

**MEMORANDUM OF AGREEMENT
BETWEEN GODDARD SPACE FLIGHT CENTER
&
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
LOCAL 1923**

1. This Memorandum of Agreement (MOA) is entered into, by and between, Goddard Space Flight Center (GSFC) (“Employer” or “Agency”) and the American Federation of Government Employees (AFGE), Local 1923 (“Union”), also referred to as the parties.

2. The purpose of this MOA is to identify the negotiated agreed to issues, by the parties, pertaining to the Final Non Competitive Promotion Process (NCPD).

3. The parties agree to the following:

- a. First bullet under “What is unchanged?” in the GSFC Fact Sheet for Non-Competitive Promotions be revised to read “Continues the goal of a fair and equitable process for all employees.
- b. The following relevant materials will be available to employees in one centralized location:
 - a. All employee training plans developed by the NCPD Team;
 - b. All communications plans developed by the NCPD Team;
 - c. The NCPD Handbook;
 - d. The NCPD position review request form and related documentation;
 - e. The NCPD Q&A;
 - f. The NCPD Process;
 - g. The NCPD Glossary;
 - h. The NCPD Fact Sheet;
 - i. Office of Personnel Management (OPM) classification standards for each position;
 - j. OPM job grading standards for each position;
 - k. The Federal classification appeals process; and
 - l. Other related materials developed by the NCPD Team or management in support of this initiative.
- c. Upon completion of the fact-finding process used to determine whether an accretion-of-duties promotion is warranted, management will provide the evaluation report, prepared by OHCM and in coordination with management, to the employee. In the event an accretion-of-duties promotion is not justified, management and the employee will meet to discuss the report and specify in writing, and for each Evaluation Factor, the necessary duties, experiences, responsibilities and other criteria that would result in a greater Factor Level and/or a higher Points Assigned that would in turn result in the accretion-of-duties promotion.
- d. Upon completion of the fact-finding process use to determine whether an “impact on the job” (impact) promotion is warranted, management will provide the evaluation report, prepared by OHCM and in coordination with management to the employee. In the event an impact promotion is not justified, management and the employee will meet to discuss the report and specify in writing, the necessary duties, experiences, responsibilities and other criteria in an impact promotion.
- e. Web-based training will be made available to educate employees on the NCPD via SATERN. Management will provide initial classroom training to AFGE BU employees that will include an overview of position management, and

define accretion of duties and impact of the person promotions. The training will include the links to position classification standards and related guidance as described in the Q&A document, "What are the promotion criteria."

Additionally, position classification examples for AFGE BUE scientists, engineers, technicians, and clericals will be available. The examples will serve as a general reference tool for employees when preparing their Position Review Request, and do not solely determine the difference between grade levels.

At this time employee NCPP training has not been finalized and AFGE is invited to participate in developing the final Web-based training to educate employees on the NCPP. In this Web-based training position classification and position management will be included. The training will include the information that the NASA HR University has on classification and position management. In addition, employees can utilize the services of OHCM by contacting an OHCM classification specialist to answer any questions concerning the development of the employee's NCPP request.

- f. The completion of steps 2 through 5 of the NCPP shall not exceed 180 calendar days except if a Center initiative such as a hiring blitz or major Center reorganization results in the processing of a NCPP request being delayed. If such delay occurs, management will provide a written explanation for the delay, and a schedule of completion for the NCPP request. The employee can seek the assistance of the NCPP Ombudsperson to resolve any delays within the process.

Additionally, the NCPP team is developing an electronic tracking system that will track all Position Review Requests, from submission to completion. Employees will be notified through each step of the process via e-mail.

On an as needed basis, upon request of either party, management and AFGE will review the metrics related to NCPP steps 2 through 5 to determine the relationship to a 180 day completion and address any delays.

- g. Management will a) post a legible copy of this MOA on the OHCM website under GSFC-AFGE Collective Bargaining Agreement, currently found at http://ohcm.gsfc.nasa.gov/Labor_Relations/AFGE/afgccontents.htm, and b) notify employees of this agreement accordingly, within seven (7) working days of the agreement's effective date.

4. The parties agree to this MOA as written above.

FOR AGENCY:

FOR AFGE LOCAL 1923:


for Linda Ledman
Labor Relations Officer (Acting)
GSFC
DATE 9/18/12


Ben Robbins
Vice President
AFGE, Local 1923
DATE 9-20-12