



Memorandum of Understanding  
Regarding Details & Temporary Promotions



Between  
US Forest Service, Kootenai National Forest  
&

National Federation of Federal Employees, Local 1398

This Memorandum of Understanding (MOU), made by and between the National Federation of Federal Employees (NFFE), Local 1398 (“Union”) and the United States Forest Service, Kootenai National Forest (“Management”) – hereafter referred to collectively as “the Parties” – outlines additional local procedures and arrangements for placing employees in details on the Kootenai National Forest as well as suggestions for placing employees in temporary promotions.

The Parties stipulate that the signatories to this MOU have the authority to bind their respective party and agree to the following:

**A. Scope of Agreement:**

- 1) This MOU is subordinate to the Master Agreement and the supplemental agreements negotiated at the national level.
- 2) The additional procedures and arrangements for assigning details contained in this MOU are authorized by Article 16, Subsection 9.c.5.
- 3) The provisions of this MOU are limited in their scope to setting out the additional procedures and arrangements authorized by Article 16, Subsection 9.c.5., and limited in their application to NFFE-represented employees assigned to the Kootenai National Forest and bargaining unit positions on the Kootenai National Forest.
- 4) Nothing in this MOU will be construed to limit either party’s statutory rights.
- 5) Any disagreement over the meaning or interpretation of any part of this MOU will be settled between the Union and Management in accordance with the procedures in Article 11 of the Master Agreement. However, Parties are encouraged to resolve disputes at the lowest possible level through informal discussion and other means.

**B. Objective of Agreement:**

The intent of this MOU is two-fold:

- 1) Increase transparency and consistency in the methods Management uses when seeking additional candidates for details.
- 2) Increase opportunities for qualified, local employees to acquire additional job skills on the Kootenai National Forest.

**C. Existing Provisions of the 2016 Master Agreement:**

- 1) The Parties agree to comply with the existing provisions in Article 16, Subsection 9 which address temporary promotions and details.
- 2) Outreach is defined in Article 16, Subsection 3. The additional outreach procedures for details contained in this MOU do not replace or supersede the outreach requirements in Article 16.

**D. Additional Procedures and Arrangements for Details:**

- 1) When Management seeks additional candidates for a detail through the outreach procedures in the Master Agreement, Management will also post the detail on the Kootenai National Forest Webpage for a minimum of 7 days.



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- 2) When requested by the employee, Management will speak with any candidate that responded to the outreach and was not selected in order to discuss other potential opportunities for them to improve their skill set.
- 3) When outreach is conducted for a detail which is later canceled or removed prior to being filled, a rationale for the cancellation or removal will be provided, if requested, to those employees who responded to the outreach.
- 4) In order to promote transparency, Management may notify the local Union President when Management exercises their right to assign details without seeking additional candidates through outreach.

**E. Arrangements and Procedures for Noncompetitive Temporary Promotions:**

Arrangements and procedures for noncompetitive temporary promotions are covered by Article 16, Subsections 9.a. and 9.b. of the 2016 Master Agreement. The Master Agreement does not authorize additional arrangements and procedures for noncompetitive temporary promotions to be negotiated at the local level.

**F. Term of Agreement**

- 1) The effective date of this MOU is the date that the last signatory signs and dates this MOU and it will remain in effect until renegotiated or until the expiration of the Master Agreement effective December 6, 2016.
- 2) Either party may request to extend, modify, or terminate this MOU, or parts thereof, utilizing the procedures in Article 11 of the Master Agreement.

For Management:

Christopher Savage  
Forest Supervisor  
Kootenai National Forest

Date: 8/4/2017

For Union:

Ellen Sullivan  
Local 1398 President  
Kootenai National Forest

Date: 8/8/2017