

**MEMORANDUM OF AGREEMENT (MOA)**


**MAR 20 2012**

On


Employee Self-Service Updates Through MyBiz  
(Fax Server Shutdown)

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 MOA regarding the above subject as it applies to AFGE bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the parties.
2. This MOA deals with the shutdown of the fax server previously used by Air Force Personnel Center to receive employee requests to update skill coding, education, certification, and training records. When the fax option is eliminated, employees will be required to submit their updates using the internet based MyBiz system. Capability for processing updates through MyBiz has been in use for over two years.
3. Employees will be notified of the change not later than two weeks before the fax capability is terminated. The notification will explain the preferred method for submitting updates using the MyBiz system, how to log onto the system and submit updates, and how to get help via email from Air Force Personnel Services (AFPERS), if needed.
4. Management agrees to provide employees computer access (to include document scanner) and sufficient duty time to submit updates using the MyBiz system. Personal assistance will be provided, upon request, to employees having difficulty using the MyBiz system.
5. All remedies available under the MLA or 5 U.S.C. Chapter 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 MANAGEMENT / Date

  
BRENDA L. THOMAS  
Labor Relations Specialist  
HQ AFMC/A1KL

FOR THE UNION / Date

  
TOM ROBINSON  
Executive Assistant  
AFGE Council 214