
**Memorandum of Understanding
Between the National Air Traffic Controllers Association
And the
Federal Aviation Administration**

This Memorandum of Understanding (MOU) is made and entered into by and between the National Air Traffic Controllers Association ("NATCA" or "Union") and the Federal Aviation Administration ("FAA" or "Agency"), collectively known as the "Parties." This Agreement represents the Parties' complete understanding regarding the Agency's process to place Engineer and Architects Bargaining Unit Employees (BUS 0062) into full time P&E FTE Reimbursable Positions.

Section 1 In the event that it becomes necessary to place an employee into a reimbursable position, the Agency agrees to solicit volunteers from among qualified employees. All qualifications will be posted on the solicitation. The Agency will then assign the most senior volunteer(s). If there are insufficient volunteers, inverse seniority shall apply from among qualified employees.

Section 2 Should an employee who is assigned to a reimbursable position be selected for a position or work assignment outside the reimbursable program, the vacated position shall be filled by the process as outlined in Section 1 of this agreement.

Section 3 The Agency is responsible for providing the employee a written notification when they are placed into a reimbursable position. As a minimum, this notification must:

- a. explain why the administrative action is taking place;
- b. provide the effective date of the administrative action;

Section 4 Employees who are placed into reimbursable positions will not be required to relocate.

Section 5 This Agreement does not constitute a waiver of any right guaranteed by law, rule, regulation or contract on behalf of either party.

Section 6 Should either party want to propose a change to this Agreement, they may contact the other party and upon mutual agreement of the Parties, that change shall be addressed in accordance with the provisions of Article 7 of the Parties Collective Bargaining Agreement.

Section 7 This Agreement shall become effective thirty (30) days from the date this Agreement is signed by the Parties or upon Agency Head Review, whichever occurs first.

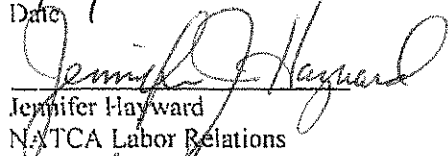
Section 8 This Agreement shall remain in effect during the life of the Parties current Collective Bargaining Agreement (dated August 5, 2007) and shall remain in effect during the Parties' successor Collective Bargaining Agreement.

For the Union:



Michael MacDonald
NATCA Region X RVP

1/18/13
Date



Jennifer Hayward
NATCA Labor Relations

1/18/13
Date

For the Agency:



Vaughn A. Turner
VP, Technical Operations Serv.

1/16/13
Date



Roscoe Ridley
FAA Labor Relations Specialist

1/14/2013
Date

Agency Head Review

Date

Memorandum of Agreement (MOA)

Between Office of Budget, Reimbursable Oversight Division (ABP-420)
And Technical Operations (AJW)

Article I – Purpose

This Memorandum of Agreement (MOA) between the Office of Budget and Programs (ABP-1) and the Air Traffic Organization, Technical Operations Services (AJW) is to define the roles and responsibilities of the parties with respect to the management of designated Facilities and Equipment (F&E), Full Time Employee (FTE) reimbursable personnel.

This agreement pertains to the management of the 35 reimbursable F&E positions whose workload cannot be charged against a single specific reimbursable agreement, but who are fully engaged in multiple reimbursable agreements. Provisions below address those circumstances in which an employee must be removed from this program. Additional employees may be added to this agreement by concurrence from both parties.

Article II – Roles and Responsibilities

AJW will provide management and support in accordance with Reimbursable policy and guidance (e.g., FAA Order 2500.35D, FAA Financial Manual) in managing and supporting the AJW employees identified as full-time reimbursable F&E FTEs. AJW will receive support by various parties (e.g., AMZ-330, Acquisitions (ACQ), Legal (AGC), Service Centers (AJV-E, C & W), and ABP/Budget Office) throughout the reimbursable process. The specific responsibilities within the reimbursable process for each organization identified above are outlined in the FAA Reimbursable Standard Operating Procedure and FAA Financial Manual, Volume 4, Chapter 6.

