

MEMORANDUM OF AGREEMENT
BETWEEN
DEFENSE LOGISTICS AGENCY (DLA)
AND
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE), COUNCIL
169

DIRECTIVE TYPE MEMORANDUM (DTM) MATERIAL HANDLING EQUIPMENT
(MHE) OPERATOR TRAINING LICENSING AND CERTIFICATION
STANDARD OPERATING PROCEDURE (SOP) FOR MATERIAL HANDLING
EQUIPMENT OPERATIONS, LICENSING AND TRAINING AND DLA POWERED
INDUSTRIAL TRUCK (PIT) PROCEDURES

This document outlines the standard issues related to the implementation of Enterprise-wide policy and procedures related to MHE Operator Training and Licensing and certification and procedures for the operation licensing, procedures for PIT. Local supplementation of these policy documents/procedures is prohibited except as indicated below. The DTM on MHE and the SOP for MHE and PIT will go into effect on January 1, 2014.

DEFINITIONS:

- Material Handling Equipment: Forklifts, handling material and storing materials involve diverse operations such as hoisting tons of steel with a crane; driving a truck loaded with blocks of concrete blocks, carrying bags or materials manually; and stacking pallets of bricks or other materials such as drums, barrels, kegs and stacks of lumber.
- Powered Industrial Truck: Any mobile power controlled truck used to carry, push, pull, pick, stack or tier materials. PIT can either be ridden or controlled by a walking operator. Earth moving and over-the-road haulage trucks are not included in this definition. Equipment that was designed to move earth, but has been modified to accept forks is also not included.

The Parties agree to the following conditions related to operation, training and licensing of either MHE or PIT:

- Employees who either occupy or apply for a position that requires the operation of either MHE or PIT will attend refresher training at least every three years. This training will include hands on evaluation by a qualified trainer.
- Written examinations associated with this refresher training will be administered to assess an employee's knowledge level post instruction. Courses, for which DLA controls the content, will be open book with a passing score of 75%. Employees who score below the required percentage will be required to retake the classroom training and will be retested. Employees who fail test will be allowed a

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reasonable number of opportunities to retake the test. For the purpose of this MOA reasonable is defined as a maximum of 3 retakes.

- Employees will be required to carry the appropriate MHE license or certification (OF 346 or equivalent) if working at a location that is supervised by someone unfamiliar with the employee's MHE certifications. If DLA is a tenant of a host installation, DLA employees will be required to follow the host installation's requirements and regulations.
- Employees who are involved in a near miss or accident involving either MHE or PIT will be required to take refresher training if an accident/near miss investigation validates that the employee involved was responsible for the incident. The employee will be required to attend refresher training and hands-on evaluation testing prior to resuming operation of MHE or operating any new types of MHE or PIT.
- Employees who provide training on this program must be qualified to do so. When bargaining unit employees are used to train other employees the following order of selection will be used:
 - Those qualified employees who have trainer duties in their position description.
 - Those qualified employees who volunteer to perform training duties. If more employees volunteer than are needed, qualified employees will be selected by using their Service Computation Date (SCD).
 - If there are no employees who volunteer to perform training and there are no employees who have trainer duties in their position description available, qualified employees will be forced using inverse SCD.
- Site specific PIT Programs, preoperational checklists and accompanying Occupational Health Protection Procedures will be negotiated, as appropriate, at the local facility between the local AFGE union and the site commander/director.
- Employees who are not current on either their physical examination or training requirement will not be allowed to operate MHE/PIT.

This agreement is effective as of the date that both parties have signed below and continues until either terminated by the parties or superseded by the MLA.



Mr. Brad Bunn, Director
DLA Human Resources

1/8/14
Date



Mr. Frank Rienti, President
AFGE Council 169

1-8-14
Date