

**10 September 2020**

**MEMORANDUM OF AGREEMENT (MOA)**

**on**

**AFI 31-118, *Security Forces Standards and Procedures*,  
Dated, 5 March 2020**

*(Supersedes the MOA dated 16 April 2019 on AFI 31-122, Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program, dated 31 July 2015)*

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, and collectively as the Parties, hereby enter into this Memorandum of Agreement regarding subject program as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the Parties.
2. AFI 31-118 provides policy related to the hiring, training, medical/fitness testing, and uniforms for civilian police and security guards at Air Force installations. This MOA implements AFI 31-118 subject to the provisions below.
3. An employee who requests their supporting documents for a waiver exception will have access to their related supporting documents and records and will be provided with copies of any such documents and any subsequent endorsements, approvals and denials. Refer to AFI 31-118, *Tables 6.1 and 6.2*, which outlines the waiver process and how the employee can obtain supporting documentation.
4. Management will apply the government-wide Medical Qualifications Determinations waiver established at 5 C.F.R. 339.204 where there is sufficient evidence that an employee can, perform the "*essential*" duties of the position without endangering the health and safety of the individual or others.
5. Initial and continuing medical examinations and evaluations will be performed in accordance with AFI 31-118.
6. During an incumbent's medical evaluation, when the examining physician identifies one or more medical conditions that could interfere with the DAF CP/SG's performance of the essential functions of the position, requiring the conducting of a medical standard disqualification recommendation, the procedures in AFI 31-118 will apply.
7. In the event that an employee fails to pass the medical screening process or requires medical restrictions that management is unable to accommodate, the employee's treating physician will make a qualified determination of whether the medical condition(s) are of a permanent or temporary nature. If the treating physician's determination is that the medical condition is expected to be temporary, the

employee will provide medical documentation showing the approximate time period the condition is expected to last. If the employee is placed on any medically determined restrictions, the employee will provide a copy of said restrictions to their supervisor.

8. If the condition is permanent in nature, the local Medical Review Officer will identify the resultant limitations on performance (if any).
9. The medical evaluation process will include a right of an employee to have the opportunity to provide medical documentation from his or her private treating physician or practitioner, obtained at the employee's expense. The local MRO will review and consider all documentation provided by employee from the private physician or practitioner. The final decision on medical restrictions will be made by the local MRO. The local MRO will provide the employee a written rationale for the MRO's final decision.
10. Employees may use their own discretion whether or not to pursue further medical evaluation through a private physician if medical conditions are identified during a routine medical screening that impact their ability to perform the job. If an incumbent employee does not meet established medical thresholds, the employee may choose to obtain, at the employee's expense, additional tests, studies or medical assessments in an effort to prove that the employee is capable of safely performing the full range of assigned essential activities (with or without accommodation).
11. Incumbent employees, once passing the medical screening, will be given a minimum of 90-days in which to participate in physical conditioning to prepare for the Physical Ability Test (PAT), either diagnostic or record testing. All training and PAT testing will be considered duty time. Employees may also be provided up to 3 hours per week of duty time in which to participate in conditioning training in accordance with AFI 31-118, Paragraph 5.1.1. Employees will be given a PAT no less than 90-days after being medically cleared from a medical condition related to physical agility.
12. Incumbent employees that fail the PAT test twice, shall be afforded the opportunity to take the Physical Readiness Job Task Scenario Appeals Test as specified in AFI 31-118, Paragraph 7.9. Funding for the VA-LETC alternative PAT location will be approved and funded by the MAJCOM or respective unit. All other provisions of AFI 31-118, Paragraph 7.9, and Attachment 10 shall apply. This appeal process and test is not offered to applicants. The Physical Readiness (Job Task Scenario) Appeals Test consists of three scenarios that include a Gate Detail (Scenario #1), a Tactical Response (Scenario #2), and finally, a Chase and Restrain Subject (Scenario #3). All scenario physical requirements for the alternative PAT are outlined in AFI 31-118, Chapters 7.9.4.1. through 7.9.4.6.
13. Management will ensure that any training and PAT testing locations have

emergency medical equipment available and that personnel have been adequately trained in its use.

14. Management will ensure that two stopwatches are used during the PAT run. If the two stopwatches do not show the exact same time, the faster of the two times will be used.
15. Current civilian rank insignia and responsibilities under AFI 31-122, Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program, dated 31 July 2015, paragraph 4.9.2 and figures 4.2, 4.3 and 4.4 will remain grandfathered for current civilian 0083 and 0085 Police Series filling 031P3 and 031P4 Air Force Specialty Code (AFSC) authorizations for a period not to exceed 4 years from the date this MOA is signed. Anyone hired for a position after the date of this MOA and/or moving up thru the ranks will then match up with the ranks and responsibilities in accordance with AFI 31-118, figures 4.3 and 4.4.
16. Previously approved waivers under AFI 31-122 remain honored as per AFI 31-118, paragraph 6.2.6.
17. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the Parties if concerns cannot be cooperatively resolved.

MANAGEMENT



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