

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE FEDERAL AVIATION ADMINISTRATION
AND THE
NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION**

This Agreement is made and entered into by and between the National Air Traffic Controllers Association (herein referred to as "NATCA" or "the Union") and the Federal Aviation Administration (herein referred to as "the Agency" or "Employer"), and collectively referred to as "the Parties." This Agreement represents the complete understanding of the Parties regarding the AIT 6th floor office reconfiguration Pilot Program at FAA Headquarters in Washington, D.C.

Section 1. The Parties at the National level have established an office reconfiguration pilot program to collaboratively review the AIT 6th floor office reconfiguration project. Within ninety (90) days following the completion of the AIT 6th floor office reconfiguration, the Parties at the National level shall meet to collaboratively determine if the reconfiguration of the AIT 6th floor office is sustainable on a long-term basis. If there are any unresolved issues, the Parties at the National level shall schedule additional meetings to address these issues.

Section 2. The Parties agree to the following categories regarding the AIT 6th floor office reconfiguration:

Category A: Bargaining unit employees (BUEs) who are regularly scheduled to be in the office six (6) or more days in a pay period shall be assigned a cubicle of at least sixty-four (64) square feet (8x8).

Category B: BUEs who are regularly scheduled to be in the office three (3), four (4), or five (5) days in a pay period shall be provided access to flexible workstations ("hoteling"). Prior to ordering, the Parties will collaboratively determine the specific description of the actual hoteling module (e.g., furniture model #, dimensions – height, length, width, component parts and materials, etc.) that will be installed in accordance with this Agreement. The Parties agree that this description will subsequently be incorporated into this Agreement.

Category C: BUEs who are regularly scheduled to be in the office two (2) days or fewer in a pay period shall be provided access to touchdown workstations.

All BUEs covered by this Section will be located on the 6th floor of FAA Headquarters, unless mutually agreed to otherwise by the Parties at the National level. The Parties agree to collaboratively review the category assignment of BUE's currently affected by the reconfiguration and any subsequent personnel changes (new hires, transfers, etc.).

Section 3. The Agency shall ensure that all Category A BUEs are provided with an 8x8 cubicle.

Section 4. The Agency shall ensure that the number of flexible workstations (“hoteling”) is commensurate with at least sixty percent (60%) of the total number of Category B BUEs.

Section 5. The Agency shall ensure that all Category C BUEs are provided with access to touchdown workstations.

Section 6. The Agency agrees to assign individual storage lockers to BUEs in Category B. The Agency agrees to make “touchdown” storage lockers available for daily use for BUEs in Category C.

Section 7. The Agency agrees that executive and manager/supervisor offices (mobile office) will comply with the floor plan attached as Appendix 1.

Section 8. If the Parties at the National level are unable to reach an agreement, either Party may pursue whatever course of action is available in accordance with Article 7 of the 2011 Collective Bargaining Agreement (CBA), the Federal Service Labor-Management Relations Statute, and any other law, rule, or regulation.

Section 9. This Agreement does not constitute a waiver of any right guaranteed by law, rule, regulation or CBA on behalf of either Party.

Section 10. This MOU shall remain in full force and effect for the duration of the Parties’ CBA, unless modified by mutual agreement of the Parties.

Signed this 30th day of July 2018.

For the Union:



Dean Iacopelli



Mike MacDonald

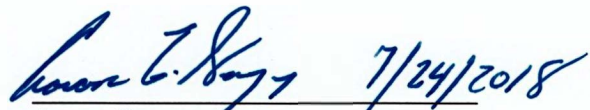


Gwendolyn Kimbrough

For the Agency:

