MEMORANDUM OF UNDERSTANDING
between
National Archives and Records Administration
and
American Federation of Government Employees, Council 260

Pursuant to impact and implementation bargaining conducted between the Union and the Agency under Article 36, Section 4 of the National Agreement regarding closure of the Chicago and San Bruno facilities and the Seattle Federal Records Center, the Parties agree to the following:

1. Job Placements and Reassignments: In reassigning employees to positions outside of the facilities expected to close:

A. Feedback: Non-selection feedback will be provided upon request in the manner described in Article 15, Section 8, for actions covered by competitive procedures.

B. Reassignment: Management will model the existing "detail process" to ensure a fair, transparent procedure (which may include interviews) for voluntary reassignments.

C. Vacancy Lists: The Agency will continue providing the Union quarterly vacancy lists in accordance with Article 32, Section 4(I).

2. Administrative Leave, Work Flexibilities, and Career Support/Mentoring

A. **Combined Career Transition and Relocation Leave:** The Agency will provide each affected bargaining unit employee with one single bank of administrative leave, capped at a maximum of 60 hours total for the duration of the transition process. This one-time bank may be used for career transition activities, physical voluntary relocation tasks, or a combination of both.

i. Career Transition Time: Employees may use up to four hours of this bank per pay period for career transition activities. This leave is available in 30-minute increments from the issuance of the official notice of impact through the separation date. Management will establish ARCIS task codes for FRCP employees to track these activities.

ii. Relocation Leave: Time from this same 60-hour bank may be approved on a case-by-case basis strictly for actual physical voluntary relocation tasks, including looking for housing.

iii. EAP Leave: Employees may use this bank of administrative leave for appointments with the Employee Assistance Program (EAP).

B. Career Support/Mentoring: To access targeted career development support through the transition, including guidance on resume building, interview preparation, and federal job search strategies, affected employees will be afforded the opportunity to apply as mentees for NARA's Mentoring Program. Participating employees will receive professional guidance via one-on-one meetings with a mentor to further support their career transition and progression.

3. VERA, VSIP, and Accommodations

A. **VERA:** Management will request Voluntary Early Retirement Authority (VERA) for all affected employees that meet the VERA eligibility requirements and provide proof of the request and response to the Union. If the request is approved, the Agency will offer VERA to employees who meet the eligibility requirements, consistent with the scope of OPM's approval.

B. VSIP: Management agrees to consider offering a Voluntary Separation Incentive Program (VSIP) to affected employees, provided the program is authorized by OPM and determined by the Agency, in its sole discretion, to be financially feasible.

C. **Reasonable Accommodations (RA):** The Agency will comply with the Rehabilitation Act of 1973 (codified at 29 U.S.C. § 791). Any RA updates necessitated by the transition will be processed expeditiously following Agency procedures.

4. Operational and Administrative Matters

A. Performance & Workload: Performance expectations and assessments will account for and credit employees for additional closure-related duties, even if those duties are not formally in their Position Description (PD).

B. **Overtime:** Overtime will be distributed in accordance with Article 7, Section 4 of the National Agreement.

C. Transition Updates: Management will provide the Union and affected employees updates on personnel transitions, changes to facility operations, and records relocation. Management will determine the appropriate timing and content for the communications to affected employees. Management will provide updates to the Union at minimum on a quarterly basis.

D. Facility Access: Employees will be allowed access until the last day that the staff member can complete their work on-site, subject to safety, security, and operational requirements.

E. Future Bargaining: This MOU constitutes the full agreement between the Parties regarding the closure of the San Bruno and Chicago facilities and the Seattle Federal Records Center. Management acknowledges its continuing statutory obligation to provide notice and an opportunity to bargain if new, unforeseen changes to working conditions arise that are not covered by this MOU.

For Management:

JAY TRAINER Digitally signed by JAY TRAINER
Date: 2026.10.28 09:07:27 -04'00'

Jay Trainer, Chief Operating Officer, National Archives and Records Administration Date:

For the Union:

AUDREY AMIDON Digitally signed by AUDREY AMIDON
Date: 2026.10.27 09:52:58 -04'00'

Audrey Amidon, Acting President, AFGE, Council 260 Date: