



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Washington, D.C. 20230

OFFICE OF THE GENERAL COUNSEL

MEMORANDUM OF AGREEMENT
BETWEEN
NOAA Office of General Counsel and NOAA NAG
Records Management Training

1. Management training, including attorney specific training, as noted in NARA Bulletin 2017-01:4, sub-section C, will be available on the Office of the Chief Administrative Officer (OCAO), Office of Audits and Information Management Office (AIMO), website no later than October 2, 2017.
2. Once CAPSTONE or similar technology is finalized, OCAO will offer user training to all bargaining unit employees prior to implementation
3. NOAA OGC and the Union agree to collaborate, to the extent practicable, on future records management training needs, including ensuring new employees receive timely training.
4. Bargaining Unit employees will complete Records Management 101 Training no later than October 31, 2017. Employees needing an extension of time may request it through their supervisor.

For the NOAA Office of General Counsel

9/22/17
Date



Leila Afzal, Deputy Section Chief/Management Representative

For the Union

9/22/17
Date



Mitch Macdonald, Chair, NOAA Attorneys Guild

