

22 January 2024

MEMORANDUM OF AGREEMENT (MOA)

ON

DEPARTMENT OF THE AIR FORCE CIVILIAN RECOGNITION PROGRAM

Supersedes: *MOA on The Civilian Recognition Program* dated, 13 April 2017

Reference:

A. DODI1400.25V451_DAFI, 36-1004, *Department of the Civilian Recognition Program*

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 this MOA regarding *Department of the Civilian Recognition Program*, as it applies to bargaining unit employees covered by the *Master Labor Agreement (MLA)* between the Parties.
2. The mission of the Air Force (AF) *Civilian Recognition Program* is to foster mission accomplishment by recognizing excellence of both military and civilian members of the AF and motivating them to high level of performance and service. DAFI 36-1004 (Reference A) prescribes guidance and procedures governing the AF Incentives Awards Program and delegates authority, assigns responsibility, and establishes requirements for awards and awards programs for civilian employees within the AF.
3. AF civilians will not receive monetary awards from foreign governments outside of those limits prescribed by rule and regulation. Employees may receive non-monetary recognition from foreign governments (i.e., medals, certificates, honorary awards).
4. All recognition awards are/will be covered by existing regulation, the MLA, and MOAs. Recognition, both monetary and non-monetary, will be processed and awarded in adherence with existing policy and agreements to include, but not limited to DAFI 36-1004, the MLA, DPMAP guidance, and the current negotiated *Acquisition Demo (AcqDemo) Program at Arnold Air Force Base MOA*, dated 21 July 2021.
5. Employees are highly encouraged to update their account in the My Biz website to reflect receipt of a non-monetary award.
6. Time Off Awards (TOAs) are an alternative to monetary and honorary awards and may be given in conjunction with other types of recognition. The use of TOAs will be determined by a discussion between the supervisor and the employee. When conflicts in scheduling the use of TOAs occur, and the conflict cannot be resolved by mutual agreement the employee with the longest service, as determined by service computation date (SCD) will be entitled to use the TOA first. The use of SCDs for TOA conflict resolution applies when TOAs are submitted and pending approval by the supervisor, not when TOAs have been previously requested by an

employee and approved by the supervisor. The final determination as to the scheduling of the use of TOAs rests with the supervisor authorized to approve leave.

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

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