

01 DEC 2016

**MEMORANDUM OF AGREEMENT (MOA)**

**ON**

**AIR FORCE LIFE CYCLE MANAGEMENT CENTER USE  
OF FOREIGN MILITARY SALES (FMS) JOB ORDER  
NUMBERS (JONS) WITHIN AUTOMATED TIME  
ATTENDANCE AND PRODUCTION SYSTEM (ATAAPS)**

References:

- A. Briefing to the Union "Use of Job Order Numbers (JONS) – dated 3 August 2016"
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 matters as they apply to AFGE bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the Parties.
  2. ATAAPS is a web-based application that provides online entry, update, concurrence and certification of time and attendance data for civilian employees of various DoD agencies. It directly interfaces with the Defense Civilian Pay System (DCPS) and uses JONS for input of time. This MOA authorizes the implementation of the use of JONS within ATAAPS for AFLCMC to capture Foreign Military Sales (FMS) hours for accounting purposes. Use of FMS JONS outside of AFLCMC personnel supporting FMS is subject to a separate negotiation.
  3. Initial implementation training will be provided by trained analysts, prior to employees utilizing the AFLCMC assigned FMS JONS within ATAAPS. After initial implementation, future AFLCMC employees who rotate into the Center will receive assistance on the use of FMS JONS from Customer Service Representatives (CSRs). FMS Employees who rotate into AFLCMC will be provided a reasonable amount of duty time to train on the use of AFLCMC FMS JONS within ATAAPS.
  4. Information pertaining to a specific individual will be protected in accordance with the Privacy Act of 1974. Data collected in ATAAPS will be used by AFLCMC/FZA for official purposes only and access to individual timesheets will be limited to authorized officials with regards to a need to know basis.

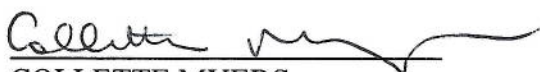
5. To minimize input workload, employee input screens will be loaded with default values indicating a typical full pay period of work. For any given workday, the employee will document work performed to each applicable FMS JON. The system will provide time coding options to cover all reportable categories (e.g. leave, overtime, comp time, fitness hours, credit hours, etc.), including union official time. The employee is responsible for recording time as accurately as possible.
6. Prior to AFLCMC initial implementation of the use of FMS JONs in ATAAPS, analysts will provide affected employee(s) training regarding their increased use of FMS JONs to include accurate annotation of entering, review, and adjustments against their pay period submissions. After system activation, employees may request and be provided a reasonable amount of personal assistance in order to accurately code/annotate their timecard. Employees will continue with their current use of the ATAAPS system for timekeeping practices until training has been completed for all current employees. The employee's management official will arrange a reasonable amount of duty time during the employee's working hours for the employee to complete the training. Employees should complete their training in a timely manner, but no later than six months after the effective date of this MOA. All employees who rotate into the center after the effective date of this MOA should complete their training no later than six months after their effective start date. The employee's supervisor will track completion of their employee's training. This MOA is in effect for employees who support Foreign Military Sales only. FMS employees under AFLCMC will report their time against the respective FMS JONs in which they supported during each pay-period.
7. Employees will be provided access to a private work station with a suitable computer and a printer. Access includes a reasonable amount of time during an employee's working hours to record daily hours for FMS JONs worked during the day, make ATAAPS bi-weekly submissions and for incidental ATAAPS updates and/or inquiries.
8. Information collected in ATAAPS relating to the use of FMS JONs will not be used for individual performance management or disciplinary purposes. Management recognizes that employees may make unintentional errors in documenting their time and attendance data. When accuracy problems arise, management will respond by providing the employee with additional training. This does not preclude discipline for deliberate, knowledgeable, or willful falsification. Deliberate or willful falsification of time and attendance data will be addressed in accordance with MLA.
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**



---

KIRSTEN O'HALLORAN  
FMS Branch Chief  
AFLCMC/FZAS



---

COLLETTE MYERS  
Labor Relations Specialist  
HQ AFMC/A1KL



---

JAMES REITZEL  
Chief, Workforce Management Branch  
HQ AFMC/FMFW

**FOR THE UNION**



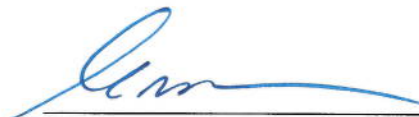
---

TROY TINGEY  
President  
AFGE Council 214



---

ALISA RECKER  
Executive Assistant  
AFGE Council 214



---

ANDREW POWELL  
Executive Assistant  
AFGE Council 214