

MEMORANDUM OF AGREEMENT (MOA)  
On  
Total Force Awareness Training (TFAT)

*This MOA supercedes the TFAT MOA dated 9 June 2008*

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 subject training as it applies to Bargaining Unit Employees (BUEs) covered by the Master Labor Agreement (MLA) between the parties.
2. Total Force Awareness Training (TFAT) is a computer and internet-based training sequence designed to encompass the Air Force mandated annual training requirements for all employees. The training is offered on the Advanced Distributed Learning Service (ADLS) website and takes approximately 150 minutes to complete. The TFAT program was designed to refine and condense existing ancillary training which formerly took several hours to complete. The current TFAT blocks are:
  - a. Information Protection – includes content relating to operational security, records management, the Privacy Act and Freedom of Information Act.
  - b. Information Assurance Awareness – deals with policies designed to protect sensitive/classified information, avoid identity theft, prevent network intrusions and preserve the integrity of official communications.
  - c. Human Relations – includes content relating to Combating Trafficking in Persons (CTIP) and Suicide Prevention training.
  - d. Force Protection – includes Anti-Terrorism, Level I information
3. Previously, these courses were mandatory for BUEs, except for CTIP training, which was voluntary for employees whose jobs did not require overseas travel. The exemption was documented in the 14 June 2006 MOA on “Awareness of Trafficking in Persons Training” and was based on Union concerns that the existing course was lengthy and focused strictly on overseas abuses. The revised CTIP course is brief and deals with abuses that can occur both overseas and in every local community in America. For this reason, the Union has withdrawn its objection. The 14 June 2006 MOA is hereby rescinded.
4. AFGE Council 214 and AFMC recognize the mutual benefits derived from suicide and violence prevention education and training. The parties agree that the Suicide Prevention training portion of the Human Relations TFAT block will include referral procedures as well as identification of resources and referral agents available on the installation as well as with the community at large. BUE electing to utilize the services of a base medical or mental health referral agent will be cautioned and

acknowledge in writing prior to reporting for an appointment, that a medical record will be initiated by the employer. Management and the Union agree that bargaining unit member employees may request and will be provided with the names of those individuals who report the bargaining unit member employee as an “at risk” employee to Management. There exists a great potential for abuse of the “at risk” designation by any employee seeking to damage the reputation of a co-worker by intentionally and unjustifiably reporting their co-worker to Management as an “at risk” employee. BUEs have the right to file a grievance per the Parties MLA Article 6 when management designates them as an “at risk” employee. The 26 June 2003 MOA on Implementation of AFI 44-154, *Suicide & Violence Prevention Education and Training* is hereby rescinded.

5. TFAT is presented primarily in the form of internet-based slides with voice narration. It is self-paced and course completion credits are received by completing each training block. There are no tests nor is there a requirement to print a certificate or confirm course completion to training officials. The internet-based ADLS system will automatically update the necessary official training records if completed on-line. TFAT training can be presented “off-line” in a classroom setting or via printed material. In such instances management will assure that training records are manually updated. An employee who is not comfortable receiving suicide and violence training in a public setting will be allowed to complete the subject course by reading and endorsing a printed copy of the slides.

6. Recognizing that the ADLS website, like all internet-based systems, can pose difficulties for even the most savvy of internet users, the following provisions will apply for each cycle of ADLS training:

a. ADLS can be accessed on any computer or kiosk, so transportation time should not be an issue for most employees. Employees who do not have access to a computer or kiosk in the vicinity of their workplace will be provided transportation time for up to three separate sessions of TFAT. If blocks of training are taken in separate sessions, management will provide up to one hour, as needed, to complete each block of training. However, the three blocks of TFAT may be accomplished in one session when feasible.

b. Management will provide clear, written, step-by-step instructions on how to reach the ADLS website and activate an account. The instructions will supply answers to questions, such as “who is your training monitor,” and other administrative details to minimize the account creation process time. Management will also provide clear instructions on how to navigate the TFAT training blocks and activate the courseware. Employees will be able to establish and access ADLS accounts on duty time and will be granted up to 30 minutes of duty time to do so. In the event ADLS is experiencing problems or if other technical problems are reported (e.g., the hardware screen resolution isn’t compatible), management will grant additional time.

7. Management will assure sufficient network resources are available for employees, including wage grade employees, to complete training on time. Normally, at least thirty days in advance, the employee will be notified of his/her annual requirement to complete TFAT. Supervisors may deny permission to take the training only at times when it would substantially impair the mission. In instances where group training is suitable, supervisors may provide group training opportunities.

8. No bargaining will be required to affect subsequent changes in the structure of TFAT training blocks. However, bargaining may be required for changes in the content or delivery of TFAT training courses.

9. 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

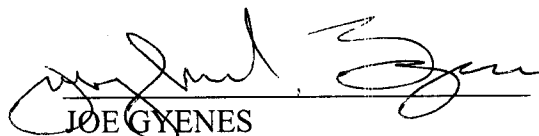


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