



# RAG Hanger Lease Design

## Memorandum of Understanding

### Between

US Forest Service and NFFE-FL-1968, IAMAW



This Memorandum of Understanding (MOU), made by and between the National Federation of Federal Employees (NFFE), Local FL-1968, (Union) and the USDA Forest Service, Region 6, Regional Office (Management) collectively “the parties”.

The purpose of this MOU is to document the final agreement between the National Federation of Federal Employees (NFFE) FL 1968 (Union) and the Forest Service on negotiable matters for the Regional Aviation Group (RAG) Hanger lease design.

The parties agree:

1. Management will install an inline exhaust fan to be used in conjunction with the existing fresh air duct, exhaust to be balanced with fresh air for a balanced system, and a 4" media filter box as a replacement for the 1" filter to increase the proportion of outdoor ventilation, improve filtration, and reduce recirculation. Management will ensure air filters are replaced or maintained within their recommended service life per manufacturers specifications.
2. Workstation wall heights will be at least 72 inches and may include a 5 ft wall panel and 1 ft clear glass panel to maximize natural light flow.
3. The workstation furniture design will maximize three (3) panel sides where possible for code accessibility. The parties recognize the two outside workstations may only have two (2) sided panel walls.
4. Each bargaining unit employee (BUE) shall have a 6x8 (48 SF) individual assigned workspace, except parts room work station will be 6x6 (36 SF), dependent on final furniture design approved by lessor. Furniture can be adjusted by 6” increments, as necessary, for minimum accessibility requirements. Union will be provided the final code compliant design approved by lessor.
5. Management shall provide options for budgeted modular furniture color and finishes and flooring and wall color for employees to vote on. The most votes from those that vote will be used. Voting method will be as agreed to by the parties.



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6. If employees request new art décor photos, murals, and/or paintings to be purchased, management will determine if there is a budget to purchase and will make options available for employee input by vote. Voting method will be as agreed to by the parties.
7. Employees will be allowed to choose their option for set up of their workspace. Workstation set up options for tabletop, overhead storage and cabinets will be allowed within the design of the overall space and furniture capabilities and limitations.
8. Employees may request a stand sit workstation option with initial order, management will consider and approve dependent on budget consideration and management discretion. Post remodel, employees may request stand sit equipment thru their supervisor and normal office equipment and supply ordering procedures.
9. Management agrees to request for an additional window(s) to be installed dependent on budget consideration and management discretion.
10. Workstation assignment in the open office area will be by employee consensus, and if no agreement, by random draw.
11. Lighting in workstation area will be consistent throughout the workstations. Upon employee request, supplemental task and desk lighting, that fits with existing furniture capabilities and design, will be provided.
12. Management will draft protocols for a secured records process and provide the draft to employees for feedback. Management will consider employees concerns prior to finalizing secured records protocol. New employees will be provided clear guidance for record security protocols during on-boarding.
13. Management will provide a locked storage cabinet for avionics inspection equipment case storage. Storage access will be provided for employees that have a need to access the equipment.
14. Breakroom will include sink, fridge with ice, microwave, coffee pot, hot water dispenser, and table and chairs for at least six (6) individuals.



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15. Two (2) private individual restrooms will be provided.
16. This MOU is a Subordinate Agreement under Article 11 of the Master Agreement between the Forest Service and the Forest Service Council of the National Federation of Federal Employees and must comply with all applicable statutes, regulations, and the Master Agreement between NFFE and the Forest Service.
17. Either Party may request, consistent with Article 11 of the Master Agreement, to reopen or renegotiate this Agreement.
18. This MOU becomes effective on the date that the last person listed below signs and dates this Agreement and will remain in effect unless it is renegotiated in accordance with Article 11 procedures, or the agreement conflicts with law, government-wide rule or regulation, or the Master Agreement.
19. A copy of this MOU will be posted to the FS intranet.

The parties stipulate that the signatories below have the authority to bind their respective party to the terms and conditions as agreed herein.

FOR THE UNION  
NFFE Local 1968

**ERIN  
KIDWELL** Digitally signed by  
ERIN KIDWELL  
Date: 2021.11.04  
10:17:48 -07'00'

Title

NFFE-FSC R6 CVP, FL 1968 Steward

FOR THE AGENCY  
US Forest Service

**JAMES  
REED** Digitally signed by  
JAMES REED  
Date: 2021.11.04  
11:28:09 -07'00'

Title

Aviation Maintenance Division Manager