

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN THE GODDARD SPACE FLIGHT CENTER
AND
GODDARD ENGINEERS, SCIENTISTS, AND TECHNICIANS ASSOCIATION
(GESTA) IFPTE Local 29

This Memorandum of Agreement (MOA) is entered into, by and between, Goddard Space Flight Center (“Management”) and the Goddard Engineers, Scientists and Technicians Association, Local 29, IFPTE, AFL-CIO/CLC, (“GESTA” or “Union”) also referred to as the parties. The purpose of this MOA is to document the Interim Non-Competitive Promotion Process (INCPP) as understood and agreed to by the parties.

A. Agreements regarding INCPP are as follows:

1. Any document(s) provided by employees to substantiate their promotions in their promotion packages shall not be removed by any supervisor or anyone without prior written agreement by the employee, so as not to lessen their probability of getting promoted in this process by a higher level manager or reviewing official.
2. If the employee is not promoted, the employee will be provided with the reasons, in writing, for the denial.
3. Management agrees to provide GESTA with promotion data to include Race, Gender, Directorate, series, and Level of pay at the end of each six month period from the signing of this Agreement or at the conclusion of this Agreement if it is ended in less than six months.
4. Employees shall be informed that they are entitled to GESTA representation during this process.
5. When an employee who has been promoted through the INCPP as an impact promotion leaves their position and the position will be back filled, the position will revert back to the original GS level prior to the Non-competitive promotion. If the work is enduring work and the position remains, it will be advertised and competed.
6. Employees shall not be retaliated against for any reason for requesting a position review for a non-competitive promotion or for invoking the “Reconsideration” or “Appeal” processes.
7. Employees shall have the right to appeal internally or to OPM without retaliation by anyone for any reason. An employee may file an appeal with OPM in accordance with Title 5, Code of Federal Regulations, Part 511, Subpart F (for GS-employees) and Part

532, Subpart G (for prevailing wage employees); and guidance in the GESTA CBA, Article 23, Section 23.05.

8. Estimated times of the INCPP processes will be included in the Flow Chart, which is attached.
9. An OHCM desk audit is required to gather information on which to make an informed classification decision.
10. The previously used accretion or impact promotion criteria are replaced by position classification standards, which are publicly available and can be found at <http://www.opm.gov/fedclass/>.
11. The INCPP will be conducted in a fair and equitable manner for all bargaining unit employees without discrimination or personal bias.

B. The following “Reconsideration Under Interim Non-Competitive Promotion Process (INCPP)” document will be posted on the INCPP web page:

RECONSIDERATION UNDER INCPP

1. The Interim Non-Competitive Promotion Process provides a variety of options for reconsideration of denied position review requests. The reconsideration process helps ensure the employee is given fair and due consideration of any request for a review of their position. However, it is important to recognize that *the reconsideration process does not guarantee a promotion*. It is simply a mechanism whereby an employee is afforded the opportunity to present his/her rationale as to why an INCPP request should be pursued.

It is best if the employee follows the normal supervisory chain of command; however, there is no requirement to do so. An employee may bypass a given supervisory level and go directly to the next higher supervisory level for reconsideration, or to the INCPP Ombudsperson, or directly to OHCM (Code 113) where they may request a desk audit.

Additionally, if at any time in the INCPP process an employee’s position review request is denied, the employee can invoke the Alternative Process described in item 4.

2. The reconsideration process following the supervisor hierarchy is as follows:

- If a supervisor denies an employee’s request for a position review under INCPP, that supervisor will meet with the employee and provide a written explanation for the denial to the employee within 10 working days of the denial. If a meeting with employee and supervisor does not occur the supervisor will provide a written explanation to the employee within 10 working days of the denial. If the employee is dissatisfied with that result, or does not meet with his/her supervisor within the 10 working days, he/she can:

- a. Seek reconsideration from the next higher level management official within 15 working days of receiving a denial notification. If the employee is currently at the Branch/Office level the next level of reconsideration would be the Division level (for GS-14 and GS-15 promotions); if the employee is currently at the Division level, the next level would be Directorate (for GS-15 promotions). If the request is further denied, that manager must provide a written explanation for the denial to the employee within 10 working days of the denial.
- b. If the employee is dissatisfied with the reconsideration decision in step a above, the employee may proceed to the next higher level management official (if one exists). If the position review request is denied, the manager must provide a written explanation for the denial to the employee within 10 working days of denial.
- c. If the employee is dissatisfied with the reconsideration decision of management, in step a and/or b above, the employee may seek assistance of the INCPP Ombudsperson.

