


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 the use of resumes for bargaining unit employees when self nominating for vacant civilian positions at Luke AFB. This MOU supersedes the 17 Dec 01 Memorandum of Understanding for the Staffing of Vacant Positions at Luke AFB; that 17 Dec 01 MOU will remain in effect for only Paragraph 7. This agreement covers all employees represented by the Union. The parties agree as follows:

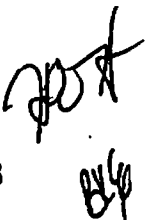
1. This Memorandum of Understanding will remain in effect until superseded by a subsequent agreement by the parties.
2. By this agreement it is understood that all Luke AFB Appropriated Fund bargaining unit employees includes all bargaining unit employees that are represented by the Union, (i.e. Permanent, Temporary, Term, etc.) . It is also understood that position openings/vacancies (Vacancy announcements) includes all Permanent, Temporary and Term bargaining unit job positions. It is further understood that this is to include any and all employees or positions, funded by any means, for job positions covered by the parties collective bargaining agreement.
3. The Employer understands the importance of every employee being aware of the procedures to apply for vacant positions. Prior to implementation, the Employer will send a mass email to all Bargaining Unit Employees (BUE), with a copy to the Union, regarding the new requirement to submit a resume to be considered for a vacancy. The essence of this agreement will be sent to all bargaining unit employees via email, with a copy sent to the Union, this will include information on the process for applying for vacant positions.
4. BU employees will be allowed a reasonable amount of duty time to create and update resumes. BU employees may use the computers at the Airman and Family Readiness Center (A&FRC) to prepare resumes during A&FRC business hours. Additionally, A&FRC personnel are currently available to provide information on navigating the process of submitting a resume, review draft resumes, and make suggestions on format, content, grammar and sentence rewording, when requested.
5. BU employees may contact the civilian personnel section for assistance if they experience problems with self-nominating for vacant positions.
6. The Employer will ensure that BU employees have access to government computers to self-nominate for vacant positions.
7. The mass email notices noted in paragraph 3 will be sent no less than once a month for three months prior to implementation. This information will be posted in all locations where notices to bargaining unit employees are customarily posted. Reminders of the process will be sent out on an annual basis to all bargaining unit employees, via email, with a copy to the Union.

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8. A copy of this MOU (replacing old 17 Dec 01 MOU) will be posted with a statement explaining where AFMAN 36-203 may be found (i.e. Intranet, Internet, etc.), in all locations where notices to bargaining unit employees are customarily posted (i.e. civilian bulletin boards).
9. The Employer will provide training on navigating USAJobs, which includes a tutorial on preparing resumes. Airman & Family Readiness will provide resume writing classes on an as needed basis based on demand.
10. Bargaining Unit Employees will provide all necessary documentation as required on the job announcement. It is agreed that bargaining unit employees will not be required to provide any more information that that required of any other candidates to support resumes; this includes the use of questionnaires.
11. It is understood that there is a 3MB size limit for documents. Employees who experience problems with uploading documents into the different tabs may contact the CPO who will assist bargaining unit employee with uploading or faxing documents as required.
12. The Employer agrees to provide formal training that explains the process used to self-nominate for vacant positions on the USAJobs website. Individual employees who experience problems with accessing the site may contact the civilian personnel staffing section for assistance.
13. The Employer, on a continuous basis, will provide assistance to bargaining unit employees on general computer, internet, Intranet or email usage. Administrative time is appropriate for these purposes.
14. The Employer will provide the Union a one-time training session on using the USAjobs website.
15. Bargaining unit employees will be allowed administrative time to meet with Union officials concerning the new Staffing Process. Union officials designated by the Union will be afforded official time for these purposes and any other reason related to this MOU.
16. Once the Employer has verified in writing to the Union that all Luke AFB bargaining unit employees have been made aware of the new process identified in this agreement, Luke will implement the use of resumes in place of civilian skill codes, career briefs and Promotion Factors from the Form 860 (Luke Form 218). The Employer will provide notice to the Union if there is to be another process used. Changes will be bargained in accordance with the statute.
17. If a bargaining unit employee is denied access and or the ability to self nominate, or to create, modify or update a resume, he or she should immediately contact the Civilian Personnel Office. The Civilian Personnel Office will ensure that the bargaining unit employee is able to nominate for the desired position in a timely manner as to prevent a missed opportunity. If

the intervention of the Civilian Personnel Office is not adequate to provide the bargaining unit employee due access to fair consideration, that bargaining unit employee will be given the Non-Competitive priority consideration (AFMAN 36-203, Table 2.3, Priority Order "K") for any similarly graded position for which proper consideration was missed and for which the bargaining unit employee is qualified.

