

## MEMORANDUM OF AGREEMENT (MOA)

ON

**Updates to Expeditionary Status Coding*****This MOA replaces the following MOA:*****Updates to Expeditionary Status Coding dated 15 November 2018**

## References:

- A. HQ AFMC/A1KK briefing to the union 6 February 2018
- B. DoDI 3020.42 Defense Continuity Plan Development, dated 27 April 2011
- C. DoD Expeditionary Civilian (DoD-EC) Codes in the Defense Civilian Personnel Database System (DCPDS) Instruction Guide, dated March 2017

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 updating continuity plan/expeditionary status coding of the workforce as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties.
2. The Department of Defense has directed all agencies (reference C) to ensure position designations within D0DI 3020.42 (reference B) are accurate for positions that fall into the category of “mobility”, to include: Key, Emergency Essential (E-E), and Mission Essential (M-E).
3. Employees whose position coding changes will be notified in writing.
4. For employees under DPMAP, employee performance, to include establishment of performance elements and feedback sessions or changes to performance plans within 90 days of the end of the appraisal cycle, will be in accordance with Article 15 of the MLA. Applicable agreements will apply for employees covered by other performance systems.
5. Within 5 workdays of the date of notification to the employee, management will ensure the process to update the records of employees has been initiated to reflect the change of continuity plan/expeditionary status coding. This includes addition or removal of the DD2365, any additions to the PD, and any documentation that is to be added to the Supervisor’s Employee Brief (AF Form 971).
6. Affected employees who need to make/change personal arrangements (e.g. child/elder care) may request to use available workplace flexibilities (e.g. schedule changes, unscheduled leave, etc.) to assist until permanent arrangements can be made. Management will maximize the use of available workplace flexibilities during the initial 30 days of this change. Additionally, the


employee is allowed to make arrangements such that any work which may be required the employee be called back to the workplace outside of his/her duty hours can be performed by another qualified person until permanent arrangements can be made. Employees will strive to have permanent arrangements made within 30 calendar days from notification. Normally, arrangements will be in place no later than 90 calendar days from notification.


7. The following information will be provided to the local union when a position's coding is changed: employee's name, to/from expeditionary coding change, the employee's series, and the employee's grade. The information will be provided within 10 work days of any coding updates in the future.

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

For the Union

  
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## MISSION ESSENTIAL POSITION CONDITIONS OF EMPLOYMENT ACKNOWLEDGEMENT/AGREEMENT

Name (Last, First, Middle Initial)  _____	Organization/Office Symbol  _____
Pay Plan-Series-Grade  _____	Position Title  _____
Effective Date  _____	

I understand I am subject to the following:

TOPIC	REFERENCE
I must perform required Mission Essential (M-E) duties to ensure the continued operation of M-E functions of an activity. This includes reporting in or continuing to work during inclement weather, unless notified otherwise by my supervisor.	Defense Civilian Personnel Advisory Service (DCPAS) DoD Expeditionary Civilian (DOD-EC) Codes in DCPDS
I acknowledge that I may be required to support M-E functions that must be uninterrupted or resumed during the first 12 hours after the occurrence of an emergency, and continued through full resumption of functions.	DoDI 3020.42, Para. 6.1.1.3.1.
Possible actions resulting from refusal to comply with policy, practices or procedures concerning the M-E position to which I am assigned.	AFI 36-704, Chapter 4
Failure to comply with conditions of employment may result in disciplinary and/or adverse action.	AFI 36-704, Chapter 4; 5 CFR, Part 752
I may file a Discrimination Complaint under EEO procedures if I feel I have been discriminated against.	AFI 36-2706
I may file a grievance under the Administrative Grievance Procedures or Local Bargaining Unit Procedures (whichever is applicable).	AFI 36-706 or Local Union Contract For AFGE Council 214 Employees: Master Labor Agreement (MLA), Article 6
I will review this form annually with my supervisor.	Defense Civilian Personnel Advisory Service (DCPAS) DoD Expeditionary Civilian (DOD-EC) Codes in DCPDS

By signing below, I hereby acknowledge and understand the conditions of employment for this position. I understand it is my responsibility to know and comply with all applicable current and all subsequent policies, practices, and procedures. Failure to perform/comply with these and any future requirements/duties for reasons within my control may result in disciplinary/adverse action and/or removal from Federal Service.

For AFGE Council 214 Employees,- disciplinary actions will be in accordance with the Master Labor Agreement (MLA) Article 5.