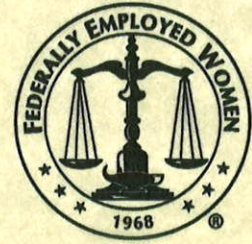




Memorandum of Agreement
Between
Defense Supply Center Philadelphia
And
Federally Employed Women



This document establishes an agreement between the parties specified below for mutual benefit and support. The parties specified below enter into this agreement freely and without reservation.

I. PARTIES

The Defense Supply Center Philadelphia (DSCP) (*hereinafter referred to as "DSCP" or "Agency"*), enters into this Memorandum of Understanding (MOU) with Federally Employed Women (*hereinafter referred to as "FEW"*).

II. BACKGROUND

The Defense Supply Center Philadelphia is the Troop Support center of the Defense Logistics Agency. They provide United States armed services members with food, clothing, textiles, medicines, medical equipment, and construction supplies and equipment. They also support United States humanitarian and disaster relief efforts. The three areas of focus of the Defense Logistics area are Warfighter support enhancement; Stewardship excellence; and Workforce development.

FEW is a private, non-profit organization founded in 1968 after the government issued Executive Order 11375 that added "sex" to the list of prohibited discrimination within the federal government. Although Executive Order 11375 was an important milestone, women were concerned the Civil Service Commission and individual agencies may not put forth a vigorous effort to ensure compliance with the order. Although the Federal Women's Program (FWP) had been established, early organizers of FEW realized the government could dismantle the FWP and wanted to ensure that there would always be an organization dedicated to promoting equality for women and addressing concerns of women in the federal workforce.

III. PURPOSE

The purpose of this MOU is to document a commitment to engage in and sustain a partnership between DSCP and FEW in recruitment, training, retention, advancement, and involvement of women in DSCP's workforce and programs, and to promote increased cooperation between DSCP and FEW in all areas of mutual interest.

This MOU reflects the commitment of DSCP and FEW to improve DSCP's outreach efforts within the women communities and to foster opportunities for women employees, student, and applicants for employment. The intent of this effort is to increase awareness and exposure to DSCP as an employer and to DSCP programs and service delivery.

Additionally, this MOU provides the framework to identify mutual issues and concerns and help develop and implement solutions to ensure equality of opportunity and access to employment and career enhancement opportunities for women within DSCP.

This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.

IV. OBJECTIVES

The objectives of the MOU shall be to coordinate and facilitate activities that are responsive to the needs of DSCP and FEW. In this regard, FEW shall make recommendations to DSCP on program initiatives that address concerns affecting the recruitment, accessions, training, career development, promotion, and retention of qualified women in DSCP's workforce. Collaborative efforts under this MOU may include, but not be limited to, the following areas:

- a. Attracting more women students into career fields and job series representing those occupations within DSCP;
- b. Encouraging more women students to enter into federal employment within DSCP;
- c. Sharing expertise and resources in areas of mutual benefit relating to attracting, recruitment, hiring and placement, career development, promotion, and retention of women applicants for employment;
- d. Working with DSCP to develop focused external recruitment programs to produce employment applications from women who are qualified to compete effectively with internal DSCP candidates for employment at all levels and in all occupations;
- e. Working with DSCP to develop staffing initiatives, training and development programs, and career enhancement programs designed to increase the participation rates of qualified women and people with disabilities on certificates of eligibility and accompanying lists of individuals eligible for special appointments that are provided to selecting officials at all levels within DSCP. These initiatives should include Senior Executive Service (SES) candidate programs and should be targeted in career fields in which there is participation below expected levels based on availability in the relevant labor markets.

