

## MEMORANDUM OF UNDERSTANDING

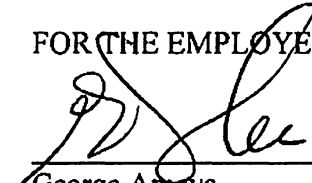
This Memorandum of Understanding (MOU) is between the American Federation of Government Employees, Local 1547, AFL-CIO, (Union) and Luke AFB, AZ (Employer). This MOU implements changes for how bargaining unit employees are to electronically file Office of Workers' Compensation (OWCP) claims forms online. This agreement covers all the appropriated fund employees represented by the Union. The parties agree as follows:

1. This Memorandum of Understanding will remain in effect until superseded by a subsequent agreement by the parties.
2. The employer will have a person in each organization available to provide assistance for the OWCP claims forms system and will be able to file those forms if the employee is injured too badly.
3. The parties agree that filing a claim should be conducted while the employee is in a paid duty status.
4. Bargaining unit employees will be allowed administrative time to meet with Union officials concerning these new Processes. Union officials designated by the Union will be afforded official time for these purposes and any other reason related to this MOU.
5. The Employer understands the importance of every employee being aware of the procedures to use these systems. The Employer will inform bargaining unit employees through various methods, i.e., CPS mass email, squadron commander calls, staff meetings, etc.
6. With the exception of reasons required by law, government-wide regulation, or executive order, bargaining unit employee Social Security numbers will not be required. Social Security numbers will be displaced as \*\*\*\_\*\*\_\*\*\*\*. The parties agree that the use of the Social Security numbers will be in accordance with 10-FSIP-60 Settlement Agreement.
7. The Department of Labor's (DOL) portal to access ECOMP is <https://www.ecomp.dol.gov/#> and the Guide for this process is available at <https://www.ecomp.dol.gov/content/help/FilingFormsAsAnInjuredWorker/index.html> for the union to familiarize themselves with ECOMP. Upon request, employees having difficulties with the computer function necessary for Employee's Compensation Operations and Management Portal (ECOMP), employee may contact his/her first level supervisor and request assistance in filing a claim.
8. A copy of the MOU will be sent to all bargaining unit employee by email with a copy to the Union. A copy of this MOU will also be posted with the hard copy instructions in all locations where notices to bargaining unit employees are customarily posted (i.e. civilian bulletin boards, etc).

ASD  
30 JUN 15

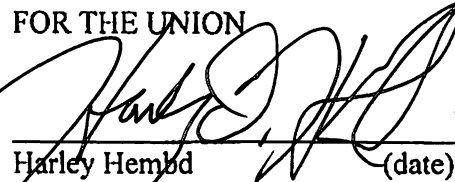
ASD  
19 June 15

FOR THE EMPLOYER

  
George Amaya  
Labor Relations Specialist  
Luke AFB, AZ

19 June 2015  
(date)

FOR THE UNION

  
Harley Hembd  
President  
AFGE AFL-CIO Local 1547

30 June 15  
(date)

Approved by the Department of Defense 20 July 2015