

**MEMORANDUM OF AGREEMENT (MOA)**

On

**Department of Defense (DoD) Financial Management (FM) Certification 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, and collectively as the Parties, hereby enter into this Memorandum of Agreement to address the implementation and impacts of the DoD FM Certification Program, as applied to bargaining unit employees covered by the Master Labor Agreement (MLA) between the Parties.
2. In 2011, the senior FM leadership of the DoD initiated efforts to develop a DoD FM Certification Program. Public Law 112-81, the FY2012 National Defense Authorization Act (NDAA), provided the Secretary of Defense the authority to prescribe professional certification and credentialing standards. These standards are to begin implementation within AFMC by March 2014 and the proposed completion date will be within 2 years from notification. The certification will be required for civilians in the 05XX occupational job series and those within other occupational job series who perform FM-related duties (i.e. 0343-Management and Program Analysts). The positions will be defined by three levels, commensurate with their responsibilities, complexity, and scope. All incumbent FM personnel will be required to achieve certification; no "grandfathering" is permitted. Position Descriptions will be modified to include verbiage requiring certification. The following paragraphs address the implementation and impacts to bargaining unit employees affected by this program.
3. Identification of Financial Management Personnel. The Parties agree FM personnel and employees who perform FM tasks, as identified below are required to accomplish DoD FM Certification:
  - a. Employees in the 05XX occupational job series
  - b. Other occupational job series where employees may perform FM-related duties (i.e. 0343 – Management and Program Analysts). Management will determine if a position is required to be DoD FM Certified based on justifiable, valid, and documented criteria: to include, but not limited to: a review of the employee's position description and the amount of FM-related duties within the employee's job scope. For those employees who are not required to be DoD FM Certified by management, they may request to take the required courses to be certified with supervisory approval.
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. As such, management agrees to allow adequate duty time to take subject courses. With supervisor approval, courses may also be accomplished from home during duty hours, or after duty hours which would allow for accrual of credit or comp hours.

- b. Any financial costs for courses taken under the FM Certification Program are the responsibility of the organization. In accordance with budget limitations, regulations, and mission requirements, job-related educational courses through colleges, universities, and other formal education sources will be permissible at government expense.

#### 5. Equivalency and Certification.

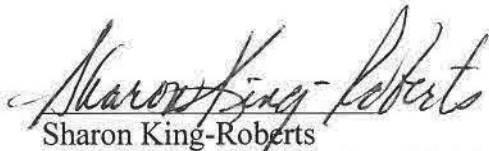
- a. It is recognized that some employees are sufficiently trained and experienced to not require particular training courses outlined in the FM Certification Program. Employees can submit an "equivalency" statement to document past training and/or experience which covers the objectives of a template requirement.
- b. Certification level requirements are not cumulative. Specifically, an FM member assigned to a Certification Level 2-coded position is not required to complete Certification Level 1 requirements prior to starting Level 2 Certification; an FM member assigned to Certification Level 3-coded position is not required to complete Certification Level 2 prior to starting Level 3. Employees who may later take a position which requires a lower DoD FM Certification level than they achieved on a previous position shall not be required to accomplish the lower-level certification because the higher-level certification will supersede the requirement.

#### 6. Certification Deadlines and Continued Training Requirement.

- a. The Employer is committed to assisting and supporting employees who are conscientiously pursuing their certification so as to prevent any adverse action or consequence. In situations where an employee fails to meet the initial certification deadline, but is making continuous progress, management will obtain a waiver to extend the deadline. If the employee fails to meet the extended deadline, the supervisor and the employee will meet to discuss the situation. The meeting will constitute a good faith effort to discuss alternatives, to include an additional waiver. The certification authority is authorized to grant time waivers for certification completion in 1 year increments up to 4 additional years. Should an employee willfully show no effort of progress toward certification, at the request of the employee or supervisor, a meeting will be held to discuss additional actions. Upon request from the employee, a union representative may be present for any of these meetings.
- b. Hours earned through FM courses under the Acquisition Professional Development Program (APDP) which offer Continuous Learning Points (CLPs) shall count toward Continued Education & Training (CETs) points/hours requirements at a 1:1 ratio.
- c. CET requirements will be measured in a discrete window. That is, employees shall be given an initial date two years after certification by which to earn a particular amount of hours/points (for continued education requirements). Until that date comes, it shall not be updated to the next two-year interval. The CET requirements apply to each applicable 2-year period

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.

For Management/Date:



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For the Union/Date:



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