18. Upon the implementation of the use of resumes to apply for Luke vacancies, skills coding, resume scores, resume rating systems, resume filtering programs, whole person scores, Civilian Promotion Factors - Manner of Performance ratings, appraisal ratings etc, will not be used to determine the qualifications and ranking of any of a candidate. Employee qualifications will be based upon answers to the questionnaire on the USAJOBS announcement and experience as noted on the employee's resume.
 - a. It is understood that resume scores, resume rating systems, resume filtering programs will not be used to determine the qualifications and ranking of any of a candidate.
 - b. It is understood that the questionnaire used will provide an alert if all the questions are not answered. It is also understood that the questionnaires are not used for ranking bargaining unit employees.
19. With the exception of the Delegated Examining Certificates, all candidates' lists (certs) for the staffing of vacant civilian positions at Luke AFB will be in alphabetical order.
20. Upon request, bargaining unit employees who do not have a Luke email account may request one for the purpose of applying for jobs via the USAjobs website. Bargaining unit employees may provide their Air Force and/or home email address to receive information on vacancy announcements.
21. Upon implementation of this agreement, when management elects to fill Luke AFB vacancies using competitive and/or non-competitive hiring procedures, vacancy announcements will be posted on the USAJOBS website, to include a notice to the Union on any or all other media sites management deems appropriate and necessary.
22. Management will notify Luke internal candidates of actual vacancies for direct hire positions during the weekly job announcement email to BU employees. Management will refer Luke internal permanent employees for all direct hire positions prior to referring external candidates from a Direct Hire announcement.
 - a. Direct Hire process may be used for the hard to fill type positions (e.g. Medical and Acquisitions). However, it is understood that bargaining unit employees can apply for these continuous open type announcements. Bargaining unit employees that apply for these positions will receive due process and proper consideration in accordance with this agreement prior to consideration of any external candidates.

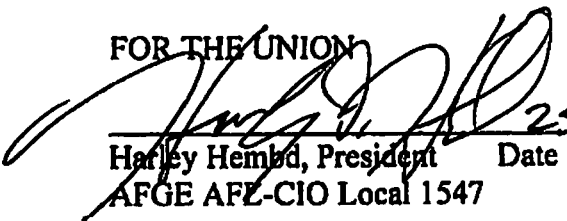
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- b. It is understood that the direct hire process will use resumes in place of career briefs and skill codes. The Employer will provide notice to the Union if there are to be other processes to use the banked resumes. Changes will be bargained in accordance with the statute.
23. It is understood that vacancy announcements will be posted on USAJobs website for a minimum of (10) work days. Delegated Examining Office announcements will be posted for a minimum of (3) calendar days.
24. Delegated Examining Office (aka DEU) announcements, or other vacancy announcements by any other name, will be separate announcements to those announcements that are open for bargaining unit employees. Certificates related to Delegated Examining Office announcements, or any and all other certificates for vacancy announcements by any other name, will not be used until after bargaining unit employee have received consideration and the processes allowed in accordance with this MOU.
- a. It is understood that the DEU certificate is where the recruitment is opened up to all U.S. citizens. This process is only used when the employer has already recruited internally and didn't get any qualified volunteers. It is understood that the employer rarely use this recruitment option.
25. Once a week the CPO will send an email to all bargaining unit employees noting all the civilian vacancies that are being posted on the USAJOBS.com website. A copy will be simultaneously sent to the Union.
26. In the event that the USAJOBS.com system or the Luke Intranet is down for more than 8 hours within the last 24 hours of the announcement closing, or any amount of time within the last 8 hours of the announcement closing, the civilian personnel section (CPO) will assist any employee with a missed opportunity on the following business day to FAX the resume and supporting documents to AFPC. The Civilian Personnel Officer will submit a letter to AFPC and explain the circumstances for this employee's late submissions.
27. The Union will be notified if there is to be a selection committee, board, group, etc to fill any Luke AFB bargaining unit positions. The Union will be allowed a non-participant observer to be present during the in person interviews only.
28. The Alternate Certification procedures will not be used.
29. Veteran's preference will not be used to rank for, or against, internal permanent candidates at any time during the selection process.
30. Pending agreed negotiations in accordance with 23 March 2012 MOU.
31. The employer agrees to make every effort, consistent with law, to fill positions by promoting internal candidates.

