

LABOR-MANAGEMENT FORUM CHARTER

FOR DOVER AFB DELAWARE

AND

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) LOCAL 1709

January 2011

Dover AFB and the American Federation of Government Employees (AFGE) Local 1709 agree that it is in their mutual interest to create and maintain a strong, cooperative relationship between labor and management at all levels. This agreement is grounded in a shared belief that both management and labor must cooperate in a supportive environment to achieve mutually agreed upon results in order for Dover AFB to further strengthen its ability to meet its mission. This charter implements a labor-management forum under Executive Order 13522 to further this cooperative relationship.

Purpose

To build a relationship of mutual trust, respect, and appreciation for each party's roles and responsibilities. To collaboratively investigate, study and discuss interests of management and labor to better accomplish the installation's missions.

Principles of Cooperation

In order to realize the full potential of Dover AFB, the union and management agree to abide by the following principles:

- Recognize that a cooperative relationship promotes increased quality, productivity, performance, effectiveness, quality of work-life, and employee opportunities;
- Share information freely and in a pre-decisional manner, recognizing that informed involvement adds value to the quality of a decision;
- Identify and address mutual interests and shared problems, and craft solutions;
- Serve as a model of collegial decision-making and cooperative behavior in striving for consensus; and
- Address mutual interests of management and labor where both parties strive to involve the other in pre-decisional discussions.

Labor-Management Forum

It is with these principles in mind that management and labor agree to have a Dover AFB Labor-Management Forum at the Installation level. Sub-Labor-Management Forums shall be established by mutual consent along large organizational lines. Generally, sub forums shall be

the following: 436 MXG, 436 MSG, 436 OG, 436 MDG, 512 AW, NAF, and AFMAO. Sub Forums shall follow the same guidelines as addressed in this agreement. The Parties also encourage management and union officials at all levels of Dover AFB to conduct themselves in accordance with the previously addressed Principles of Cooperation.

Scope of Forum

The LMF between Dover AFB and AFGE Local 1709 will implement the principles on which it is founded by:

- Conducting pre-decisional discussions on base-wide issues affecting management, labor and mission achievement;
- Exchanging facts and information about base-wide issues affecting management, labor and mission achievement;
- Serving as a forum for discussions and providing guidance on base-wide issues affecting management, labor and mission achievement;
- Promoting and facilitating labor-management cooperation throughout Dover AFB, including cooperative relationships at all levels; and
- Providing guidance and support to any sub-forum that may be formed at Dover AFB.

Process of the Forum

- The Dover AFB LMF will be comprised of the following members:
 - There will be a LMF made up of generally equal representation from management and AFGE Local 1709.
 - Management representatives on the LMF are the following: 436 AW/CC, 512 AW/CC, 436 MDG/CC, 436 MSG/CC, 436 MXG/CC, 436 OG/CC, AFMAO/CC.
 - Union representatives on the LMF are the following: president, vice president, executive board members.
 - Labor and management can each designate alternates, if necessary.
 - Management will provide a recorder of minutes.
 - The Civilian Personnel Office, Human Resources Office, and legal advisor may be present and serve as advisors to Dover AFB management members.
- LMF will seek consensus. Interest-based problem solving techniques will be used to address and seek resolution to all issues before the Forum. A facilitator may be used as necessary.

LMF related training will periodically be made available to LMF and sub-forum members and alternates. Training is not mandatory prior to participation.

Chairing

Responsibility for chairing meetings shall alternate between the union and management.

Minutes and Reporting

Topics will be recorded as they are discussed. Any procedures or recommendations developing from these meetings will be communicated appropriately. The Civilian Personnel Office will be responsible for drafting the minutes within 10 work days of the LMF meeting. Draft minutes will be reviewed by each party and corrections submitted to the Civilian Personnel Office within 10 work days of initial distribution. Finalized minutes will be co-signed by both parties within 20 work days thereafter and distributed by the Civilian Personnel Office within 2 work days. These written proceedings will not be introduced into any grievance or arbitration hearing. Forum discussions shall not be publicized except for what has been mutually agreed upon.