[NOTE: Employee may choose to bypass the next level of management or could go straight to the INCPP Ombudsperson for assistance. In doing so, the employee will lose the opportunity to have the next and higher levels of management consider the request.]

- d. If the employee exhausts all levels of reconsideration and is still dissatisfied, the employee may request OHCM (Code 113) to review the position through a formal desk audit. OHCM will begin conducting the audit within 10 working days of receiving the employee's written request and the completed Request for Position Review. If the OHCM audit does not result in an increased grade, then a written evaluation statement will be provided to the employee at the time the audit is completed.

[NOTE: *Any employee may request a desk audit from OHCM at any time*]

Employees shall not be retaliated against for any reason for requesting a position review for a non-competitive promotion or for invoking the "Reconsideration" process.

If a bargaining unit employee's Request for Position Review is denied they are entitled to union representation (e.g. GESTA for BUEs).

3. INCPP OMBUDSPERSON:

The INCPP Ombudsperson will serve as an informal, confidential, and neutral channel to facilitate resolution of issues related to the INCPP process by mediating, investigating and/or facilitating the process to ensure a position review request is being appropriately considered. All information will be kept confidential unless the requestor gives permission to engage others. The INCPP Ombudsperson will not serve as a representative or advocate for the requestor; however, the INCPP Ombudsperson will advocate for fair and equitable INCPP administration

and that the employee receives due process outlined in processes a through d above. This will occur through obtaining an understanding of an issue from all perspectives, identifying and clarifying problems to facilitate resolution, and assisting in obtaining information or conducting independent interviews to ensure unbiased perspectives.

The INCPP Ombudsperson will not replace the official position classification appeals process and will not have classification authority (i.e., the INCPP Ombudsperson will not determine whether an employee should or should not be promoted).

The Deputy Director for Science and Technology (DDS&T) will serve as the primary Ombudsperson for INCPP. The Deputy Center Director will serve as the INCPP Ombudsman in the absence of the DDS&T.

4. The Alternative Reconsideration Process is as follows:

- The employee contacts the INCPP Ombudsperson requesting reconsideration of a denied position review request for a non-competitive promotion by line management.
- The INCPP Ombudsperson will chair and convene a board of 3 or 5 members (including the Ombudsperson) for review of the appeal. In addition to the chairperson the board makeup will be comprised of:
 - At least one technical person, but no more than two from outside the employee's branch and inside the division.
 - At least one technical person, but no more than two from outside of the employee's division and inside the directorate.

Note: A GESTA representative may be present as a non-consensus member during board meetings for BUE position reviews. GESTA will be provided with at least two business days advance notice of the board's meeting date and time.

- As needed, the INCPP Ombudsperson may also engage other non-consensus Civil Servant consultants to support the panel who have additional experience and technical expertise necessary to help the Board understand the duties and complexities related to the position under review.
- The INCPP Ombudsperson may also request a desk audit from OHCM for informational purposes in the case of reconsideration appeals.
- The INCPP Ombudsperson and board shall reach a consensus decision. If the board's decision is that the package continues through the reconsideration process, the board will forward their decision to the denying official in writing and the employee's package shall move forward to the next step in the process. If the Board's decision is to sustain the promotion denial, then the employee will be provided with a written explanation of the Board's decision within 15 work days of that decision. If additional time is needed, management can request an extension from GESTA.

