

MEMORANDUM OF AGREEMENT (MOA)

On

“Back-to-Basics” for the Acquisition Workforce

References:

- a) 10 U.S.C. 1702, Under Secretary of Defense for Acquisition and Sustainment
 - b) 10 U.S.C. 1721, Designation of Acquisition Positions and Acquisition Career Fields
 - c) Department of Defense Instruction (DoDI) 5000.66, “Defense Acquisition Workforce, Education, Training, Experience, and Career Development Program,” 27 July 2017, Change 2, September 13, 2019
 - d) AFI 63-101_20-101, Integrated Life Cycle Management, Chapter 10, Acquisition Workforce Management and Professional Development, 30 June 2020
 - e) Acquisition Professional Development Program Guide, Air Force Portal, Acquisition Functional Area, Career/APDP
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 OSD “Back-to-Basics” (BtB) initiative changes to the Air Force Acquisition Workforce (AWF) Professional Development Program (APDP) as it applies to Bargaining Unit Employees (BUEs) covered by the Master Labor Agreement (MLA) between the Parties.
 2. The FY91 Defense Acquisition Workforce Improvement Act (DAWIA) established the structure used for the Acquisition Professional Development Program (APDP). Using reference (a) and (b) authority, and in consultation with the Office of the Under Secretary of Defense for Research and Engineering and the Service Acquisition Executives, the implementation of the BtB framework was developed. The BtB initiative transforms workforce training and certifications to better align to the acquisition and delivery of systems and services to support the Warfighter. Implementation of BtB restructures the acquisition development framework from a focus on acquisition career field areas to functions of acquisition. The implementation also consolidates functions into the following areas: Program Management, Contracting, Life Cycle Logistics, Engineering Technology Management, Test and Evaluation, Business Financial Management and Business Cost Estimating. The APDP is required for all employees on acquisition-coded positions in the AWF. AWF positions are positions involving predominately (50% or more) acquisition work as defined by the DoD Adaptive Acquisition Framework set of instructions. This MOA implements the changes brought forth through the BtB initiative to the BUEs affected by this program.
 3. BUEs who inform their supervisor that barriers exist for adequate training and use of the computer based training (i.e. disability, educational, language, etc.) should be provided assistance or allowed access to alternative existing methods in accordance with Air Force policy.

4. Education and Training. Management agrees to take all responsible steps to ensure employees meet their certification requirements, including the following:
 - a. Any workforce training courses, including but not limited to all required computer based and classroom training (e.g. DAU, AFIT, or within other DoD environments), may be completed during duty time. As such, management agrees to allow adequate duty time to take subject courses.
 - b. Any financial costs for courses taken under the APDP program are the responsibility of the organization. In accordance with budget limitations, regulations, education programs, and mission requirements, job-related educational courses through colleges, universities, and other formal education sources may be permissible at government expense.
5. Fulfillment and Certification
 - a. Some employees are sufficiently trained and experienced and do not require a particular training course outlined in the certification requirement. Employees can submit a fulfillment request to document how their experience and/or training covers the learning objectives of a course.
 - b. The employee is required to complete and become certified in the functional area at the level required for their current position, including completion of all pre-requisite courses. However, certification level requirements are not cumulative. For example, PM certification has two levels, Practitioner and Advanced, an employee on an Advanced coded position does not need to complete Practitioner before working toward the Advanced certification. If they move to a position with a lower certification level, the employee will not need to complete the lower certification.
6. Certification Deadlines and Continued Training Requirement
 - a. The Employer is committed to assisting and supporting employees who are conscientiously pursuing their certification to prevent any adverse action or consequence. The original grace period of two years has an additional two years added so all workforce members have additional time to complete the current training. The restructure has established a new set of grace periods based upon the level of certification required, three years to achieve a required Foundational certification after being assigned to a coded position at that level, five years to achieve Practitioner, and four years to achieve Advanced. Implementation of the new position coding requirements will drive a reset to all grace periods.
 - b. Continuous Learning (CL) focuses on keeping the members of the AWF professionally current. DoDI 5000.66 and in turn the AFI 63-101 require coded AWF members to accomplish 80 CL Points (CLPs) within each 2 year period. CLPs may be earned through education, training (including training for functional

certifications), and some job experiences. Details on creditable CL activities and associated point values are published on the APDP guide and linked for easy reference within the ACQ Now CL tracking tool.

- c. CLP requirements are measured in a discrete 2-year window. That is, employees shall be given an initial date two years after assignment to their first acquisition coded position to earn the 80 CLPs. The due date for the next two-year interval will be 4 years after initial assignment based on time, and not the completion date of the 80 CLPs. The CLP requirements apply to each applicable 2-year period while the individual is in the AWF.
7. Employees with current certifications that meet the requirements of their current position will not be required to complete the new certifications while on that position. The current certifications earned by the employee will remain in the employee's official record. The process that is in place for automatic granting of equivalent new certifications will be used.
8. Any BUEs impacted by the position coding review should be provided notice of the change 30 calendar days in advance of the change. When the initial changes are made to these positions, the union should be provided a list indicating which BUEs impacted by the change.
9. Any changes or specifications implemented within a particular Functional Area outside of the scope of this agreement that affect conditions of employment will be subject to bargaining. The parties recognize training opportunities that count toward continuous learning will vary throughout the life cycle of this program and new training opportunities are not considered changes to conditions of employment.
10. 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.

For Management / Date

For the Union / Date

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