

16 AUG 2017

MEMORANDUM OF AGREEMENT (MOA)

ON

5/4-9 Compressed Work Schedules (CWS)  
Within  
The Air Force Life Cycle Management Center

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 matter as they apply to AFGE bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the Parties.
2. The Air Force Life Cycle Management Center (AFLCMC) is allowing for the use of a 5/4-9 CWS, compliant with the terms of this MOA, throughout the entire Center, so long as the use does not have an adverse impact to mission needs or workload. This MOA is applicable only to a 5/4-9 CWS insofar as those schedules within AFLCMC.
3. Bargaining Unit Employee (BUE) use of the CWS will be voluntary. BUEs who opt-in to the CWS option will participate in a 5/4-9 schedule (eight 9-hour days, one 8-hour day, and one Regular Day Off (RDO)).
4. This MOA, along with management-provided guidance, will be uploaded on the AFLCMC Personnel Directorate's (AFLCMC/DP) SharePoint site. Employees will be informed how and where to access the information on the SharePoint site.
5. Programs already in place (e.g. wellness/fitness, telework) will not be affected by this MOA or CWS option. BUEs who are approved to participate in the CWS option are authorized to use these programs within existing guidelines.
6. BUEs who choose not to participate in the CWS program can earn and use credit hours in accordance with applicable laws, regulations and established guidelines. BUEs will schedule the earning and use of credit hours with supervisory approval. BUEs with existing credit hours will be required to use all of the existing credit hours before starting the CWS.
7. The following will be mutually agreed upon by the supervisor and the employee, formally annotated in the Supervisor's Employee Brief (AF Form 971), and a copy given to the employee:
  - a. A BUE's RDO will be determined by a discussion between the supervisor and the employee.
  - b. Changes to/from a CWS that are not management directed and/or not based on mission requirements will be discussed between the supervisor and the BUE, and should be limited to no more than two changes within 365 days, but may occur more frequently upon mutual agreement between the supervisor and employee. The supervisor will make the final determination on approval of such schedule changes.
  - c. Start times, end times, and established lunch periods of BUE workdays will be determined by a discussion between the supervisor and the employee to fit the needs of the organization.

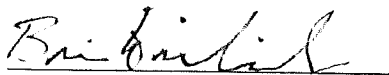
with the supervisor having final schedule approval authority. Any changes to an employee's schedule will adhere to applicable laws, instructions, MOAs, and the MLA.

8. Approval of CWS and assignment of RDOs by supervisors will adhere to the following guidelines:
- a. If more than one BUE submits a CWS request to a supervisor during a pay period, the supervisor shall list the BUEs who ask for inclusion in the CWS option in descending seniority order using leave Service Computation Date.
  - b. The supervisor will review and approve/disapprove employees' requests in seniority order and assign RDOs by seniority preference while maintaining sufficient mission/program coverage. Employees already working a CWS will not be required to change their RDO or convert back to a regular or flexible work schedule to accommodate new requests from BUEs with seniority.
  - c. Employees will be allowed to continue in their current AWS until the employee, with prior supervisory notification and approval, converts to the CWS covered by this agreement, another existing/approved AWS, a regular work schedule, or attrites from AFLCMC. Existing local agreements on 5/4-9 CWS will remain in effect and will not be impacted by this MOA. Supervisors should ensure they contact their local Labor Relations office to verify whether a local agreement affecting AFLCMC employees remains in effect.
  - d. BUEs will receive a written notice of approval/disapproval within 21 calendar days of the date of submission. If any part of a BUE's request is disapproved (for example, starting time, ending time, RDO), the written notice will include the reason for disapproval.
  - e. The supervisor will retain the seniority roster used to make their decisions for approval/disapproval, which will be made available to the Union upon request.
9. 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

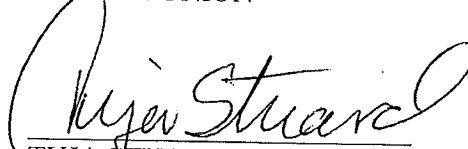


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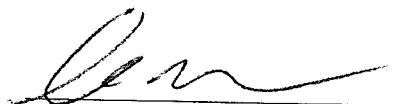


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