

MEMORANDUM OF AGREEMENT


The parties agree to the following terms and conditions for the voluntary cross-training program involving Agency Services (A) and Research Services (R) – Washington, DC, and the field offices. This agreement is a pilot that may be expanded to include other organizations within NARA.

1. The voluntary cross-training program has two main goals:
 - (a) providing A and R employees with an opportunity for personal and professional growth, and
 - (b) developing staff members with knowledge and skills in broad range of archival functions so that A and R maintain the ability to respond to the shifting needs of the agency.
2. The voluntary cross-training program will consist of temporary training assignments of individual staff members to perform specific assignments outside their regular units. Each specific cross-training assignment may stand alone and need not be tied to a series of rotational assignments for individual employees or an established training program for an entire class of employees. Assignments may be undertaken by employees both to gain expertise in specific archival tasks and to expand personal knowledge of particular NARA holdings. Cross training opportunities for A and R employees may be, but do not have to be, within an employee's home office (A or R). Employees are encouraged to consider opportunities across organizational boundaries, and officials are encouraged to prepare proposals that will appeal widely.
3. Temporary assignments will normally be for a minimum of 90 calendar days but will not exceed one year. Management may determine that more complex projects will need a longer minimum time frame.
4. Specific cross-training assignments will be proposed with a "call for volunteers." Management will outline proposals for assignments to specific units in order to attract volunteers.
5. Participation in the cross-training program will be strictly voluntary on the part of staff members. All proposals must contain specific information about the assignment and the expected benefits to the unit and the trainee. All responses to calls for volunteers and requests for assignment will be submitted up the lines of authority to A and R. The training coordinator in R will serve as the coordinating official for the program.
6. A and R employees in the Washington, DC area and field offices will be eligible for participation in the voluntary cross-training program, with the exception of staff members who are: (a) performing at less than the fully successful level; (b) on a leave restriction; or, (c) have received disciplinary actions within 6 months.
7. The annual timetable for the cross-training program will be as follows:
 - (a) In January of each year, A and R managers will be asked to submit proposed cross-training assignments for the coming fiscal year. Soon after, A and R will issue a memo describing the various assignments and call for volunteers. Employees will have until April 1 to respond to the call for volunteers or to submit individual requests


for specific assignments. Every response will be evaluated by management on the basis of such factors as the probability of successful completion, the expected benefits to both the agency and the employee, relevancy to the employee's regular duties, and the impact on both the gaining and losing units. In cases where the number of qualified employees volunteering for a cross training assignment exceeds the number of cross training positions that can be accommodated, the factors management uses to evaluate responses will include consideration of employees' seniority and level of experience in the agency. Responses involving volunteers from A requesting assignments in R, and vice versa, will be evaluated jointly by A and R.

(b) In order to advance the interests of both parties, an initial pilot may be conducted following the execution of this agreement using a condensed time period but otherwise following the process outlined in paragraph (a) of this section.

8. In the memo describing the various assignments and calling for volunteers, A and R will identify the specific core competencies (i.e. knowledge, skills and abilities) that a particular cross-training assignment is designed to impart.
9. An employee will receive feedback regarding their performance following completion of their assignment. If the assignment is 90 days or more, the cross training supervisor will provide the employee, and the supervisor of record, written input regarding the employee's performance.
10. This document relates to the pilot program and once the final program is drafted and ready for implementation management and union will revisit and conduct further bargaining, if necessary.
11. Either Party can initiate the reopening of negotiations concerning details of the agreement at any time.




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Executive for Agency Services




WILLIAM MAYER
Executive for Research Services

10/3/14
Date

10/3/14
Date



EMMA LISA HOBBS
Chief, Labor/Employee
Relations and Benefits



ASHBY CROWDER
Executive Vice-President
AFGE Council 260

10/3/14
Date

10/3/2014
Date