

**Memorandum of Understanding
Between the
Richland Operations Office
And the
Rocky Flats Field Office**

1. Purpose: The purpose of this Memorandum of Understanding (MOU) is to define the process for filling specific Richland Operations Office (RL) vacancies, in accordance with Merit System Principles, from the Rocky Flats Field Office (RFFO). This MOU is established to assist in transitioning and closing RFFO.

2. Scope: The MOU addresses the functional responsibilities and expectations of each Office for lateral reassignments and changes to lower grade from RFFO to RL.

3. Responsibilities;

▪ RL will be responsible for:

- Identifying and receiving approval to fill vacancies (eg. Safeguards and Security positions, and Authorization Basis positions)
- Notifying RFFO of the vacant position(s) and the specialized experience necessary to fill the position(s)
- Reviewing the qualifications of RFFO employees interested in filling the vacant position
- Conducting interviews with interested RFFO employees
- Selecting RFFO employee for a lateral reassignment or change to lower grade
- Establishing the Entrance on Duty effective date (at RL)

→ • Allowing employee selected to be duty stationed at RF to complete his/her RF work for a period up to 2 years.

▪ RFFO will be responsible for:

- Sharing the information associated with the RL vacant position(s) with interested employees, including the specialized experience necessary to fill the position(s)
- Negotiating the release date of the RFFO employee
- Permanently transferring the FTE and Program Direction funding (salary, benefits, training, travel) for a period of up to 24 months to RL or until such time as RL can budget for the additional staff
- Funding permanent change of station (PCS) entitlements (transferring up to \$100K for each permanent change of station)

▪ HQ's EM-7 will be responsible for:

- Effecting the transfer of FTEs and Program Direction funding between RFFO and RL
- Providing information regarding the transfers to appropriate HQ EM personnel

4. Amendment and Termination: This MOU may be modified or amended by written agreement between RL and RFFO, and terminated by either party upon 120 days written notice.

5. Effective Date: This MOU is effective as of the last date of the last signature below.

Richland Operations Office

1st

Name: Keith A. Klein

Title: Manager

Date: 12/20/01

Rocky Flats Field Office

1st

Name: Barbara A. Mazurowski

Title: Manager

Date: 1/31/01

Office of Management and Information

1st

Name: Barbara D. Male

Title: Director, Office of Management and Information

Date: 3/11/02