C. The following “Internal Classification Appeal” document will be posted on the INCPP web page:

INTERNAL CLASSIFICATION APPEAL PROCESS UNDER Interim Non-Competitive Promotion Process (INCPP)

An Internal Classification Appeal is the GSFC process an employee may use to review a grade level decision made by OHCM prior to appealing outside of the Center. If an employee receives an unfavorable classification decision from OHCM (i.e., denial of a non-competitive promotion), she/he can appeal based on the following process within 30 calendar days:

- The employee contacts the INCPP Ombudsperson requesting an appeal of the classification decision by OHCM.

The INCPP Ombudsperson will chair and convene a board of 3 or 5 members (including the Ombudsperson) for review of the appeal. In addition to the chairperson the other board members will be comprised of the following:

- At least one technical person, but no more than two from outside the employee’s branch and inside the division.
- At least one technical person, but no more than two from outside of the employee’s division and inside the directorate.

Note: A GESTA representative may be present as non-consensus member during board meetings for BUE classification appeals. GESTA will be provided with at least two business days advance notice of the board’s meeting date and time.

- As needed, the INCPP Ombudsperson may also engage other non-consensus Civil Servant consultants to support the panel who have additional experience and technical expertise necessary to help the Board understand the duties and complexities related to the position under review.
- The INCPP Ombudsperson and Board members shall reach a consensus decision. The board will either sustain the HR specialist’s decision or decide to request the HR Director to conduct a second review of the classification. As part of the second desk audit, the employee will be provided the opportunity to submit any additional supporting or clarifying information for the second classification review.
- A second Classification review will be conducted by another Human Resources (HR) specialist with classification authority who was not involved with the first classification review. The findings of the second classification review will be final.
- A written explanation of the Board’s decision and/or the result of the second review will be provided to the employee within 15 work days of that decision. If additional time is needed, management can request an extension from GESTA.

Bargaining unit employees are entitled to GESTA representation during the appeals process.

Should the employee be dissatisfied with the outcome of this process, they may request the following formal appeals process:

CLASSIFICATION APPEALS FOR FEDERAL EMPLOYEES

A classification appeal is the formal process to be used to dispute the final grade level decision made by OHCM. Any employee may file a classification appeal. Employees are encouraged, but not required, to file all appeals through each lower level in order to ensure the maximum opportunity for independent review and corrective action, if warranted. The various levels of appeal are to: the Center HR Director, NASA Headquarters (HQ), or the Office of Personnel Management (OPM).

For GS employees:

A GS employee may appeal the classification of their position at any time. GS employees may select any or all of the following options which must be pursued separately and in the sequence indicated, i.e., if you appeal directly to OPM you cannot then go back to the agency.

The following options are available:

1. File an appeal with the Center Human Resources Director; or the Director, Workforce Management and Development Division, NASA HQ. A classification may be appealed to the Director, Workforce Management and Development Division, NASA HQ, or to the appropriate OPM Oversight Office, or both sequentially. Also, a classification decision made by the Director, Workforce Management and Development Division, NASA HQ, may be appealed to the appropriate OPM Office. For further information review NPR 3511.1 at:

<http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=3511&s=1>

The Agency offices have the option of forwarding the appeal to OPM without issuing a final decision. In this case the appeal must be forwarded to OPM within 30-calendar days of receipt and the employee must be notified in writing of this intention and his or her concurrence obtained. If the employee does not concur, the appeal will be cancelled (if an employee is unavailable to respond within the 30 day limit, additional time will be given in order to obtain a response).

2. File an appeal to OPM *through* the Director, Workforce Management and Development Division, NASA HQ. The Agency has to act on the appeal within 60-calendar days from the date of initial receipt, or forward to OPM.
3. File an appeal directly to OPM. OPM is the final authority for all classification appeals. Appeals to OPM must be in writing and directed to the appropriate OPM Oversight Office. There are no time limits on when you can submit an appeal. For further information go to <http://www.opm.gov/classapp/index.asp>

NOTE: If an OPM appeal decision results in a finding that the employee's position should be upgraded; the employee will be promoted based on the OPM recommendation.

Employees' shall not be retaliated against for any reason for applying for a non-competitive promotion or invoking the any of the "Appeals" processes.

