

**MEMORANDUM OF UNDERSTANDING**  
**Regarding**  
**REGION 6 ORGANIZATION CHARTS**

This Memorandum of Understanding (MOU) is between the National Federation of Federal Employees, Federal District 1, Region 6, hereafter referred to as "Union", and the United States Forest Service, Region 6, hereafter referred to as "Management". Management and the Union, collectively, constitute "the Parties".

The purpose of this MOU is to document agreement of the Parties on the following items related to a standard format for Region 6 Organization Chart and the posting and updates of Region 6 Organization Charts.

The Parties agree to the attached Organization Chart standard template to be used by all units in Region 6. The mandatory fields on the organization chart shall include: Forest name, organizational code (down to the 5<sup>th</sup> level for ranger district and units), revised date, line officer authorization signature line, chart legend, mandatory position fields that shall include: position title, incumbent employee name, position series, position target grade, master record number (MR), individual position number (IP), duty station, position type (Permanent Full Time (PFT) or Permanent Seasonal Employee (PSE), zoned or shared status, Bargaining Unit Status (BUS) (in or out of the Bargaining Unit). Optional organization chart fields include customer service area (CSA).

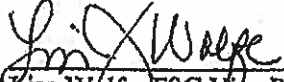
The Parties agree that an updated Organization Chart shall be posted, at a minimum, annually by October 31<sup>st</sup> on the Forest webpage. Organization Charts can be posted more often as changes occur and Forest management deems appropriate.

The Parties agree that the Organization Charts shall be posted on each Forest webpage on the left side menu from a "link" entitled "Organization Charts". The Region 6 Human Resource Service Team page shall have a link to all Forest Organization Chart links.

The Parties agree that management may use the chart software that is most readily available to them, but suggest the use of Visio software if available to use or if the software can be purchased.

This MOU is effective upon the date of signatures below and remains in effect for the life of the current Region 6 Organization Chart Policy. This MOU may be reopened for negotiation at the request of either Party.

For Union:

  
Lisa Wolfe, FSC Vice President, R6

Date: 7/31/2012

For Management:

  
Maureen Hyzer, Deputy Regional Forester

Date: 07/31/12

NATIONAL FOREST  
UNIT NAME  
ORG CODE

(Use Org Code down to 5<sup>th</sup> level for Ranger Districts and Units)

UPDATED: DATE

Approved by:

\_\_\_\_\_  
Forest Supervisor

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
NFFE Representative

\_\_\_\_\_  
Date

Position Title
Incumbent Employee Name
Position Series / Target Grade of Position
Position MR and IP #
Duty Station
Position Status (PFT/PSE)
BU Status (IN/OUT)
Zoned or Shared

LEGEND:

- PFT – Permanent full time
- PSE – Permanent seasonal
- CSA – Customer Service Area
- BU Status – Bargaining Unit Status
- IN – included in bargaining unit
- OUT – excluded from bargaining unit
- MR – Master Record number
- IP – Individual Position number

Optional Box Fields:  
CSA – Customer Service Area