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TORPEY


Sean Torpey



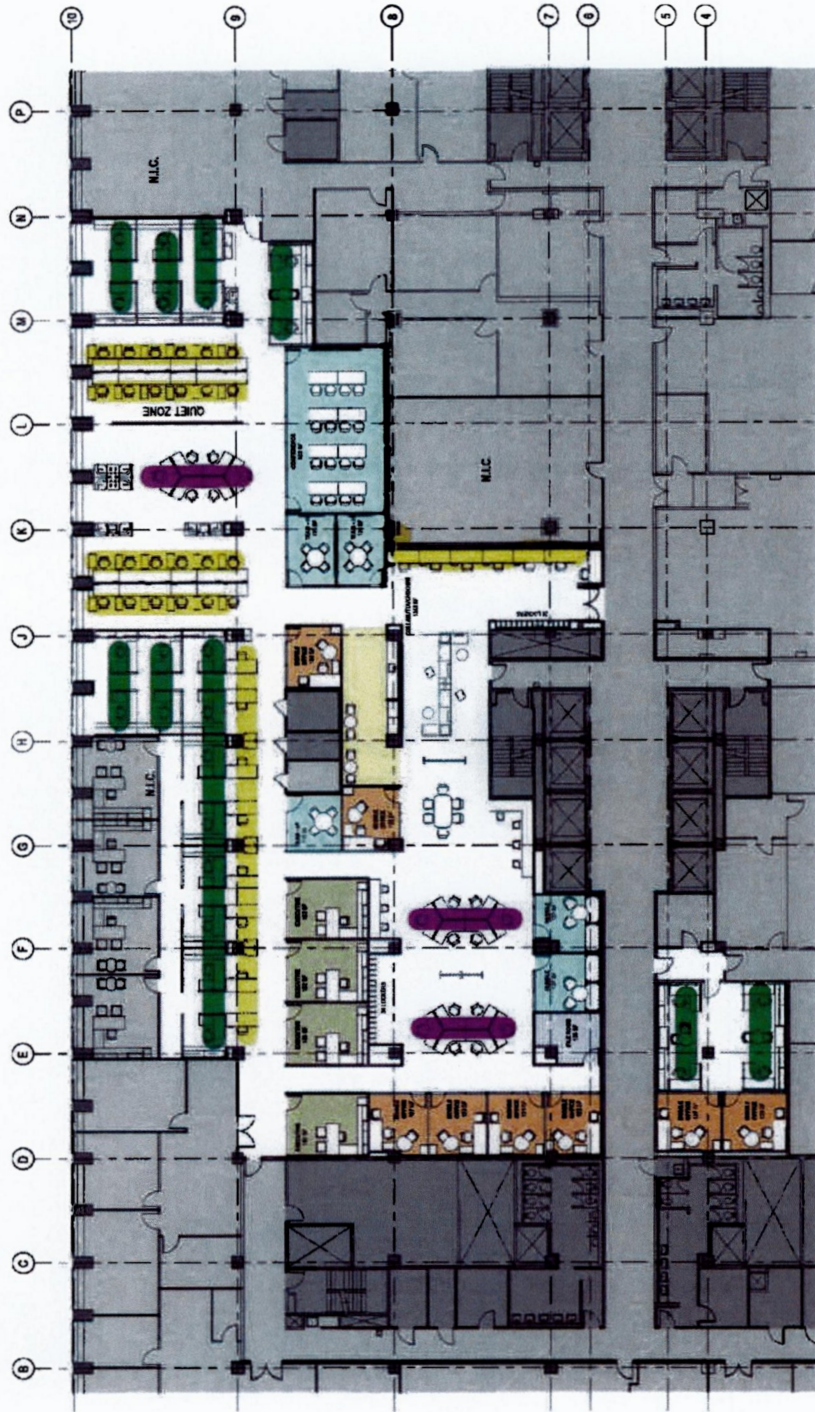
Aaron Sawyer

Appendix 1

Office Space Color Key

Category A Category B Category C

HYBRID CONCEPT DESIGN | option 5 - hybrid



OPTION 5 Hybrid	
Offices	
Executive (180 sf)	4
Mobile Office (120 sf)	16
Workstations	
Staff - Dedicated (Back)	83
Staff - Unassigned (various)	64
Total Work Seats	103
Utilization Rate	328
Collaboration Seats	96

Total usable area = 13,134 SF
Utilization Rate (UR) = Total Area/Workseats

LEGEND

- Private Office
- Mobile Office
- Closed Collaboration
- Open Collaboration/Touchdown
- Pantry
- Support

NOTE:
This hybrid option - a combination of assigned and unassigned seats - offers workplace flexibility while meeting the space requirements of BUEs.
Executive offices are reduced from 225 SF to 180 SF and remain assigned to executive staff only.
BUEs have dedicated workspace (6x8) based on the number of days they are in the office. All other staff including managers and contractors are at unassigned workstations.
62 lockers are provided for employees and contractors.
8 mobile offices (unassigned) are available for focus work, private meetings, phone calls, etc. 2 enclosed huddle spaces are also provided.

NOT TO SCALE

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FAA AIT RENOVATION HYBRID CONCEPT DESIGN | 05.01.2018