

MEMORANDUM OF AGREEMENT (MOA)  
On  
Electronic Records Management (ERM) Training

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 into this Memorandum of Agreement regarding implementation of Electronic Records Management (ERM) Training as it applies to bargaining unit members covered by the Master Labor Agreement (MLA) between the parties.
2. The training is mandatory for bargaining unit employees who create or maintain an Air Force record.
3. Training will normally be accomplished by accessing the Computer Based Training (CBT) on the Air Force Portal.
4. Bargaining unit employees taking the CBT will be afforded a reasonable amount of time to study the material and take the CBT test the first time. Additional study sessions will be approved as requested by the employee to attain a passing score
5. Bargaining unit employees will be provided assistance, as requested, to successfully log on to the internet site and operate the CBT software.
6. As an alternative to taking the training via CBT, bargaining unit employees may accomplish the training via review of a power point slide presentation, upon their request.
7. All remedies available under the MLA or 5 U.S.C. 71 are available to the parties if either party believes the other has failed to comply with any of the requirements of this MOA.

FOR THE UNION/DATE

Tom Robinson 6/28/06

FOR MANAGEMENT/DATE

Kay F. Anderson

FOR MANAGEMENT/DATE

Robin E. Williams 6/28/06