Information required when filling a classification appeal within the Agency:

The appeal must be in writing and signed by the employee. The letter must include the following items:

- 1) Employees name, mailing address and office telephone number.
- 2) Position description number, title, pay plan, series and grade of the position and copy of the position description.
- 3) The name and location of the organizational unit of the position.
- 4) The title, pay plan, series, and grade of the classification being sought.
- 5) Factual presentation of the reasons why the employee believes the position is not properly classified.
- 6) If applicable, the name, address and telephone number of the employees representative (e.g., union representative, attorney, etc.) if one has been designated.

D. The following INCPP Q&A document will be posted on the INCPP web page:

Interim Non-Competitive Promotion Process (INCPP) Q&A's

What is INCPP?

The INCPP is the means that will be used for all employees, regardless of grade or occupation, when being considered for a non-competitive promotion above the established full performance level (FPL) for their position. This process replaces the Accretion Promotion Process (APP), which previously covered only scientists and engineers (S&E), and supplements current guidance found in Goddard Procedural Requirement (GPR) 3511.1, Promotion Processes at the Goddard Space Flight Center (GSFC). There was previously no formal process, outside of guidance in the GPR, for non S&E employees to request a review of their position for possible promotion above their established full performance level.

What is a full performance level?

Full performance level (FPL) is the highest grade level established for a particular position, sometimes called the target level of a career ladder. The FPL is determined when the position is originally established and is documented on the position description cover sheet.

Why was the name changed from Accretion Promotion Process (APP)?

The previous name was being used interchangeably to cover two distinct types of non-competitive promotions; 1) accretion of duties, and 2) impact of the person. The name change was necessary to correctly define the overall process and to distinguish it from the prior APP.

What is an accretion of duties promotion?

An accretion of duties promotion is a personnel action in which an employee is non-competitively promoted above the position's established FPL based on the assignment of additional duties and responsibilities, job growth or evolution of duties that result in reclassification of the employee's position to a higher grade. In this situation, the duties would be assumed over a period of time, the original major duties continue to be performed, and the higher-level duties could only logically be assigned to that position and were not assigned with the intent to promote a particular employee. The employee must have been performing the higher level duties for at least 120 work days and the intention is that the higher level work will continue to be performed.

What is an impact of the person promotion?

An impact promotion is a personnel action in which an employee is non-competitively promoted above the position's established FPL that results when the unique capabilities, stature, and/or contributions of the employee have a direct and major impact on the nature and scope of work performed and support classification at a higher grade level. Typically, it would take several years for the impact of the person to materialize.

Who can get a non-competitive promotion?

In theory, any employee who is at the FPL of his or her position for at least one year may be considered for a non-competitive promotion, however, most employees will not be promoted in this manner. There are several reasons for this: for some employees, the level of the work they perform does not support classification at a higher grade either by accretion of duties or impact, there is only so much high level work that is assigned to an organization, or the very nature of the work assigned does not change. The quantity of work, temporary higher-level work, and/or quality of performance are not considerations for non-competitive promotions. The quality of performance is reflected in an employee's annual performance appraisal.

No employee should assume that he or she will be promoted above his/her FPL; because there is no inherent right or guarantee of a promotion.

In the event a non-competitive promotion is appropriate to pursue, what is the process and is there a format that is used to document the request?

The supervisor or the employee may initiate the request for non-competitive promotion, which will include development of a new position description. It should be a combined effort of both supervisor and employee to prepare the supporting documentation required and to provide input necessary for evaluating the position.

The Center's *Position Review Request for Non-Competitive Promotion* must be completed for any employee, at their FPL, who is being considered for a promotion under INCPP. The forms and information can be found on the OHCM webpage at <http://ohcm/Promotion/home.htm>.

A complete package, which includes a position description signed by the supervisor, the *Position Review Request for Non-Competitive Promotion*, and any supporting documentation, will be forwarded through the management chain for review and concurrence. The package will then be sent to OHCM, Talent & Acquisition Office (Code 113) where a Human Resources (HR) Specialist will review the materials submitted, conduct a position audit, analyze the findings, complete the classification of the position, and prepare an evaluation statement documenting the position review and final decision.

