



Memorandum of Understanding

Between
US Forest Service
and

the National Federation of Federal Employees, Forest Service Council
eMedical Implementation



This Memorandum of Understanding (MOU), made by and between the National Federation of Federal Employees (NFFE), Forest Service Council (Union) and the US Forest Service (Management) collectively “the Parties,” pertains to the implementation of eMedical for bargaining unit employees.

eMedical is intended to replace paper submission of the Health Screening Questionnaire and the OF178 for employees who are already designated to complete these forms. This implementation does not include any change to the screening or exam criteria already in existence or which employees are required to participate.

This implementation does not in any way change policy already in place regarding employee compensation during medical appointments for completion of OF178 or compensation of physicians for such appointments.

Training for the eMedical system will consist of a How-To Guide for Employees. The training guide will be released prior to implementation, with virtual training sessions for all Health Screening Questionnaire coordinators and supervisors who may have affected employees.

Completion of the HSQ, the OF-178, and training on these processes are an assignment of work. Duty time will be granted by Management for BUE’s to complete this requirement. This should generally be coded as “TC 01” on their time and attendance sheet. Communication between the supervisor and the employees will be needed to determine the appropriate amounts of duty time. The employee will keep the supervisor informed of additional time that may be needed to complete the forms. Completion of the forms will normally be conducted during normal work hours; however, if circumstances warrant completion outside of normal work hours, the employee will be compensated.

Use of Government equipment is authorized as needed for the completion of these processes.

The Parties recognize that in certain circumstances, employees will need to use the paper versions of the forms. Employees will not be penalized in these situations. Circumstances may include employees unable to access the electronic system. Another situation may be if the employee’s physician is unable or unwilling to submit electronically



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The Parties have discussed privacy concerns related to submission of medical information through an electronic system. With the release of the system, the parties will issue a joint communication to all Forest Service employees which includes instruction on the necessity for maintaining the confidentiality of medical records and the consequences.

This MOU becomes effective on the date of final approval by the Agency Head or the date on which the thirty (30) day time limit for agency head review expires, whichever is earlier. The Parties agree that as other issues arise around this topic, this MOU may be reopened in accordance with Article 11 of the Master Agreement.

A copy of this MOU will be posted to the FS intranet.

Agreed to on _____ by:

Gene Blankenbaker
Deputy Director
Forest Service Human Resources

James C. Berry
Secretary-Treasurer
NFFE Forest Service Council