V. RESPONSIBILITIES: In fulfilling the objectives of the PA, the parties agree (subject to applicable legal limitations, including the Federal Labor Relations Statute) to participate and be responsible for the following:

- a. DSCP will:
 - i. Participate in FEW's annual National Training Program (if funds are available);
 - ii. Participate in FEW career fairs, recruitment activities, and outreach efforts;

- iii. When agreed to by both parties, purchase exhibit booth space at FEW's annual training program to further DSCP's policies and programs objectives for women in DSCP;
- iv. Participate in affinity/advocacy group national training programs (e.g., FEW's National Training Program to include providing training and workshops, covering employment opportunities, career advancement, leadership, and coaching/mentoring;
- v. Collaborate with FEW in the development of innovative approaches to recruit, retain and promote women employees at DSCP;
- vi. Continue diversity recruitment and retention efforts directed toward outreach to recruitment, employment and professional development of women;
- vii. Issue Agency-wide all station memoranda and actively support and encourage DSCP employee active participation at programs qualifying as training in compliance with 5 U.S.C. Chapter 41 (e.g., FEW's National Training Program);
- viii. Issue Agency-wide all station memoranda and actively support and encourage DSCP employees to consider becoming involved in local affinity/advocacy group activities (e.g., FEW chapters);
- ix. Invite FEW to ceremonies, conferences, and meetings that DSCP holds to strengthen relationships (e.g., special observances, ceremonies such as Women's History Month observances, etc.);
- x. Take action to ensure that DSCP executives, managers, and supervisors are aware of their role in the selection process as it relates to affirmative employment, affirmative action, selective placement, and special targeted recruitment; and
- xi. Participate with FEW in quarterly discussions to assess progress in building and maintaining a meaningful partnership.

b. FEW will:

- i. Advise all FEW members and its internal and external affiliates and component offices about this MOU, and enlist their participation in the implementation of this MOU;
- ii. Afford DSCP the opportunity to submit articles(s) for the FEW's newsletter *News & Views*;
- iii. Provide DSCP the opportunity to hold an agency forum in conjunction with FEW's National Training Program. FEW will provide space and logistical support on a mutually agreed-upon basis;
- iv. Provide DSCP a room for interviews in conjunction with the NTP. This must be coordinated well in advance due to space constraints;
- v. Participate in DSCP sponsored events supporting women and minorities as mutually agreed by both parties;
- vi. Assist DSCP in providing information (i.e., publications, success stories, and information of general interest, etc.) concerning affirmative employment, affirmative action, workforce diversity, and program services available to women employees in DSCP;
- vii. Assist DSCP in its recruitment effort by posting DSCP vacancy announcement on the FEW website for an agreed upon length of time;

- viii. Recommend speakers on diversity, EEO, and women issues for DSCP's internal programs;
- ix. Provide assistance and support to DSCP in its work with women affinity, advocacy, and resource groups;
- x. Provide assistance and support to DSCP on policies and programs that further the mission and objectives of both parties of this MOU; and
- xi. Participate in quarterly discussions to assess progress in building and maintaining a meaningful partnership.

VI. PROGRAM FUNDING

Nothing herein shall be construed as obligating DSCP and FEW to expend Funds on behalf of the purpose, objectives, and responsibilities set forth in this MOU except as stated herein or agreed in writing by the signatories or the organizations they represent. All obligations of funds for expenditures by DSCP are subject to the availability of funds.

This MOU is not a financial or funding document. It does not impose any financial commitments on either party. Specific activities or initiatives that involve the transfer of funds, services, property between DSCP and FEW will require execution of separate agreements and will be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.


DSCP and FEW are encouraged to identify funds and resources to support activities of mutual benefit.

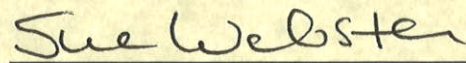
VII. TERMINATION

This MOU takes effect upon the signature of DSCP and FEW and shall remain in effect until terminated or modified. This MOU may be amended upon written request of either DSCP or FEW and the subsequent written concurrence of the other. Either DSCP or FEW may terminate this MOU within 60-day written notice to the other.

This MOU defines in general terms the basis on which the parties will work in cooperation and partnership, and does not constitute financial obligation to serve as a basis for expenditures.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their respective, duly authorized officers as indicated below.


BG Scott C. Chambers, USAF
Commander of Defense Supply
Center Philadelphia or designee


Sue Webster
National President
Federally Employed Women