Can a supervisor or lead get a promotion under INCPP?

Yes, however, just as with non-supervisory employees, the promotion must be based on increased complexity/impact of the technical aspects of the work, not any supervisory or lead function. This type of promotion would be a rare occurrence.

In the same manner, a non-supervisory employee would not be able to receive a promotion under INCPP based on assignment of supervisory or lead responsibilities. Such personnel actions would have to be achieved through competitive processes (e.g., vacancy announcement).

How do I, as a supervisor, know if a promotion under INCPP is right for my employee?

If the duties and responsibilities assigned, or the impact of the person in the job, has substantively changed the work being performed to a higher level than what is described in the current position description, then a promotion under INCPP may be considered. Supervisors should partner with OHCM HR Specialists to assist in this decision.

Supervisors and employees should engage in regular career development discussions (at least once a year) aimed at identifying training, education and other developmental opportunities to aid employees in enhancing their knowledge, skills and competencies, which in turn better position them to compete for higher level positions as they become available inside or outside of the organization. Further information on career development can be found at <http://ohcm/career/home.htm>

Additionally, if new work comes to the organization the supervisor must consider whether that work can be assigned to current employees within their present grade/FPL, or if a new position should be established and advertised competitively via a vacancy announcement. This process is part of position management supervisors are responsible for. Supervisors should consult with OHCM to determine the most appropriate action to take.

What should an employee do if he/she thinks they are performing duties that exceed those in their current position description and the supervisor has not initiated a promotion request?

The employee should initiate a discussion with the supervisor. If dissatisfied with the result, an internal INCPP reconsideration process is available.

What is the internal reconsideration process?

The internal reconsideration process is a multi-level process that allows the employee to pursue review by the next higher level in the management chain (i.e., Division, Directorate) or by an INCPP Ombudsperson in the Office of the Center Director who is available to mediate, investigate and/or help to facilitate the process to ensure requests are receiving proper consideration, or by the alternative process where a Board is convened by the Ombudsperson. This alternative process does not guarantee a promotion will occur.

If the employee is not satisfied with the result of the internal reconsideration, he/she may request a desk audit by OHCM. The desk audit would consist of the HR Specialist meeting with both the supervisor and employee to gather information to understand the employee's work and/or impact of the position in order to evaluate it against the applicable position classification standard(s) to determine the grade level. It is preferable if there is agreement between the supervisor and the employee on the content of the position description (PD) prior to the review since the PD serves as the official document of the work assigned. The HR Specialist will prepare an evaluation statement which documents the rationale for the grade level decision.

Employees have the right to seek reconsideration without fear of reprisal (see 5 United States Code, Section 2302 (b) (9) go to <http://www.opm.gov/omsoe/prohibit/legal.htm>).

How does receiving positive performance reviews and/or awards relate to promotion?

It is critical for employees and supervisors to understand that doing an outstanding job or significantly exceeding one's performance standards does not correlate to getting a non-competitive promotion once you have reached the full performance level of your position. For example, one can do an outstanding job as a GS-13, doing GS-13 level work, and be rewarded with performance and other types of awards for many years and the level of work remains at the GS-13 grade.

What happened to the promotion criteria for scientists and engineers?

The criteria from the 2005 Accretion Promotion Process Implementation (APPI) will no longer be used for S&E employees. Instead, GSFC will use the OPM Classification Standards for positions as detailed in the next section, i.e., "What are the OPM Classification Standards?"

What are the OPM Classification Standards?

The grade level of a position is based on the work assigned, and described in the position description, evaluated against position classification standards published by the OPM. The OPM position classification standards can be found at:

<http://www.opm.gov/fedclass/html/gsseries.asp> and

<http://www.opm.gov/fedclass/html/gsfunctn.asp>, for white collar positions, and

<http://www.opm.gov/fedclass/html/fwseries.asp> and
<http://www.opm.gov/fedclass/html/fwsfunct.asp> for trades, craft, and labor positions.

