



## **AIRCRAFT MECHANICS FRATERNAL ASSOCIATION**

National Office: 7853 E. Arapahoe Court, Suite 1100 • Centennial, CO 80112  
Tel: 303.752.AMFA (2632) • Fax: 303.362.7736

### Memorandum

**To:** Secretaries – Local 4, 11, 18, and 32  
**From:** Jay Johnson  
National Secretary/Treasurer  
**Date:** March 15, 2018  
**Re:** Primary AMFA-SWA Outsourcing Liaison Representative Call for Nominations

Enclosed you will find the National Nomination Notice, a timeline, and a sample Local Nomination Notice for the Primary AMFA-Southwest Airlines (SWA) Outsourcing Liaison Representative Election.

The term of office for Primary and Alternate OLR will be staggered; the Primary will be elected in even numbered years and the Alternate will be elected in odd numbered years.

This nomination process and election will be conducted in accordance with AMFA general officer election guidelines found in the AMFA Constitution. Locals will be responsible for taking nominations and submitting them to AMFA National. Each Local may submit multiple nominations for each position and AMFA National will conduct the election.

You must post a Local Nomination Notice informing your members of the procedures to obtain and submit nomination forms. This notice must be posted on AMFA bulletin boards in all work areas (including ancillary stations). The Local must also take the necessary steps to notify members who may be eligible to nominate candidates but may not see this notice posted, such as members on military leave, sick leave, OJI, etc. The nomination notice must remain posted for a minimum of seven days per Article XIX, Section 2 of the AMFA Constitution.

The enclosed National Nomination Notice must also be posted on all Association bulletin boards. An official National Election Notice will be provided once the nomination process is complete. The National Election Notice must be posted on all Association bulletin boards and remain posted until the election is complete.

Nominations must be submitted via email to AMFA National no later than 5PM ET on April 5, 2018. In an effort to help expedite the Willingness to Serve Form process, please include the personal email address for each nominee, if available.

If you have any questions please contact me by phone at 720-744-6632.



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### **Primary AMFA – SWA Outsourcing Liaison Representative Nomination Notice**

AMFA National is calling for nominations from AMFA Locals representing the Southwest Airlines (SWA) membership for the position of Primary AMFA–SWA Outsourcing Liaison Representative. AMFA National will accept nominations from each Local until 5:00PM ET, April 5, 2018.

The term of office for Primary and Alternate OLR will be staggered; the Primary will be elected in even numbered years and the Alternate will be elected in odd numbered years.

The Primary AMFA Outsourcing Liaison Representative will serve the Southwest Airlines AMFA membership as their representative in the Maintenance Planning Department and shall report to the Airline Representatives, or their designee. This is anticipated to be a full-time assignment based at the SWA Maintenance Facility in Dallas, Texas, and the term of service will commence on July 1, 2018, and will expire at 11:59PM ET, June 30, 2020, or upon termination of the program, whichever occurs first.

All active AMFA members in good standing employed by Southwest Airlines under the Aircraft Maintenance Technician's contract are eligible to be nominated for these positions. Nominations must be submitted to your Local in accordance with posted procedures.

The requirements, description, and expectations of the AMFA Outsourcing Liaison Representative position are outlined in the following document titled, "AMFA Outsourcing Liaison Job Requirements."

Jay Johnson  
National Secretary/Treasurer

March 15, 2018

## **AMFA Outsourcing Liaison Job Requirements**

1. Must be an active Member in good standing.
2. Responsible to the Airline Representatives.
3. Will work in Dallas. Will be embedded in the Planning Department. Required to attend all meetings within the Planning Department.
4. Willing to work the entire shift behind a desk and be available by phone after normal working hours.
5. Will receive all foreign and domestic outsourcing event notices from the Company.
6. Must be computer literate – able to use Microsoft Office (Word, Excel Spreadsheets, etc.) and other software.
7. Process (enter into spreadsheet and forward) outsourcing event notices and provide recommendations to the Airline Representatives and Outsourcing Committees. Must be able to disseminate information to all three AMFA Locals.
8. Monitor all add-on and reach-out work to insure compliance with the Collective Bargaining Agreement. Required to have full working knowledge of Article 2.
9. Must track trends and total hours of outsource events on a spreadsheet.
10. Monitor availability within all Southwest Airlines facilities to accommodate drop in work.
11. Track volume of events (by man hours) at each facility performing Southwest Airlines maintenance, including internal Southwest Airlines facilities, to determine a more accurate baseline understanding of the ratio of internal to external work performed, and monitor changing trends.
12. Review each event package prior to the induction date, insuring compliance with established guidelines per the current Collective Bargaining Agreement.
13. Review engineering recommendations for task assignments and man-hour estimates. If there is a suspected inaccuracy, contact the appropriate Union Representative (Airline Representative, Area Representative, Shop Representative, O/S Committee) for clarification.
14. Must review the Planning Department's forecasting models for accuracy and provide recommendations to the Airline Representatives and Outsource Committees of suspect issues.
15. Will monitor Southwest Airlines back shop production and provide recommendations to the Airline Representatives to prevent critical shortages in AOG components.
16. Provide periodical training to the Alternate Liaison to serve in Primary's absence.
17. Must attend bimonthly Outsource meetings.
18. May be required to travel to attend LEC meetings to represent outsourcing issues.
19. Must agree to a "no compete" clause whereby the Outsourcing Liaisons are prohibited from accepting any position with the Company's Maintenance Planning Department for a period of no less than thirty-six (36) months of leaving the AMFA Outsourcing Liaison position.
20. May be required to perform additional tasks as outlined by the Airline Representatives.
21. The Outsourcing Liaisons are subject to recall procedures as outlined in the AMFA Constitution.

**Primary AMFA - SWA OLR Representatives  
Nomination Timeline – 2018**

Date	Activity
March 15	National calls for nominations. (Locals prepare to print and distribute nomination/vote notice.)
March 20	Locals post Nomination Notice Locals will post and mail notice for Local nominations. Minimum 2 weeks before nomination deadline.
April 3	Deadline to submit written nominations to Local (Date to be determined by the Local)
April 5	Locals provide name of Local nominees to National – Each Local may submit multiple nominations

2/28/18

# **Nomination Notice**

## **Primary AMFA-SWA Outsourcing Liaison Representative**

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This nomination process and election will be conducted in accordance with AMFA’s general election procedures for officers. Candidates for this position must be active members in good standing, employed by Southwest Airlines under the Aircraft Maintenance Technician’s contract, and free of all assessments and fines to the National and Local.

Nominations must be submitted in writing to your Local no later than 5:00PM on **[Date]**. Nomination forms may be obtained by contacting **[insert contact, such as Shop Rep, Local Officers]**.

All nominees will be required to verify their candidacy by completing and returning a Willingness to Serve Form, which will be emailed to each nominee by AMFA National following the close of the nomination period.

Information about the voting process, including the ballot package mailing date and the ballot count date, will be announced following the close of the nomination period.

**[Secretary Name]**  
Local [#] Secretary