

CENTRAL GEORGIA TECHNICAL COLLEGE
MEMORANDUM OF UNDERSTANDING
WITH
THE 638th SUPPLY CHAIN MANAGEMENT GROUP
ROBINS AIR FORCE BASE

AGREEMENT OVERVIEW

This agreement formally recognizes that Central Georgia Technical College (CGTC) and the 638th Supply Chain Management Group at Robins Air Force Base (638th) are committed to the establishment of a partnership for the purpose of enhancing—Robins Supply Chain Management workforce with skilled team members while simultaneously helping adult learners reach their educational and career goals. Building upon the existing relationship between the 638th and CGTC, this partnership will be achieved by connecting CGTC students seeking career opportunities at the 638th with units at the base needing their expertise, specifically in the supply chain and logistics area. The 638th will utilize the Workforce Development Office, 431 SCMS/GUMB, to help facilitate and manage the program. The primary objectives of the partnership are to:

- Ensure effective communication to promote decision making for the partnership;
- Identify the 638th workforce development needs and integrate them into CGTC classroom experiences; and
- Identify CGTC needs and integrate them into the 638th work experiences by
 - Establishing collaborations between faculty and base personnel on research opportunities;
 - Encouraging reciprocity and mutually beneficial collaborations;
 - Providing an avenue for CGTC and the 638th to communicate and execute the terms of the partnership;
 - To provide CGTC students with work experience and training that is an extension of their learning experience on campus; and
 - To provide the 638th Supply Chain Management Group an opportunity to train and employ top quality students after earning their Associates degree at CGTC and the continuation of their studies to earn a Bachelor's degree at an accredited college or university which could lead to conversion to full-time employment upon graduation.

INCREASING COMMUNICATION TO PROMOTE DECISION MAKING

In the interest of facilitating open and on-going communications between program operatives at CGTC and the 638th a Joint Advisory Committee (JAC) shall be organized to convene on a regular basis. The JAC will consist of a minimum of eight persons, four from each partnering institution. CGTC's Division Head of the Department of Business Technology or designee shall serve as the Person of Contact (POC) for CGTC and Chair of the JAC. The 431st Workforce Development Officer shall serve as the POC for the 638th and serve as Co-Chair of the JAC. Two Supply Chain majors and the Director of Career Services will be appointed as ad-hoc members of the JAC. The VP for Academic Affairs or Business and Computer Technologies Dean shall serve as an ex-

officio member of the JAC. The 431st may bring a member of the New Employee Development team to participate.

The Chair and Co-Chair of the JAC shall meet at least one week in advance of the advisory committee to establish the meeting's agenda. Among the duties of the JAC will be providing oversight of the Supply Chain Degree Program ensuring its relevancy to the real-time demands of the workforce. The POC from 638th will also serve as a liaison providing information and assisting in identifying the 638th personnel who can conduct workshops, offer on-site tours, and provide lectures and other curricular enhancing opportunities for CGTC's Supply Chain majors. Additionally, the 638th representatives shall provide current employment and training opportunities at the 638th and other military establishments. CGTC representatives shall identify students who are qualified for the opportunities presented and ensure that the students meet expectations of the profession and equipping them with resumes, dress, and communication skills appropriate to the positions to which they are aspiring.

INTEGRATION INTO THE CLASSROOM

Under the new degree map outlined for Business and Logistics Management majors, students will complete the requirements to earn an associate (AAS) degree from Central Georgia Technical College along with acceptance into a BS program at an institution of higher learning to become eligible to apply for participation in the program. The CGTC department will conduct an audit of Business and Logistics major who reaches this milestone in order to identify any student on track to complete the AAS degree for recommendation to the program, if they so desire. The qualified and interested candidates will then be referred to the Dean for Business and Computer Technologies for their professional preparedness training as their names are submitted to the 638th POC and prior to their acceptance and/or invitation to the base for interview and/or orientation.

A day long tour of the base once a year by a cohort group of business and logistics students in the spring semester of their freshman year will be arranged jointly by CGTC and the 638th POCs. The purpose of the tour shall be to expose the students to the career and internship opportunities offered by the base to potential graduates from business and/or logistic program areas. This tour may be proceed or follow the tour in the fall or spring semester with a guest speaker from the base to address interested students at CGTC to share personal experiences with a career at the base and the numerous unique benefits enjoyed by employees. The purpose of this speaker visit shall be to motivate students to consider a career with the Air Force as civilian employees working in various logistics and supply chain offices.

