

MEMORANDUM OF AGREEMENT (MOA)

OCT 14 2015

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Automated Time and Attendance and Production System (ATAAPS) Activity Based (Job) Costing Capabilities for Financial Improvement Audit Readiness (FIAR) Reporting

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, hereby enter into this Memorandum of Agreement regarding subject initiative as it applies to bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the parties.
2. The 2010 National Defense Authorization Act, Section 1003, required the Secretary of Defense to report to Congress costs associated with ensuring the financial statements of the Department of Defense (DoD) are validated as ready for audit by no later than 17 Sep 2017. To accomplish this directive, the Air Force collects the necessary information biannually to report to Congress. The ATAAPS FIAR reporting initiative would accomplish this through the use of a job order number (JON) on an employee's ATAAPS time card. One of two JON's would be used to document this time. The JON FIARPREP will be used by employees, to record activities associated with generating FIAR assertion products. The second, FIARFY15, will be a recurring code (by fiscal year) used by anyone asked to support auditors' requests for supporting documentation or other information and site visits. The information from these two JON's will be used to account for the personnel cost associated with the FIAR reporting. This MOA implements the ATAAPS FIAR reporting procedure, subject to the provisions outlined below.
3. All employees affected by the FIAR reporting initiative will be trained on procedures necessary to document their time in ATAAPS. If training is not provided, an employee will not be held responsible for correctly accounting his/her FIAR time. Initially, training will be conducted by the supervisor to the employee(s) in a face to face manner. Supervisors will conduct annual refresher training either through a face to face session, or via an electronic briefing.
4. BUE's who perform work in the support of the FIAR on an infrequent basis will not be required to document FIAR time into their ATAAPS time card. . Infrequent basis is defined as less than four hours in a month.
5. Employees will be made aware of FIAR reportable tasks at the time it is assigned, via email or other written documentation. If the employee is not made aware of this fact, the employee will not be responsible for documenting the time in their ATAAPS timesheet. A supervisor will inform a time keeper to make the necessary corrections to the employees' time, and will inform the employee of why the adjustment was made, i.e. FIAR reporting.
6. The reporting procedure outlined in this MOA applies only to employees who are required to normally document their time in ATAAPS.
7. Any future use of JON's, outside the ones described in this MOA under paragraph 2, will be bargained separately according to ATAAPS MOA, paragraph 8, dated 7 Feb 2013.

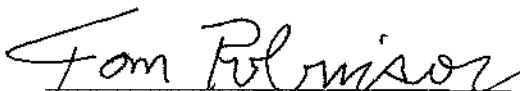
8. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the parties if concerns cannot be cooperatively resolved.

For Management / Date

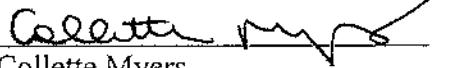
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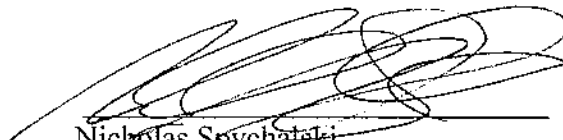
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