

MEMORANDUM OF AGREEMENT (MOA)


On

AFI 91-202, "*The USAF Mishap Prevention Program*"

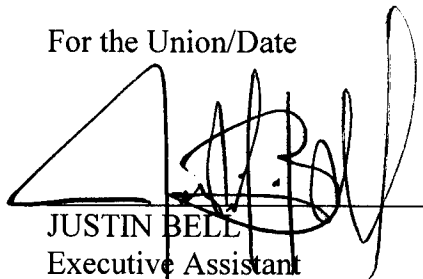
(Revision dated 5 August 2011 incorporating Change 1, 20 March 2012 and including AFI 91-202, AFMC Supplement 1)

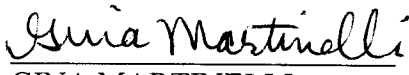
1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this Memorandum of Agreement regarding subject instruction as it applies to bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the parties.
2. AFI 91-202 establishes mishap prevention program requirements, assigns responsibilities for program elements and contains program management information. The Union fully embraces the goals of this program and regards itself as a partner in all workplace safety initiatives. The AFI deals predominantly with management roles, processes, and program direction, which pose no issues to bargain. One exception is the clarified role of the Unit Safety Representative (USR), who assists the unit commander by being knowledgeable of safety requirements, by assisting unit personnel, and by keeping the unit commander informed of safety hazards, safety campaigns, and local safety and health practices. Because USR duties are performed on a part-time, as needed basis in addition to regular job duties, they are considered collateral duties. This MOA implements AFI 91-202, Interim Changes and AFMC Supplements subject to USR assignment provisions detailed below.
3. The appointment of a bargaining unit employee as primary or alternate USR will be documented with an addendum to the employee's original position description (PD) with a collateral duty position statement. The attached template provides basic USR duties and requirements, but may be modified to address unit specific issues.
4. The supervisor of each bargaining unit USR will ensure this information is attached to the employee's PD for the duration of the collateral duty assignment. When duties are rotated to another employee, the supervisor will remove the statement from the past USR's main PD. The supervisor will submit these changes to the servicing classification specialist for processing and inclusion with the employee's position description.
5. Subject to the provisions of Article 15 and Air Force policy, the successful achievements of employees performing as USRs may serve as the basis for recognition appropriately recommended by the supervisor and approved by the award-approving official.
6. All remedies available under the MLA or 5 U.S.C. Chapter 71 will remain available to the Parties if concerns cannot be cooperatively resolved.


or Management / Date


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Atch: USR Collateral Duty PD

Unit Safety Representative (USR) Collateral Duty Position Description

As the primary (or alternate) Unit Safety Representative (USR), advises the unit commander concerning safety matters on a quarterly basis, or more frequently if needed. Conducts and documents spot inspections, in conjunction with facility managers when possible. Assists supervisors with conducting and documenting spot inspections, at least monthly, to ensure 100% of the unit workplaces are inspected annually and to assure the day-to-day safety and health of the unit. Ensures unit personnel are aware of mishap reporting requirements. Assists unit commanders and supervisors in the mishap investigation process. Assists supervisors with development and tailoring of Job Safety Training Outlines to address specific safety concerns of the unit work environment, including safety awareness and job specific safety training. Conducts safety briefings, provides unit personnel with educational safety materials, and verifies all regulatory safety requirements are met. Assists the unit commander and supervisors with the hazard abatement process, which includes identifying hazards and determining changes needed to mitigate or eliminate the hazards. Required to complete any Air Force level RM course.

STANDARDS:

- A. Provides relevant safety matter advice or hazard awareness and mitigation materials to the unit commander at least once per quarter, or as directed.
- B. Performs and documents spot inspections at least monthly and ensures entire unit workspaces are inspected annually, or as directed.
- C. Verifies and documents safety briefings are conducted and unit personnel are provided with educational safety materials.
- D. Ensures installation safety office is notified as soon as possible (within a goal of 24 hours) of reportable safety mishaps.

