

**MEMORANDUM OF UNDERSTANDING FOR CAREER PROGRESSION
FOR DRUG ABATEMENT INSPECTORS**

This agreement is made and entered into by the National Air Traffic Controllers Association, hereinafter referred to as (“NATCA” or “Union”), and the Federal Aviation Administration Drug Abatement Division, hereinafter referred to as (“FAA” or “Agency”), and collectively known as “the Parties.” This Agreement represents the complete understanding between the Parties at the National level concerning implementation of the Career Progression Promotion Criteria Guidelines.

Section 1. The application of the Career Progression Promotion Criteria Guidelines will be consistent in all three Drug Abatement Centers i.e. (Eastern, Central, and Western).

Section 2. Evaluations for promotion will be based on the performance plan and the Career Progression Promotion Criteria Guidelines. Such evaluations shall be conducted in a fair, objective, and equitable manner.

Section 3. When an inspection is cancelled through no fault of an employee, the Agency and the Union may agree to schedule that type of inspection outside the bid cycle, for that employee in order to prevent a delay in the employee’s promotion.

Section 4. If the employee submits their inspection report or other correspondence within the established time frames, the report will be deemed submitted timely. The Parties agree that a team member’s response/review is merely a concurrence with the inspection findings.

Section 5. Extensions to timelines shall be administered in a reasonable, fair, and equitable manner.

Section 6. Within thirty (30) days of the signing of this agreement, the Agency will provide detailed samples for reference of the following types of correspondence to the three (3) Drug Abatement Centers: Report of Inspection, Action Letter, Letter of Correction, Warning Notice, NOCA, Legal Enforcement Action, and No Action letter. A Deviation request may be written using the ARC or any other written format and submitted via email to the TC/Center Manager (CM) for review and approval. When the inspector and TC/CM are in disagreement on actions, the Deviation request will be elevated to the Division Manager.

Section 7. Employees will be allowed duty time to review/discuss policies, procedures, evidence checklist, and guidance. The Agency will maintain all established written policies, procedures, and guidance that inspectors are required to know in an electronic file accessible to all inspectors. The link to the electronic file is <https://avssp.faa.gov/avs/aam/HQ/AAM800/SitePages/Home.aspx>. If this link changes, the union representative and the employees will be notified of the new link.

Section 8. OJT supervised leads documented in CETs will count towards the required number of leads for promotion. While employees on OJT should normally be accompanied by either a TC

or a manager, if neither is available, the OJT employee may be accompanied by an I-Band inspector.

Section 9. An FV-1801 G/H-Band employee should not be hindered for promotion due to a lack of specific type of companies on the bidding schedule. If the G/H-Band employee is unable to bid to a specific type of company over the course of several quarterly bid cycles, he/she may elect to request special authorization to be placed on an existing team conducting that type of inspection, before the bidding starts. The G/H-Band employee will be listed on the schedule for that week as having this special authority. AAM-810 may also create a team with the G/H-Band inspector and a Team Coordinator/CM to prevent adjustment(s) to bidding. This team will also be added to the bidding schedule before bidding starts. If this section is used by the same inspector more than once in a quarter, the union must be consulted for mutual agreement.

Section 10. The performance plan and Performance Standards associated with promotion criteria will be cost effective, efficient, measurable, quantifiable, and realistic in the sense of what can be achieved. Promotions will be based on the employee's performance of their critical duties, not based on personal bias.

Section 11. If the employee has completed the promotion criteria, a request may be submitted to the Center manager, at most quarterly, by the employee or the union to provide a written justification as to the specific reasons the employee has not been promoted. The written justification will be provided within 7 business days. If an employee is not recommended for promotion, the employee will be reevaluated within 90 days after receipt of the justification for non-promotion. This evaluation will be conducted by a management official or Team Coordinator from a different region. The employee shall be allowed to submit a self-assessment of their work activity using actual work accomplished that demonstrates the goals established in the promotion guidelines have been achieved.

Section 12. The Parties have agreed that a major 121 air carrier is a Part 121 certificate holder with more than 200 safety sensitive employees.

Section 13. This agreement will not go into effect until the next bidding cycle after signing this agreement.

Section 14. This MOU shall remain in full force and effect for the duration of the Parties' CBA unless modified by mutual agreement of the Parties.

For the FAA:

CAROL E
MCCRAREY

Digitally signed by CAROL E
MCCRAREY
Date: 2018.07.18 09:38:11 -04'00'

Carol McCrarey
AHL-300

Date

For NATCA:

STACIE D
WOOTEN

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Stacie Wooten
NATCA National Representative, Drug Abatement

Date

**RAFAEL
H RAMOS**

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RAFAEL H RAMOS
Date: 2018.07.18
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Rafael Ramos Date
AAM-800 Division Manager

**PATRICK R
MASSIE**

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Patrick Massie Date
NATCA ESW Local President

**VIRGINIA
JOSEFA LOZADA**

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Virginia Palma Date
AAM-860

CAREER PROGRESSION MOU

NATCA

Agency Head Review

 7-19-18

Laura Glading

Date

AHL-001

Director Labor and
Employee Relations