

MEMORANDUM OF AGREEMENT (MOA)

JAN 09 2018

On

AFI 36-2645 Security Professional Certification and Development

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 the DoD Security Professional Education Development (SPeD) Certification program as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the Parties.
2. The program is codified in AFI 36-2645, Security Professional Certification and Development. The SPeD program is comprised of both mandatory and voluntary security certification programs primarily open to Regular Air Force civilian, Air National Guard, and Air Force Reserve personnel assigned to positions where security work, as defined by the Office of Personnel Management's Security Administration (occupational series 0080) classification standards, is performed as a primary duty or additional duty. The DoD SPeD program comprises six distinct certifications; Security Fundamentals Professional Certification Program (SFPC), Security Asset Protection Professional Certification (SAPPC), Security Program Integration Professional Certification (SPIPC), Physical Security Certification (PSC), Industrial Oversight Professional Certification (ISOC), and Special Programs Security Certification (SPSC). The SPeD program provides a structure for pursuing and documenting the attainment of certifications that provide a recognized credential for security professionals across the Department of Defense (DoD). This MOA authorizes implementation of the DoD SPeD program, subject to the provisions below.
3. The goal of the SPeD program is to promote a common and shared understanding of DoD security functional tasks and the knowledge and skills associated with the competencies required to perform those tasks. The SPeD program is designed to incentivize long-term employee professional development, education, and training through a cyclical certification maintenance process helping to maintain employee technical proficiency and policy knowledge.
4. The program is open to all AFMC Bargaining Unit Employees (BUEs) to include civilian General Schedule (GS)/Acq Demo and Federal Wage System (FWS) employees in any career field, but primarily with experience in one or more of the identified security disciplines.
5. Employees who inform their supervisor that barriers exist for adequate training and use of the computer based training and/or testing system (i.e. disability, educational, language, etc.) will be provided assistance or allowed access to alternative existing methods in accordance with Air Force policy.
6. The Parties agree that training and development opportunities shall be offered on a fair and equitable basis to all participating employees. Failure or success in progressing through the voluntary program shall not factor into employee performance evaluations.

7. The Parties agree that the use of the term “professional”, or any iteration or form thereof within this MOA or AFI 36-2645, does not construe the Professionalization, and therefore removal from any Bargaining Unit affiliation, of any positions for which this training is mandatory or voluntary.
8. The following guidelines apply to BUEs assigned to positions where security work is a primary or additional duty. BUEs will be notified of the provisions below prior to being enrolled in the certification program:
 - a. BUEs required to obtain DoD SPeD will be notified of the mandatory certification requirements applicable to their specific position which will include the date which certification should be completed.
 - b. BUEs who voluntarily pursue DoD SPeD certification will be notified of the certification programs applicable to their specific position upon request.
 - c. BUEs will be provided adequate duty time to access and complete mandatory training requirements associated with this program. If the BUE feels the duty time provided is insufficient to complete the mandatory training requirements the employee may request additional time from their supervisor. If additional time is not approved the employee may file a grievance in accordance with Article 6 of the MLA.
 - d. BUEs will be granted adequate duty time to travel to/from authorized testing locations and will be reimbursed mileage in accordance with the Joint Travel Regulation for all travel related to testing for DoD SPeD certification(s).
 - e. BUEs will be granted access to required materials (i.e. computer, books, study guides), provided by management at no additional cost to the employee.
 - f. BUEs will be informed of the Professional Development Unit (PDU) requirements for their certification(s). BUEs will be authorized adequate duty time after certification(s) is received to work on PDUs until that time that recertification is achieved within the biannual maintenance cycle. If the BUE feels the duty time provided is insufficient to complete the PDU requirements, the employee may request additional time from their supervisor. If additional time is not approved the employee may file a grievance in accordance with Article 6 of the MLA.
 - g. All BUEs serving in security positions, to include those who have additional duties that encompass security functions will be allowed to participate in the training, regardless of the hiring date.
 - h. In instances where BUEs are assigned to a position requiring more than two SPeD certifications, the BUE will have an extra year per certification to meet program requirements. For example: BUEs must obtain two of the indexed SPeD Certifications within the standard two year compliance window and the additional certification may be obtained during the third year of employment without adverse action or waiver request.

9. The following applies to BUEs not serving in the security career field who participate in the certification program(s) on a voluntary basis:
 - a. Mission permitting, and with supervisory approval, BUEs will be granted adequate duty time to access and complete training for the certification until such time as certification(s) is complete.
 - b. Mission permitting, and with supervisory approval, BUEs will be granted adequate duty time to travel to/from authorized testing locations and to complete testing related to certifications.
 - c. If permitted to participate in this certification, access to materials (i.e. computer, books, study guides) will be provided by management at no additional cost to the employee.
 - d. BUEs will be informed in writing of the Professional Development Unit (PDU) requirements for their certification(s). Mission permitting, BUEs will be authorized adequate duty time each month after certification(s) is received to work on PDUs.
10. If a BUE has multiple certificates, and one certificate is slated to go into "expired" status for any reason, the BUE will be notified in writing at least 30 days prior of the change.
11. Upon request and with a demonstrated particularized need from Council 214, the Union will receive from Management annual reports on the DoD SPēD certification program. These reports will be categorized by base, contain BUE names, include the total number of BUEs participating in each certification program, current number of BUEs pursuing certification not yet completed, and any BUEs that are delinquent on certifications or PDUs.
12. BUE's whose initial hiring date predates the DoD SPēD Certification Program implementation (14 March 2016) are exempt from DoD SPēD Certification Program requirements as long as they remain assigned to their current CPD/SCPD (or equivalent core personnel document) and duty location. The lack of certification shall not be a basis for non-selection for promotion or any type of employment advancement, to include centrally funded security assignments with the exception of positions identified by AFI 36-2645 as a prerequisite for consideration starting 14 March 2018.
13. The Union will be afforded an opportunity to bargain impacts to working conditions created by changes in certification requirements before changes occur.
14. 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



DAVID D. DAY
Director, Information Protection
HQ AFMC/IP

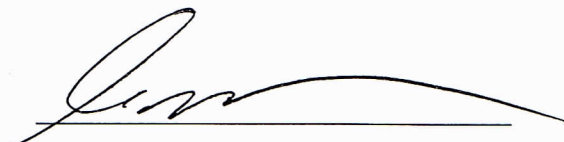
For the Union / Date



TUJA STUARD
Executive Assistant
AFGE Council 214



ROBERT GOOD
Labor Relations Specialist
HQ AFMC/A4PT



ANDREW N. POWELL
Executive Assistant
AFGE Council 214