

**MEMORANDUM OF UNDERSTANDING
BETWEEN
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES LOCAL 1709
AND
DOVER AIR FORCE BASE**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is hereby entered into by Dover Air Force Base, hereinafter referred to as the "Employer" and the American Federation of Government Employees (AFGE) Local 1709, hereinafter referred to as the "Union."

II. ADMINISTRATION

This MOU is in accordance with Article 4, Section 2, of the Labor Management Agreement (LMA) between the Employer and the Union, dated 28 August 2008.

III. AGREEMENT

This MOU clarifies the implementation of Air Mobility Command Supplement dated 14 June 2016 to AFI 36-2650, *Maintenance Training*, dated 20 May 2014.

Specifically:

1. The Employer will make TBA class available to all shifts as needed.
2. There will be a 120-day grace period from the date this Agreement is approved by DoD before QA inspections on training records.
3. A master training plan will be made available to employees upon request.
4. The Employer agrees to train individuals using appropriate training methods, e.g., OJT (see applicable CFETP for guidance on training requirements). The TBA system will document attainment of proficiency (i.e. cert) for identified tasks.
5. The Employer is responsible for ensuring the appropriate trainer is assigned, training is provided, and proficiency is demonstrated and documented appropriately. The employee has the right to notify the Employer in the event this is not being carried out. The Employer must ensure this is corrected in a timely manner.
6. Once the employee has demonstrated task proficiency to his/her trainer and the employee and trainer agree proficiency has been achieved, the employee will be certified on the task. Certification requires both the employee and the trainer to sign off on competency at the task level within TBA. Once the Employer signs off on the task in TBA, the employee is expected to sign off on a task as soon as possible, but NLT 5 duty days later.
7. When the employee and/or trainer do not agree proficiency has been achieved, the employee and supervisor will discuss available options for gaining proficiency, i.e., additional training, an alternate qualified trainer, etc.
8. Edits in the individual training plan will be made by the Employer with supervisory knowledge.

9. Employees will be required to do work commensurate with the core document/ position description to which they are assigned. This is not intended in any way to interfere with management's right to assign work.
10. Employees will not be required to obtain certifications for tasks outside their assigned core document/position description.
11. Employees will be afforded development opportunities to obtain certifications for work outside their assigned core document/position description.
12. TBA journal entries and records should be limited to training matters.
13. TBA training records are appropriate to use for appraisal purposes when a performance standard contains specific training objectives and when there are performance/discipline concerns.
14. System errors in TBA records will be taken into consideration when irregularities occur and corrective action is being considered.
15. When a civil service employee is a new hire, reassigned, RIF'd, etc. with little or no experience on the assigned airframe, the employee shall be afforded the necessary time and training to ensure task proficiency in TBA, normally not more than 24 months.
16. The Employer may request a waiver for using TBA for those civilian positions that are required to obtain/maintain State/Federal recurring certifications, i.e. NDI positions and welders.
17. Individuals responsible for employee training will be competent in OJT. They will have the skills and qualifications required to certify others. Trainers will attend the Air Force Training Course. Civilian trainers will not be held responsible for individual employee failures that might occur subsequent to certification, unless there is an identified trend of failures.
18. Management agrees to brief the Union on the progress of this program one year after the effective date of this MOU.

This MOU is effective upon DoD Agency Head Approval.

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Jerry Davies
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JERRY DAVIES
President, AFGE Local 1709

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COLETTE MCCULLEY
Civilian Personnel Officer

DATE 1 December 2017

Approved by the Department of Defense
on December 19, 2017.