Selection of the standard used to evaluate a position will be based on the nature of the work of the position and the occupational series assigned. If you have any questions, contact your servicing HR Specialist, Code 113.

Specific standards for occupations at GSFC can be found at the links below for the following occupational headings:

Scientists & engineers: *800, Engineering & Architecture group, <http://www.opm.gov/fedclass/gso800P.pdf>; 1300, Physical Sciences Group <http://www.opm.gov/fedclass/gso1300P.pdf>; Research Grade Evaluation Guide, <http://www.opm.gov/fedclass/gsoresch.pdf>; Equipment Development Grade Evaluation Guide, <http://www.opm.gov/fedclass/gsoequpdv.pdf>*

Technicians (engineering): *800, Engineering & Architecture group; <http://www.opm.gov/fedclass/gso800T.pdf>*

Administrative Professional: *200, Human Resources Management Group; 500, Accounting & Budget Group; 1000, Information & Arts Group; 1100 Business & Industry Group; 1600, Equipment, Facilities, & Services Group; 1700, Education Group; 2200, Information Technology Group; Administrative Analysis Grade Evaluation Guide*

Secretarial/Clerical: *300, General Administrative, Clerical, and Office Services Group; Grade Level Guide for Clerical & Assistance Work; Office Automation Grade Evaluation Guide*

Technicians/assistants (administrative): *200, Human Resources Management Group; 500, Accounting & Budget Group*

How are situations addressed when multiple classification standards apply to a position?

If multiple classification standards are applicable to a position under review, the standard or appropriately applicable combination of standards, which is/are most advantageous to the employee will be used to provide the grade level basis.

Is there a time limit as to how far back an employee can cite work accomplishments to be considered for a non-competitive promotion?

There is no time limit; however, it is important to note that a non-competitive promotion is only appropriate for instances where the employee is already working and the higher level work is enduring. The employee must have been performing the higher level duties for at least 120 work days and the intention is that the higher level work will continue to be performed.

Can the employee request and/or include letters of commendation or reference?

Yes, an employee may include letters of commendation or reference. In fact, for impact of the person promotions of scientists and engineers a minimum of two letters is required addressing the employee's contributions, impact and stature in the field. Employees in other occupations may submit such letters, but are not required to do so.

Is there still a requirement for the 'at six years' time in grade (TIG) review for scientists and engineers?

No, the six year time-in-grade review has been abolished. Supervisors should monitor positions and work assigned within their organization on an on-going basis. Additionally, a supervisor or employee may request a position review for non-competitive promotion if they believe the work performed is at a higher grade level. Further, the electronic Position Description System (ePDS) will prompt supervisors to review their employee position descriptions every three years.

During the review process, can the employee provide supplemental information to the reviewing official(s)?

Yes. If the employee feels that in determining the final contents of the promotion package the supervisor may have left out information the employee believes is relevant, the employee may submit it to the Reviewing Official(s) for his/her review.

Can the supervisor provide, and/or the employee request, a copy of the final Request for a Position Review package?

Yes. The supervisor shall provide a copy of the final package to the employee.

What do I do if I disagree with the final outcome?

Once the final position classification is decided, an employee may pursue an internal appeal or an official position classification appeal. This appeal can include multiple levels of review including a Center Appeal Board, NASA HQ OHCM and the Office of Personnel Management (OPM). Guidance for this process can be found in the INCPP document *Federal Classification Appeals Process* or the OPM website at <http://www.opm.gov/classapp/index.asp>. You can also contact your servicing HR Specialist, Code 113.

Employees have the right to seek appeal without fear of reprisal (see 5 United States Code, Section 2302 (b)(9) <http://www.opm.gov/omsoc/prohibit/legal.htm>)

How can I learn more about the INCPP?

