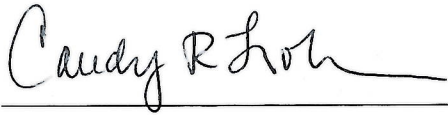


**MEMORANDUM OF AGREEMENT (MOA)****On****AFI 36-817*****Civilian Phased Retirement Program***

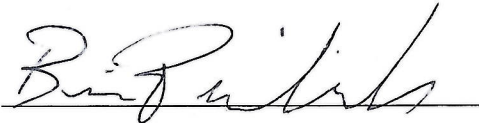
1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, and collectively as the Parties, hereby enter into this Memorandum of Agreement regarding the Civilian Phased Retirement Program as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the Parties.
2. Civilian phased retirement is being implemented within AFMC in support of the Department of Defense (DoD) commitment to the workforce efficiency, emergency preparedness, and quality of life. Additionally, AFI 36-817 establishes a process under which an Air Force employee may apply for Phased Retirement.
3. Employees will contact their immediate supervisor for an initial discussion regarding position eligibility and the employee's ability to participate in Phased Retirement before formally applying for the Civilian Phased Retirement Program. If after the initial discussion, the supervisor is agreeable to the Phased Retirement of the employee, the supervisor will notify the employee that he/she may proceed with his/her formal application for Phased Retirement. Upon request, Management will inform the employee of where additional information (to include Forms for Phased Retirement) may be found or provide the contact information for the Benefits and Entitlements Service Team.
4. An employee may request to meet with his/her supervisor to collaboratively develop a mentoring plan that includes the mentee(s) to be mentored, mentee objectives, activities for achieving objectives, and other necessary details. Employees who desire to enter phased retirement are responsible for capturing/documenting the mentoring plan in writing. If changes are needed to a mentoring plan, management will discuss the necessary changes with the employee prior to the mentoring plan becoming effective.. Duty time for discussing and writing mentoring plans will be requested and scheduled with an employee's supervisor.
5. Performance standards for an employee participating in the Civilian Phased Retirement Program will reflect the employee's assigned duties. Management will ensure that "Mentoring" is a critical element to the approved phased retiree's performance standards.
6. A phased retiree is considered a part-time employee, has the same conduct requirements as in regular employment, and retains the same due process rights in accordance with applicable laws, rules, regulations, and negotiated agreements.

7. Upon timely request for extension by employees through their supervisor, management will approve/disapprove all requests for extension at least 14 calendar days prior to the date of expiration of the phased retirement agreement.
8. 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

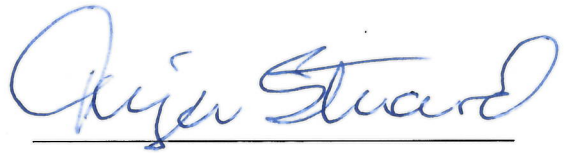


CANDY LOHNER  
Employee Relations Specialist  
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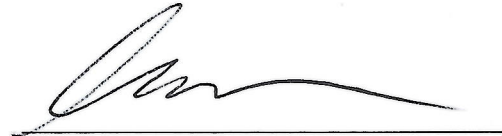


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For the Union / Date



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