

MEMORANDUM OF AGREEMENT (MOA)

3 June 2021

On

Automated Time Attendance and Production System (ATAAPS) Implementation
for Air Force Research Laboratory (AFRL) JOCAS Users: Supplement to
ATAAPS MOA, Dated 7 February 2013

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 implementation of ATAAPS as a replacement for JOCAS as it applies to bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the Parties within AFRL
2. ATAAPS is a web-based application providing online entry, update, concurrence, and certification of time and attendance data for civilian employees of various Department of Defense agencies. On 7 February 2013, the Parties entered into an MOA implementing the general provisions of ATAAPS. AFRL intends to expand the ATAAPS program to employees using JOCAS, and in accordance with the 7 February 2013 MOA further negotiation must occur when converting employees already using automated time attendance systems to ATAAPS, thus necessitating this supplemental MOA.
3. This MOA implements usage of ATAAPS as the preferred system of time attendance tracking for BUEs within AFRL currently using JOCAS.
4. Management agrees to the same provisions found in the 7 February 2013 MOA to employees converting to ATAAPS.
5. Prior to implementation of ATAAPS local AFGE presidents will be afforded the opportunity of a demonstration of ATAAPS, via DCS web conferencing or in person if requested by the local president.
6. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the parties if concerns related to the implementation cannot be cooperatively resolved.

For Management/Date

For Union/Date


Curtis Hetzel
AFMC/A1KL



Troy Tingey
President
AFGE Council 214

26 May 2021

James D. Lawson
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Tuja Stuard
Executive Assistant
AFGE Council 214

26 May 2021

Attached: ATAAPS MOA,


dated 7 February 2013

MEMORANDUM OF AGREEMENT (MOA)
On
Automated Time Attendance and Production System (ATAAPS)

1. The American Federation of Government Employees (AFGE) Council 214 and the Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, enter into this MOA regarding the above named system as it applies to 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). AF has chosen ATAAPS to replace all manual timekeeping practices. Under this agreement, ATAAPS will be implemented only for those employees not currently using automated T&A systems, such as JOCAS and DMAPS. Any plans to expand ATAAPS to replace existing automated T&A systems will be negotiated separately. This MOA authorizes the implementation of ATAAPS.
3. Implementation activities will begin approximately 26 November 2012. The implementation process incorporates training for all users of ATAAPS. AFMC "go-live" is estimated to begin not earlier than 19 May 2013.
4. ATAAPS users fall into four categories: employees, timekeepers, certifiers, and Super Users. Employees will submit their time once each pay period. Timekeepers check the submission and may perform any necessary corrections. Certifiers are normally non-BUE representatives of management who review and approve the submissions. Super Users are designated individuals at each installation with full system privileges.
5. ATAAPS has the capability to produce an OPM Form 71 meeting regulatory guidance prescribed in AFI 36-815. This functionality allows employees to initiate and send leave request notifications to their certifier for action. When configured for an organization, the certifier receives an email notifying them of each new request. Upon approval or disapproval, the employee will receive an email notification. Use of this functionality will be done in compliance with Article 23, Annual Leave, and Article 24, Sick Leave, of the MLA. Employees may utilize the existing process for requesting leave, if access to a computer is not feasible.
6. Management agrees that information pertaining to a specific individual will be protected in accordance with the Privacy Act. Information collected in ATAAPS will be used by management for official purposes only and access to individual timesheets will be limited to authorized management officials with a need to know.
7. 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 any deviations from a standard day of work. 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.


8. ATAAPS activity based (job) costing capabilities will not be implemented until negotiated separately. "Job Order" and "Opt Code" fields will be pre-populated on an individual employee's timesheet.
9. Prior to "go live" activation of the system, Management will provide all affected employees sufficient training to be confident in their ability to log onto the system, and accurately enter, review, and adjust their pay period submissions. Upon request, at any time after system activation, employees will be provided with a reasonable amount of personal assistance by timekeepers.
10. 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 make ATAAPS bi-weekly submissions and for incidental ATAAPS updates or inquiries.
11. Information collected in ATAAPS 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.
12. Any challenges to the accuracy of an employee's submission will be timely raised. If the need for correcting the timesheet is discovered within three pay periods, adjustments will be made in ATAAPS with any necessary supporting documentation. Any adjustments beyond three pay periods will require supporting documentation and manual input in DCPS.
13. It is recognized that circumstances, such as an employee's extended absence, may require the timekeeper to make submissions on behalf of the employee or to correct the employee's submission and process it without prior confirmation. Such actions will be reported back to the employee for confirmation as soon as possible.
14. All remedies available under the MLA or 5 U.S.C. Chapter 71 are available to the parties if either party believes the other has failed to comply with any of the requirements of this MOA and concerns cannot be cooperatively resolved.

FOR THE UNION


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FOR MANAGEMENT


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