OHCM HR Specialists are available to answer questions about the process and position classification in general. Contact information can be found at <http://ohcm.gsfc.nasa.gov/contact/taocontacts.htm>. Additionally, a Subject Matter Expert (SME) has been established in Code 110. The SME, Linda Ledman, Special Assistant for HC Excellence and Policy, will be available to advise employees, managers, and the INCPP Ombudsperson in the area of policy and processes. The SME will not replace the official

position classification appeals process and the SME will not have position classification authority. The SME can be reached on ext. 6-6111.

E. The following INCPP Comparisons/Examples will be available on the INCPP web page:

INCPP Comparisons/Examples

Note: The comparisons listed below will serve as a general reference guide and does not solely determine the difference between grade levels. In addition, depending on the position OHCM may use multiple classification standards to determine appropriate classification to the employee's benefit. For additional information, please see the Non-Competitive Process Q&A's.

Engineer, GS-14

Serve as advisor and/or team leader in planning, organizing, and directing extensive development efforts for organizations engaged in broad programs of applied research and development and for which engineering precedents are lacking in areas critical to the overall development effort or program. Serve as expert advisors and provide leadership for broad and complex programs that advance the state of the art. Assess and demonstrate the effectiveness of new concepts and ideas, evaluate technological trends and establish the more promising approaches for achieving highly significant advancements, formulate overall design concepts and criteria which establish the baseline for advancement of the state-of-the-art engineering developments, explore and evaluate advanced proposals, review and assess overall progress in the development effort, and resolve technical difficulties that can be overcome by changes in characteristics, approach, criteria, and requirements. Serve as staff engineer to a laboratory or engineering organization and formulates, plans for, and provides engineering management of programs in a broad and complex field (e.g., guidance control and target detection systems, or flight mechanics). Serve as a team leader who establishes methods and procedures necessary to accomplish advanced studies for launch vehicles, aircraft, instrumentation etc., and has responsibility for planning the approach, establishing the phasing and timing of the various stages, and identifying the objectives. Plan and coordinate efforts of engineers engaged in performing engineering and technical direction for a complex product being developed, advancing technology in one or two principal subsystems extensively affecting the overall development effort.

- Conceive, plan, and conduct work in unexplored areas;
- Develop new, novel and innovative technical solutions, methodologies or approaches; and
- Authoritative source of information at the Center and by other agencies on technical problems, latest development and trends.

Engineer, GS-15

Perform assignments of fundamental significance in establishing overall agency research and development goals and missions. Serve as an authority and consultant in a rapidly evolving field having extensive impact on agency research and development programs; or, provide overall leadership and direction to pioneering development efforts in achieving new equipments with

previously unattainable capabilities and characteristics. Conceive, plan, and conduct pioneering work of outstanding scope, difficulty, and complexity in unexplored or heretofore un-promising areas of investigation. Make substantial and continuing contributions to long-range mission plans and to the formulation, modification, and determination of overall objectives. Provide authoritative advice at the highest levels of management within and outside of the agency on matters of exceptional important or far-reaching consequences to agency primary programs and missions. Provide leadership, coordination and evaluation for a broad subject-matter for untried and extensive development programs. Provide overall technical direction, engineering and coordination for a major, complex development program for which advanced concepts are utilized based on new technological developments in several principal subsystems.

- Responsibility/impact for a major pioneering engineering functional area, project, or system of national or international scope;
- Negotiate problem resolutions and make commitments/decisions on behalf of the Agency;
- Serve as an authority in the field and is sought by high levels of management and other experts for advice and consultation in a rapidly evolving field;
- Serve as a recognized technical authority in representing the Agency on inter-agency and technical committee (national or international level);
- Chief Engineer for a major program;
- Supervisor or manager of people

Research scientist, GS-14

Carry out scientific investigations that have special significance for the success of the organization's programs, has earned a reputation as a well-known contributor to a research field, and is regularly sought out as an expert in the discipline by other researchers and scientists for expert technical advice and counsel based on personal reputation in the scientific field. The researcher has authored a number of publications and/or developed new concepts, techniques, materials or products some of which have had a significant impact on science or technology. Incumbent uses specialized study findings, new analytical developments, and modified processes to resolve novel, obscure or highly controversial problems that affect programs. The scientist is recognized as a significant contributor to a professional field, receives invitations to present work at major professional meetings, represents the agency on technology and working groups, represents projects in dealings with management in various agency components, other government agencies, and/or private industry/academia, and is regularly sought for consultation and/or takes leadership on important committees or projects dealing with technical matters.

