced in AFMCI 21-119 shall not be applicable to Union bargaining unit members until they have all been completely bargained in accordance with the parties' Memorandum of Agreement (MOA) on Conversion of Air Force Guidance Issuances, dated 10 April 1998:

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|------------|-------------|--------------|
| AFI 21-101 | AFI 33-332  | AFMAN 24-307 |
| AFI 21-103 | AFI 36-2201 |              |
| AFI 21-112 | AFI 91-301  |              |

Management and the Union agree that proposed changes to, or re-writes to existing Air Force Instructions or Command Instructions will be reviewed and initial comments provided within 30 working days of receipt. If one of these documents is so voluminous that either party will need additional time for review, then the review time will be extended as necessary. If the Union wishes to negotiate the instruction, it will do so in accordance with the MLA's Article 33.

3. The creation of any new organizations or modifications to existing organizational structure that potentially affects bargaining unit members shall be negotiated with the constituent Union locals prior to implementation.
4. Management's standardized method to identify initial and recurring deficiencies of critical parts and support equipment (SE), to properly identify defective items requiring initiation of engineering action to improve mean time between failure (MTBF), to establish criteria for deficiency reports, and to identify suspects in the cause of an accident or incident are found in Technical Orders (TOs) 00-5-1, *AF Technical Order System*, and 00-35D-54, *USAF Deficiency Reporting and Investigating System*. Supervisors will provide, upon request from bargaining unit members, assistance in the correct use of these technical orders. Individuals whose duties require them to submit reports required by these technical orders on a regular basis will receive initial training by management personnel and will then be required to maintain proficiency through self study during on duty time and application in the performance of their duties.

5. Maintenance training whether initial, recurring, advanced proficiency, qualification, or certification shall be formal classroom, to the extent possible. However, on-the-job (OJT) training may also be developed and utilized when appropriate. In either case, training will be provided by Management and conducted during duty hours, unless duty hour scheduling is not available. When duty hour scheduling is not available, for those employees who would normally be off duty at the time training is scheduled, Management will rearrange those employee's duty schedule adjusting as necessary their duty hours and/or regular days off including those on alternate work schedules, so that they can attend the training in a scheduled duty status. When training is identified, all bargaining unit members who are required to receive the training will attend when scheduled. In addition, once initial formal training is conducted it will be the individuals responsibility to maintain a working knowledge of the systems he has been trained on to include technical orders, publications and manuals required to execute the duties he/she has been trained for.

Management will provide each participant who successfully completes the training requirements, with written documentation in the form of a certificate or letter showing completion of formal classroom training. In addition, management will make an entry in the employee's Supervisor's Brief (Form 971) whether formal classroom or OJT training was accomplished. The bargaining unit member's supervisor will also ensure that the appropriate action is taken to enter the completed training into the employees' Official Personnel Folder (Form 201) maintained by the Civilian Personnel Office. Management shall aggressively train all employees. Written notification of any maintenance training required shall be provided to each bargaining unit member on an annual basis. Maintenance training classes and on-the-job training opportunities shall be clearly posted in writing in every work area.

6. Management will create and maintain formal classroom training rosters by course subject, listing all eligible, qualified bargaining unit members requiring the training in order beginning with the first employee scheduled to receive the training. The list may also include military members working for the same supervisor and requiring the same training as the bargaining unit members. The listing will be maintained in an up to date status and available for all employees to review. The training roster listing position of each employee will NOT be determined in an arbitrary or capricious manner. Supervisors will select bargaining unit members, but not at the expense of non- bargaining unit members, for training roster listing position placement in a fair and equitable manner based upon mission requirements.

If an employee for whatever legitimate reason, such as an employee off on annual leave, sick leave, sick leave for family care or adoptive parents, family and medical leave or compensatory time off, cannot attend the training as scheduled, then that employee will be replaced by the next listed employee on the roster who will attend the scheduled training. Employees not able to attend scheduled training when it's their turn will maintain their position on the training roster list for the next scheduled training date, unless the supervisor determines that the reason for non-attendance is unacceptable. In this case, the member will be moved to the bottom of the list until all other personnel have the opportunity to attend.

7. All operating instructions (OIs), including wing instructions shall be provided to constituent Locals of the Union for review for any bargaining opportunities 30 calendar days prior to planned implementation. If the constituent Locals of the Union submit proposals implementation shall be delayed until bargaining is completed in accordance with Section 33.03 of the MLA.
8. The information provided by bargaining unit members in any Air Force management information system (MIS) or data base, such as Core Automated Maintenance System (CAMS) or Reliability and Maintainability Information System (REMIS) will be used only for the purpose of collecting and analyzing data, and will NOT be used for any time and attendance tracking purposes.
9. Management will develop local operating instructions describing work performance requirements during adverse weather conditions, e.g., extreme cold, extreme heat, high winds, lightning, etc. These instructions shall be negotiated with the constituent Locals of the Union.
10. Paragraph 5.47 of AFMCI 21-119 shall not be applicable to the Union bargaining unit members.
11. All remedies available under the MLA or 5 U.S.C. Chapter 71 are available to the Parties if either party believes the other has failed to comply with any of the requirements of this MOA. If unforeseen circumstances arise which result in a conflict between the terms of this MOA and any local agreement between a constitute union local and management, either party may request that negotiations concerning this MOA be reopened, so that the issue can be resolved.

George W. Andren  
 For Management Date 6/7/01  
 GEORGE W. ANDREN, Colonel, USAF

Scott Blum 9 July 2001  
 For The Union Date

Michael J. Andren 6/9/01  
 For Management Date

Fred Curwin 6 July 2001  
 For The Union Date