

FLEET MAINTENANCE AND ROAD MAINTENANCE PRE-WRAPS PLAN

Pacific Southwest Region

Introduction

The Pacific Southwest Region and National Federation of Federal Employees (NFFE) Forest Service Council, Region 5, have agreed to use this plan for Regional implementation of the Competitive Sourcing for *the Road Maintenance Most Efficient Organization and the Fleet Maintenance Residual Organization* in accordance with the Pre-WRAPS rules developed by the National Parties (Article 32.1). Using this plan, we would place employees within the Region first before using other placement tools.

The following information must also be contained in the official "Pre-WRAPS" file (for each competitive area) as described in Article 32, dated November 2003 "PRE-WRAPS criteria": 1. Old and new management approved organization structures or staffing plans that include all of the positions involved; 2. Specific beginning and ending dates that encompass the minimum time necessary to achieve the Plan goals; and 3. Employee Communications Plans.

Goal/Objectives

The objectives of this plan are:

- To fill permanent vacant positions within the Region (while minimizing Transfer of Station costs);
- To maximize placement of employees;
- To minimize the need to use either WRAPS or RIF processes;
- To minimize impacts on accomplishment of work; and
- To minimize impacts to individual employees.

Timeframe

This plan would be implemented only with the mutual agreement of both parties. The plan will become effective when Management determines the MEO is ready to be implemented. Once implemented, the plan will be in effect for 90 days. Parties can mutually agree to end this plan upon completion of the steps below prior to 90 days.

Pre-WRAPS placement procedures

Management will identify all affected employees and all funded vacancies (including those within the MEO, residual organizations, those developed from remaining duties, any unfilled vacancies during freezes that are still valid placement opportunities, and all others).

Prior to making placements, Management will notify the Union official, at the appropriate level, of the time and location of when the placement procedures will take place. The Union will be given the opportunity to attend.

Exceptions to this process may be considered for unique situations such as reasonable accommodation for disabilities. Such exceptions must be approved by the Regional Office Human Resources Director and the Union Region 5 Vice-president.

PROCEDURAL STEPS:

These steps must be followed sequentially.

All placements will be made by seniority using Service Computation Date (SCD) for Leave (most senior first).

With the exception of Step 5, employees must be qualified for the vacancy to which they are being matched. Official Personnel Folders, Position Descriptions, Biosketches, and Supplemental Experience forms will be used to determine qualifications.

WITHIN THE COMPETITIVE AREA

STEP 1: Perfect Matches

Same series, grade, duties, and tour of duty (usually same competitive level).

STEP 2: Similar Work

Same series, grade, and tour of duty (Duties may or may not be identical).

STEP 3: Remaining Matches.

Same grade and tour of duty.

Matches in Steps – 3 made will be accomplished as Directed Reassignments.

VOLUNTARY MOVEMENT (Steps 4 and 5)

If eligible under applicable regulations, voluntary acceptance of a change to lower grade will entitle individuals to grade retention and/or pay retention.

Employees may volunteer to change to a lesser tour of duty.

STEP 4:

Forest vacancies will be provided via the Regional Vacancy Data Base to each of the remaining affected employees not already placed under the above steps along with a Forest Position Interest Survey.

After competitive area matches have been completed, a Forest Position Interest Survey will be provided to all remaining affected employees asking them to prioritize their placement preferences for any remaining vacancies on their forest. Management will send out a message a minimum of 5 business days in advance, notifying the employees of the Position Interest Survey and the timelines associated with it. The reason for this early notification is to assist employees when making arrangements in the event they will be away from their duty station at the time the Forest Position Interest Survey is sent out.

This Forest Position Interest Survey would take into account the jobs for which they are currently qualified. Two business days after the surveys are distributed to employees, Management and Union will have a joint conference call with all affected employees who have been given interest surveys, and their supervisors, to explain the survey. Employees will be given 3 business days after the conference call to respond back to the survey. Position interest survey responses will be accomplished via the Regional Vacancy Database. Management will list all remaining affected employees for each forest in seniority order according to Service Computation Date for Leave. Placement will be made starting at the top of this list and working down.

All job offers within this step will be voluntary and will include information about the point of contact for response. Employees will have 3 business days following the day offers are received to provide an official confirmation of acceptance or declination of job offers. Fax and e-mails will serve as the official written confirmation of job offers, job acceptances, or job declinations. Failure to respond within the time frame will be considered a job declination.

When placement options under the Step have been exhausted, proceed to Step 5.

STEP 5:

Regional vacancies will be provided via the Regional Vacancy Data Base to each of the remaining affected employees not already placed under the above steps along with a Regional Position Interest Survey. The local HR Specialist will assist the employee to identify potential options from the Regional Vacancy Data Base. Potential interests will be forwarded to the Regional Office by the employee via the Regional Position Interest Survey within 5 days. Position interest survey responses will be accomplished via the Regional Vacancy Database. For the remaining Forest vacancies, management will consider forest employees who have requested qualifications waivers on a case-by-case basis prior to considering placement of qualified off-forest employees. Based on the needs of the Forest, the Forest Supervisor will determine who will be given the job offer. Jobs with positive education requirements are excluded from this step.

For qualification waivers, only job-related reasons can be used to deny requests (e.g., a one-of-a-kind critical position with a heavy workload and no available trainer). Upon request, Management will notify the employee in writing of the rationale for the decision not to waive qualifications for the position. Notification will be made as soon as possible but no later than 10 business days after the request for the rationale.

All job offers within this step will be voluntary and will include information about the point of contact for response. Within the commuting area, employees will have 3 business days following the day offers are received to provide an official confirmation of acceptance or declination of job offers. Outside of the commuting area, employees will be given 10 days to provide a written confirmation of acceptance. Fax and e-mails will serve as the official written confirmation of job offers, job acceptances, or job declinations. Failure to respond within the time frame will be considered a job declination.

Step 5 will remain in effect until the end of the PreWRAPS period unless mutually agreed to otherwise. Any employee remaining unplaced at the end of this PreWRAPS process will be registered in the Forest Service WRAPS system and/or RIF will be charted and steps will be taken to RIF.

Attachment: Explanatory Notes

A handwritten signature in black ink, appearing to be 'JE' followed by a stylized flourish.

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Region 5 Partnership Council

Region 5

N.F.F.E. and U.S. Forest Service

Memorandum of Understanding

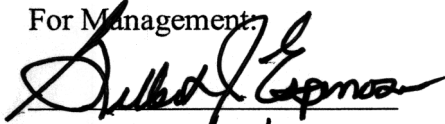
This Memorandum of Understanding covers the Fleet Maintenance and Road Maintenance PreWRAPS plan for the Pacific Southwest Region agreed to by the Regional Partnership Council on the date below. This MOU replaces the Road Maintenance PreWRAPS plan entered into by the Regional Partnership Council on May 18, 2004.

The Parties agree that PreWRAPS plan may be modified and/or closed by mutual agreement of both Parties as appropriate.


The Parties agree that the 3 day response period for job offers outside the commute area in Step 4 of the PreWRAPS plan does not set precedent for other PreWRAPS plans.

That Parties also agree that if the Region gets authority to administer an early-retirement and/or buyout, the Parties agree to meet to decide how best to apply the early-retirement and/or buyout to the implementation of the Roads and Fleet Maintenance organizations.

For Management:


Date: 6/29/04

For the Union:


Date: 6-29-04