- Conceive and develop new and innovative models, theoretical concepts, techniques, instruments or investigations;
- Serve as a well known contributor to a research field and authoritative source of information on the latest scientific developments and trends
- Develop short and long-range research and development plans and programs for the Center research, development, and test activities;
- Work directly for and serve as overall scientific adviser and consultant to the chief of a research, development, and evaluation organization.

Research scientist, GS-15

Made outstanding and significant contributions by conducting research in either a broad field or a narrow but very specialized field. Work at this level includes many of the following: primary authorship of a number of important papers including seminal or synthesis publications, some of which have had a major impact on advancing the field or are accepted as authoritative in the field; contributes to inventions, designs, techniques, models, or theories regarded as major advances and open the way for further developments or solving problems of great importance to the professional community, the organization, or the public; sought as a consultant by colleagues who are themselves recognized experts in the field and recognition by the scientific community as an authority in the field; invitations to address or to assume a leadership role in national professional organizations and associated committees; and selection to lead research to solve large and complex problems. Perform a variety of advisory activities based on their scientific reputation and standing such as: contributing significantly to professional symposia defining the state of the discipline and new or emerging areas in the field; contributing to strategic research planning and program development; participating in major technology or information transfer activities of great importance to the scientific field, the agency, or the public; or participating in applying the research to important management and policy decisions.

- Responsibility/impact for a major scientific functional area, project, or system at national or international scope;
- Negotiate problem resolutions and make commitments/decisions on behalf of the Agency;
- Serve as an authority in the field and is sought by high levels of management and other experts for advice and consultation in a rapidly evolving field;
- Serves as a recognized technical authority in representing the Agency on inter-agency and technical committee (national or international level);
- Work directly for and serve as overall engineering and scientific advisor to chief of large, highly diverse research, development, and evaluation organization. Program work involves advanced work in number of S&E disciplines.

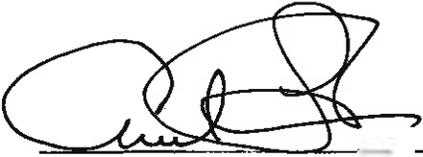
F. The parties agree to this MOA as written above. This agreement shall remain in effect until an agreement is reached on the final NCPP. The parties agree to enter into Final NCPP negotiations within 45 calendar days of signing of this agreement.

FOR AGENCY:

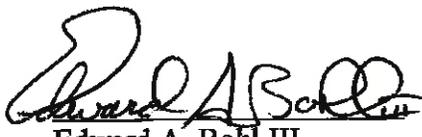
FOR IFPTE LOCAL 29:



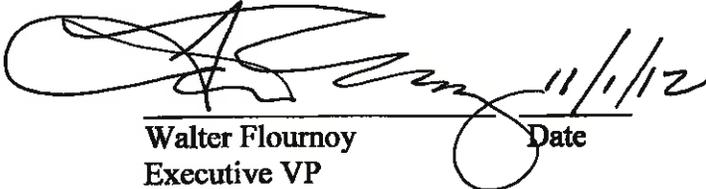
Linda Ledman Date
Labor Relations Officer (Acting)
GSFC



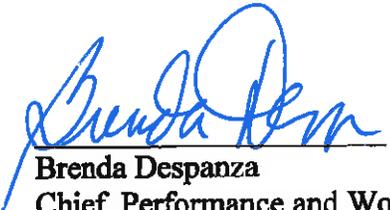
Anel Flores Date
President
GESTA, IFPTE Local 29



Edward A. Bohl III Date
Labor Relations Specialist
GSFC



Walter Flournoy Date
Executive VP
GESTA, IFPTE Local 29



Brenda Despanza Date
Chief, Performance and Work-Life Dynamics
GSFC