

03 JUN 2015

## MEMORANDUM OF AGREEMENT (MOA)

ON

Office of Personnel Management (OPM) Mandatory Training for Supervisors, Hiring Managers, and Human Resources Staff

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 training as it applies to bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the parties.
2. Office of Personnel Management (OPM) has identified and directed four mandatory training courses for Supervisors, Hiring Managers and the Human Resources (HR) Community. The training sessions are as followed:
  - 38 U.S.C. 4335, Uniformed Services Employment and Reemployment Rights Acts (USERRA) – Annual Requirement
  - Executive Order 13518, Veteran Employment Training for Federal Hiring Managers and HR Professionals – Annual Requirement
  - Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities – One-time Training
  - Enhancing Safeguards to Prevent the Undue Denial of Federal Employment Opportunities to the unemployed and Those Facing Financial Difficulty Through no Fault of Their Own – One-time Training

The training courses highlight the roles and responsibilities a member of a hiring panel must know in order to serve on the panel. OPM has made the training mandatory for employees assigned to supervisory codes of 1 thru 7 and all civilian employees having occupational series 0201, Human Resource Management, and 0203, Human Resource Assistant. All training courses are provided to the employee online. The courses requiring annual renewal must be completed by 31 May of each fiscal year. This MOA implements the OPM training requirement, subject to the provisions outlined below.

3. Those BUE's, who have a 1-5 supervisory code attached to their position, will be required to take the training as it has been briefed to the Union.
4. Those BUE's, who have a supervisory code of 6 (Leader) or 7 (Team Leader), will not be required to take the training outlined by AFMC. Instead, when management requests to have a BUE serve on a hiring panel, the employee will be given enough time to complete the training before the hiring panel meets. The BUE retains the right to decline the request to serve on the hiring panel. On any subsequent hiring panel selections, an employee's training record will be evaluated. If the annual training requirement has lapsed, the employee will be given time, prior to the hiring panel, to complete the training requirement.

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5. 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

For the Union / Date



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