Meetings and Agenda

Meetings shall be held quarterly and they shall be limited to two hours. Each party will submit a prioritized list of no more than four prospective agenda items to the Civilian Personnel Office NLT 20 working days prior to scheduled meeting. The Civilian Personnel Office will distribute the finalized agenda, which shall include a brief description of each item, NLT 15 working days prior to the meeting. Discussion of agenda topics will be alternated, with the party occupying the chair exercising the right to designate the first topic. Meeting frequency and length may be adjusted if mutually agreed upon by both parties. Topics not on the agenda shall not be introduced but rather shall be placed on the following quarter's agenda. Emergency items may be added to the agenda by mutual consent.

General Guides

- It is recognized that recommendations growing out of these meetings are not binding.
- No grievances shall be discussed and no bargaining shall take place.
- Topics that could lead to grievances may be discussed.
- Either party may initiate a request to the Federal Mediation and Conciliation Service for assistance.
- Each topic shall be discussed fully and a consensus reached before proceeding to another topic unless the topic is tabled by mutual agreement. When necessary, the topic may be handled through other means; for example, the negotiated grievance procedure, negotiations, etc.

Development of Metrics

Management and union representatives will investigate the development of metrics to enable us to evaluate our collaborative working relationship.

Resources

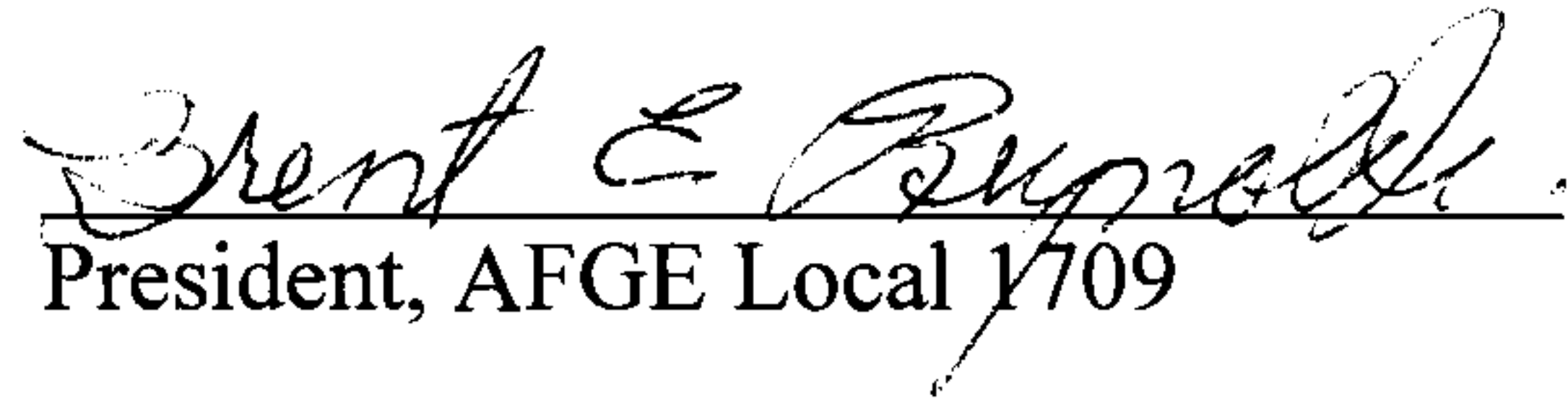
Management will ensure that adequate resources are available to implement the Executive Order. We are committed to continue to utilize necessary resources to promote the efficiency of the government and to fulfill our labor-management responsibilities.

Conclusion

Through the labor-management forums, we will work together to ensure that all parties' concerns are addressed. We remain committed to fostering open and cooperative interactions for the benefit of the mission and our valued employees. This charter represents the agreements made by the Union and Management.



Commander, 436th Airlift Wing



President, AFGE Local 1709

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Date

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