32. It is understood that the referred internal candidates have been determined to be fully qualified by AFPC.
- a. The Employer will utilize, to the maximum extent possible, the skill and talents of its bargaining unit employees for promotion opportunities and vacancies before considering candidates from other sources. Absent higher placement priorities mandated by law (example PPP), qualified bargaining unit candidates must be given thorough consideration before the referral of external candidates.
33. External candidates will not be listed on any candidates list with bargaining unit employees. All candidates' lists at Luke AFB will be presented to the selecting official separate and in alphabetical order.
34. If a selecting official requests an expanded list of candidates beyond the internal list, the selecting official will articulate written reasons to justify their request. This information will be provided to the CPO at the time the request is made and provided to the Union on a monthly basis with the gains and losses reports.
35. Bargaining Unit employees who wish to inquire if he/she was referred for a specific position may check the status of their resume via USAJOBS, Application Manager, or inquire directly to the civilian personnel section. Employees will be notified if they were selected or not selected via email and also on the USAjobs Application Manager. Employees may email the selecting official if they wish to inquire as to why they were not selected. The selecting official will respond within 7 calendar days and specify in writing the reasons why the employee was not selected.
36. It is agreed that USAJOBS.com web site will be used for all vacancy announcements for bargaining unit employees. All bargaining unit employee must apply/self-nominate through this system. Internal Luke AFB bargaining unit candidates may apply, self-nominate or submit a resume' for any and all Luke AFB vacancy announcements.
37. The Employer will provide the Union negotiating team with a briefing; explaining the affects the new proposal will have on the bargaining unit. This briefing will outline the process of using resumes instead of career briefs, affects for future RIFs, etc.
38. The Union will be given no less than 30 days advance notice of any and all new agency systems that will be used or changed. The Union will be given a presentation and training on how the new systems work and how they will be used.
39. With the exception of reasons required by law, bargaining unit employees will not be required to use their Social Security account numbers and birthdays for the USAJOBS systems.
40. W/D

41. If one candidate from a cert/appropriate list is interviewed, all certified/qualified Luke AFB bargaining unit employees, who are available for interview, will be interviewed. This will include telephone interviews when necessary. However, when there are more than 15 candidates referred and it is possible to screen the referral list to narrow the number of candidates to be interviewed, the selecting official may do so. Where such determinations are made, the reasons for not interviewing and the method used to evaluate the remaining candidates (i.e., records review, past working knowledge of the employee, etc.) must be documented. The selecting official will maintain all documentation used in the candidate selection process for a period of not less than 6 months.
42. Luke AFB bargaining unit candidates, who are absent in temporary military service, will receive the same consideration as other bargaining unit employees, for selection to any position/vacancy they have self-nominated and are qualified. Non-selection of these bargaining unit employees will not be based solely on their unavailability at the time of interview or selection.
43. When a bargaining unit employee is excluded from a promotion consideration because their security clearance has been revoked or denied and such security clearance is granted or is reinstated prior to the selection and the bargaining unit employee is not considered, the bargaining unit employee will receive priority consideration for any next position in accordance with paragraph 2.23 of AFMAN 36-203.
44. Bargaining unit employees who self nominate for reassignment or a change to lower grade and are qualified for an open/vacant position shall be given consideration prior to referring external candidates. When a bargaining unit employee requests and is placed in a lower graded position, the pay will be set in accordance with AFI 36-802 and AETC Sup. #1.
45. Upon request, bargaining unit employees will be provided information regarding the impact of, and possible alternatives to, accepting a voluntary change to lower grade. Upon selection for a voluntary change to lower grade, the Employer will apprise bargaining unit employees in writing of the specific effects the change to lower grade will have on their employment.
46. The Union, at any time, may submit proposals to lessen the adverse impact upon the bargaining employee for any situation or subject not specifically addressed in this agreement.
47. Changes other than those specifically noted in this agreement require proper notice and concurrence of the Union.

FOR THE UNION


 Harley Hembd, President Date 25 APR 12
 AFGE AFE-CIO Local 1547

FOR THE EMPLOYER


 Bryan Evans Date 25 April 12
 Civilian Personnel Officer