

MEMORANDUM OF UNDERSTANDING
U.S. GEOLOGICAL SURVEY
AND
MINERALS MANAGEMENT SERVICE

1. BACKGROUND:

The Department of the Interior has committed to streamlining its administrative functions, including personnel, as part of its initiatives to implement the recommendations contained in the report of the National Performance Review (NPR). The objectives of the personnel streamlining effort are to improve customer service, empower managers and supervisors with more decision-making authority in the personnel process, and reduce costs. One approach selected by the Department to effect streamlining is the use of shared servicing arrangements, where appropriate, to provide personnel advisory and related operational services. Clustering, which provides for partnering (formal or informal) of personnelists within a commuting area, is one of several concepts recommended to achieve efficiencies in personnel services.

2. OBJECTIVE:

The primary objective of this Memorandum of Understanding is to establish a formal clustering arrangement between the U.S. Geological Survey (USGS) and the Minerals Management Service (MMS) in the Herndon-Reston commuting area to share resources and facilities in support of their training and employee development functions and activities. This arrangement is expected to achieve efficiencies associated with common-interest training, materials and equipment, and space.

3. FUNCTIONS:

For purposes of this Memorandum of Understanding, this clustering arrangement will have the following parameters:

- a. Common-interest, special emphasis or mandatory training, which may include diversity, sexual harassment, AIDS, NPR, computer security training, and Departmental Learning Center training.
- b. Fixed training materials and equipment, including charts, transparencies, films, training modules, ~~case studies,~~ simulations, programmed instruction, and computer-assisted instruction.
- c. Training space, including conference rooms, the USGS Auditorium, classrooms, workshop areas with appropriate furnishings, and computer training facilities.

- d. Monthly training bulletins will incorporate MMS and USGS training announcements. The MMS will submit announcement information, when applicable, to be included in the USGS bulletin by the 20th of each month. The USGS will be advised of MMS' intentions to issue any other form(s) of training bulletin(s) in sufficient time for USGS input.
- e. The USGS will provide MMS access to EDVENT, an on-line training database, to search for available training resources.

4. ROLES AND RESPONSIBILITIES:

The USGS and MMS are dedicated to providing training and employee development to their employees in the most proficient and economical manner.

Bureau Training Officers will be responsible for implementation of this Memorandum of Understanding between respective bureaus.

- a. Officers will consult on results of training needs surveys and assessments to coordinate common-interest training needs and arrange group training.
- b. Officers will coordinate arrangements for varied computer and Departmental Learning Center training requirements.
- c. Officers will establish sufficient control over coordination and utilization of clustered resources to ensure compliance with requirements for cost effectiveness.
- d. Officers may expand common-interest training to implement educational sessions in such areas as strategic and quality management, regulators training (auditor), telecommunication training, and retraining for prospective displaced employees. Any expanded training would be consistent with the parameters set forth above, budgetary constraints, and feasibility within bureau priorities.

5. REVIEW PROCEDURE:

The USGS and MMS will evaluate the effectiveness of this partnership on an annual basis and will provide written reports to designated bureau contacts at the end of each fiscal year.

6. FUNDING AND PAYMENT:

The USGS and MMS will pay their per capita share for training fees charged by vendors to conduct group training. For training procured through a formal contracting process, USGS and MMS will enter into specific agreements stipulating how costs will be

shared, including obligation and arrangements for funding. Printing costs for monthly training bulletins will be shared based on the number of copies distributed to each bureau. Any other costs for shared services will be agreed upon in writing and paid on a reimbursable basis to the lead bureau. Reimbursement will be accomplished by means of the on-line payment and collection system.

7. DESIGNATED BUREAU CONTACTS:

The designated contact for USGS will be the Chief, Branch of Employee Development and Volunteerism. The designated contact for MMS will be the Chief, Training and Evaluation Branch.

8. LEGAL AUTHORITY:

The legal authority for the establishment of this Memorandum of Understanding is the attached Memorandum for Heads of Departments and Agencies, Subject: Streamlining the Bureaucracy, dated September 11, 1993, signed by President William J. Clinton.

9. EXPIRATION:

This Memorandum of Understanding will continue in effect until September 30, 1999, unless cancelled by either party within a 30-day written notice.

Attachment

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Gordon P. Eaton
Director
U.S. Geological Survey
Department of the Interior

Acting

Director
Minerals Management Service
Department of the Interior

Signature: Barbara J. Ryan

Date: OCT 17 1994

Signature: Cynthia Duarte

Date: NOV - 4 1994