

**MEMORANDUM OF AGREEMENT
RESULTING FROM
PERFORMANCE MANAGEMENT/ REDUCTION IN FORCE (RIF)
REVISIONS TO 5 CODE OF FEDERAL REGULATIONS
(CFR) 351, 430 AND 531
ISSUED 24 NOV 97**

1. The American Federation of Government Employees Council 214 and Air Force Materiel Command, hereafter referred to as the Union and Management, recognize the need to implement the above referenced Code of Federal Regulation (CFR) changes and do so in accordance with the terms of this Memorandum of Agreement (MOA).
2. Management will not effect bargainable changes in the current performance appraisal program (i.e. bargainable changes unrelated to the CFR changes referred to herein) without affording a MLA Section 33.02 compliant notice to the Union affording a bargaining opportunity.
3. Management will take appropriate action to assure timely receipt of performance appraisals.
4. For RIF purposes, a modal rating is given whenever an employee has no rating of record during the past 4-year period. Consistent with these governmentwide regulations, a modal rating within the Air Force is the most common rating of record given within the competing employee's competitive area.
5. When conducting a RIF, Management will establish a cut-off date for determining whether the competitive area meets the criteria for a single or multiple rating pattern consistent with the attached Air Force policy.
6. In a RIF situation, when a competing employee(s) within a competitive area has/have rating(s) of record under a rating pattern other than the Air Force rating pattern, all competing employees with appraisals fully successful or higher (Summary Levels 3,4,and 5) will receive 20 points performance credit for that year consistent with the Multiple Rating Pattern provisions described in paragraph 2b of the attached Air Force policy. For example, this could occur but is not limited to situations where an employee has been rated under a Demonstration Project or under another agency's appraisal pattern (e.g. pass/fail). *This provision applies for ratings of record effective after 30 Sep 97.* (NOTE: Performance credit for RIF is based on the competing employee's three most recent ratings of record received during the past 4-year period as stated in 5 CFR 351.504.)

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7. Local union presidents *or their designees* will receive activity written notification of the existence of a multiple rating pattern in a competitive area. This notification will be made when retention registers are established.

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FOR THE UNION

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FOR MANAGEMENT

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14 December 98
DATE

12-14-98
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Atch
Air Force Policy

**AIR FORCE POLICY
FOR NEW RIF AND PERFORMANCE MANAGEMENT REGULATIONS**

As we downsize and centralize operations, it is critically important that we streamline and simplify our policies and procedures so that they are easy to manage, cost effective, and minimize potential grievances. To meet these requirements, the following Air Force policies for the new OPM RIF and Performance Management regulations are established.

1. Modal Rating. Reference 5 CFR 351.504(c)(1) is supplemented as follows. For equity reasons, the modal rating is the summary rating level assigned most frequently among the actual ratings of record that are given within the same competitive area. [Note: OPM defines the actual ratings of record as annual ratings (5 CFR 430.203) and ratings rendered for within-grade increase determinations (IAW 5 CFR 531.404(a)(1))].

2. Additional Retention Service Credit. There are two situations (single rating pattern RIF or multiple rating pattern RIF) for determining additional retention service credit based on performance. Prior to processing the RIF, run a DESIRE to determine which rating pattern will be used for the RIF. (Note: Per 5 CFR 351.504(e)(8), crediting in these situations is applicable to ratings put on record on or after 1 Oct 97.)

a. Single Rating Pattern. Reference 5 CFR 351.504(d) is supplemented as follows: Establish a cut-off date for the acceptance of appraisals prior to running the RIF to preclude rerunning a single pattern RIF when an employee with an appraisal from a different pattern is added to the rolls. By establishing a cut-off date, when an employee with a performance appraisal from a different rating pattern is added to the rolls following the cut-off date, but prior to the effective date of the RIF, the crediting of performance in RIF will follow the additional retention service credit used for a single pattern RIF. For instance, when using the single rating Pattern H to run a RIF, and an employee with a Pattern A performance rating is appointed following the cut-off date, the new employee would receive 12 points for a Level 3 rating. This policy is established for fairness, the efficient operation of the process, and to minimize extra work requirements.

b. Multiple Rating Pattern. Reference 5 CFR 351.504(e) is supplemented as follows: Establish a cut-off date for the acceptance of appraisals prior to running the RIF. In this situation, when the RIF process begins, there is a multiple rating pattern in a competitive area and additional retention service credit will be assigned in accordance with the table below. In a multiple rating pattern situation, rating levels encompass a broad range of performance. In order that employees in different patterns not be disadvantaged and in consideration of the input on desired changes to the current Air Force appraisal system, for equitable reasons, additional retention service credit will be 20 points for Levels 3, 4, and 5.

PATTERN	SUMMARY LEVEL				
	1	2	3	4	5
A	X		X-20 pts		
B	X		X-20 pts		X-20 pts
C	X		X-20 pts	X-20 pts	
D	X	X	X-20 pts		
E	X		X-20 pts	X-20 pts	X-20 pts
F	X	X	X-20 pts		X-20 pts
G	X	X	X-20 pts	X-20 pts	
H	X	X	X-20 pts	X-20 pts	X-20 pts