As part of this partnership, the 431st Workforce Development Office may be called upon to consider CGTC Associate degree graduates who are enrolled in a four-year college or university and has the college classification of Junior before the creation of this MOU for acceptance into the internship program.

CO-OP/INTERNSHIP RESPONSIBILITIES

ROLE OF THE 638th SUPPLY CHAIN MANAGEMENT GROUP

- Designate a staff member to maintain communication with the Career Services Office at Central Georgia Technical College.
- Inform CGTC of work experience opportunities and provide adequate job descriptions promptly.
- Select participants referred by CGTC in accordance with EEO principles.
- Process all personnel actions and keep necessary records related to student employment.
- Provide job-related group discussion opportunities for trainees.

ROLE OF CENTRAL GEORGIA TECHNICAL COLLEGE

- Inform eligible students of internship opportunities with the 638th.
- Refer interested and qualified candidates to the 638th without discrimination, including veterans discharged under honorable conditions.
- Provide the 431st with requested information related to student's field of study academic standing and the number of courses completed by student trainees.
- Monitor academic progress.

ELIGIBILITY

- Prospective Co-op/Internship students must:
 - a) Be at least 18 years old.
 - b) Be a U. S. Citizen or National (permanent resident, in absence of qualified citizen).
 - c) Meet 638th policies for internships and employment.
 - d) Meet security or fitness requirements.
 - e) Be enrolled in a Business or Logistics AAS degree program at CGTC.
 - f) Maintain a 2.0 GPA or higher throughout the program.
 - g) Are in good standing, meet qualification standards of the position.
 - h) Have completed his/her sophomore year.

PAY & BENEFIT INFORMATION

- Students are paid in accordance with established pay schedules.
- If a student's performance falls below established standards, then he/she may be given the opportunity to improve or will be separated from the program.

INTEGRATION INTO ROBINS AIR FORCE BASE

To fulfill requirements of this memorandum of understanding, CGTC agrees to:

- Provide a consistent list of qualified candidates for internships (see "Integration Into the Classroom," above, for full requirements);
- Provide a list of graduates each semester with "Good Academic Standing";
- Provide marketing material for Business and Logistic Programs.

AGREEMENT MAINTENANCE, REVIEW & APPROVAL

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism. Modifications may only be made to this agreement with consent from both parties. This agreement will begin on October 1, 2019 and will be reviewed periodically to assess its functionality and viability. The agreement will be automatically renewed unless one of the parties notifies the other of its desire to withdraw from the agreement. Such notification must be in writing and submitted six months prior to the effective date to coincide with the last day of the academic term under which it falls.

This agreement is entered into with good faith on the part of both institutions so as to mutually benefit both parties and to operate within the policies of CGTC and the Technical College System of Georgia. Approval is granted by the signatures of the President and Vice President of Academic Affairs of CGTC, 638th SCMG Director, and 431st SCMS/GUMB Flight Chief at Robins Air Force Base.

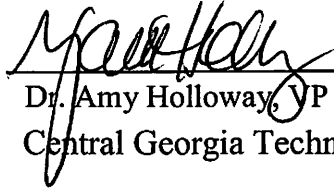
IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the 13 day of Nov. in the year of 2019.



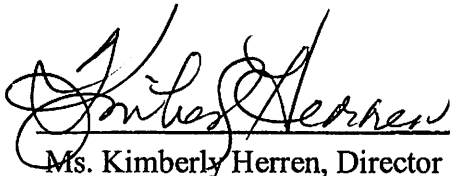
Dr. Ivan Allen, President
Central Georgia Technical College

11-13-19

Date



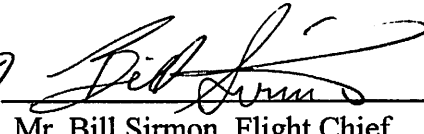
Dr. Amy Holloway, VP Academic Affairs
Central Georgia Technical College



Ms. Kimberly Herren, Director
638th Supply Chain Management Group

11/13/19

Date



Mr. Bill Sirmon, Flight Chief
431st Supply Chain Management Squadron