The specific responsibilities for AJW in support of the reimbursable F&E FTEs include but are not limited to the following activities:

- Ensuring resource availability prior to the execution of the agreement
- Managing Reimbursable Agreement (RA) Funding (commitments, obligations, close-out)
- Managing and reviewing LDR/Cru-X hours
 - Monitoring employee Cru-X charges to ensure correct coding of hours from 12XXFANOPRA to the applicable RA project/s
 - Supervisors or the designees will verify that biweekly Cru-X/CASTLE report match exactly.

Article III – Roles and Responsibilities – ABP-420

The Reimbursable Oversight Division (ABP-420) will provide training on the reimbursable process and timekeeping to the managers as well as the identified reimbursable F&E FTE employees. The training will also include an overview of roles and responsibilities as they relate to reviewing and approving labor charges and the correction of labor charges.

ABP-420 will review and monitor the hours charged by the FTEs to reimbursable and non-reimbursable projects on a monthly basis. ABP-420 will provide this data to AJW and ABP management monthly. This close monitoring will help manage and track the indirect costs incurred.

Article IV – Financial Provisions

A portion of the Miscellaneous Overhead Collection receipts will be set aside to support the reimbursable identified F&E FTE's indirect hours (e.g., training, leave, advance support, etc.). AJW Supervisors are required to reassign a reimbursable employee that is not available to work on an RA due to workers compensation or extended annual or sick leave after three consecutive pay periods to a non-reimbursable (Direct) position. Should this action cause AJW to exceed the Activity 5 available position limit, AJW will attrite down to within their personnel authorized staffing number as soon as possible.

Article V – Special Financial Provision

ABP-420 acquires funds through the collection of indirect costs from designated agreements each fiscal year. Once ABP-520 records such funds, the funding will be transferred to the applicable account to cover the indirect costs outlined above.

In the event ABP-420 is unable to collect sufficient funding to support the overhead costs of these employees, the ATO will provide required funding.

Article VI – Term of the Agreement

This agreement shall be effective on the date of the last signature and shall remain in force until September 30, 2013. Both parties shall review the agreement 60 days prior to the end of the period of performance and determine if any revision is necessary before the agreement is renewed.

With a 60-day advance notice, either party can cancel this agreement. Should this agreement be terminated by either party, or allowed to lapse, AJW is required to immediately reassign the affected employees to a different common accounting number (CAN).

Article VII – Authority


ABP-420 and AJW agree to the provisions outlined in this agreement as indicated by the signatures of their duly authorized representatives. This MOA will be the primary reference document when dealing with the identified Reimbursable F&E FTEs.

FEDERAL AVIATION ADMINISTRATION
DEPARTMENT OF TRANSPORTATION


The following parties agree to execute this Memorandum of Agreement:

X 


Vaughn A. Turner, AJW-0
Vice President, Technical Operations Services, Air Traffic Organization
11/6/12
Date

X 

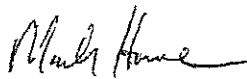
Tim Hall, AJG-R3
Manager Fiscal Prioritization and Analysis, Air Traffic Organization
11/8/12
Date

X 

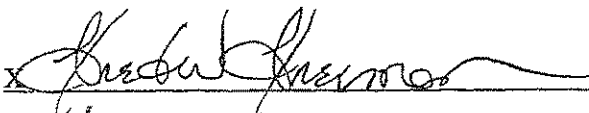
Rob Tucker, APB-360
Director, Capital Expenditures Program
11/6/12
Date

X 

Carl Burrus, APB-001
Director, Office of Budget and Programs
11/9/12
Date

X 

Mark House, ABA-001
Deputy Assistant Administrator for Financial Services/CFO
12/21/12
Date

X 

Senior Resource Manager AFN and Comptroller ~~AJF-IT~~ ABP500
11/8/2012
Date