

**Memorandum of Understanding
Between
The National Guard Bureau
And
The Federally Employed Women**

I. PARTIES

The parties with the Memorandum of Understanding (MOU) are the National Guard Bureau a (NGB) and the Federally Employed Women (FEW).

II. BACKGROUND

FEW is a private, non-profit organization founded in 1968 shortly after Executive Order (E.O.) 11375 was issued, which added sex discrimination to the list of prohibited discrimination within the Federal Government. Although E.O. 11375 was an important milestone, several women were concerned that the Civil Service Commission and individual agencies may not put forth the vigorous effort necessary to ensure compliance with E.O. 11375. Although Federal Women's Program (FWP) had been established, the early organizers of FEW realized that the Government could dismantle FWP, and they 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 the MOU is to provide the cooperative framework for the parties to develop and establish a NGB and FEW MOU. The MOU will foster a mutually supportive relationship and develop initiatives to enhance party's ability to recruit, retain, and maintain highly skilled military and civilian women and prepare them to become future leaders.

IV. OBJECTIVES

- A. The objectives of the MOU shall be to coordinate and facilitate activities that are responsive to the needs of NGB and FEW. In this regard FEW shall make recommendations to NGB on program initiatives that address concerns affecting the recruitment, accessions, training, career development, promotion and retention of qualified women in the NG workforce.
- B. Specific goals are to:
 - 1. Improve the presentation of women in management and other senior level position through substantive training.
 - 2. Provide better educational and leadership development opportunities for women in the NG.
 - 3. Provide knowledge-networking training on issues that affect women in the NG workforce.
 - 4. Strengthen the National Guard's support for FEW's goals and objectives.
- C. NGB and FEW shall establish a joint NGB/FEW Partnership Management Team (PMT) to identify and create opportunities for joint ventures between NGB and FEW to include:
 - 1. Identifying NGB employment and mission-related training and development initiatives.

2. Identifying meaningful training that increases awareness of the business, cultural, demographic, and legal frameworks for understanding and managing diversity.
3. Identifying leadership development programs and providing training to employees in an effort to improve their understanding of diversity issues.
4. Conducting yearly evaluations of all initiatives to identify improvement and to measure the effectiveness of the MOU in meeting its objectives.
5. NGB and FEW shall partner in joint projects in the National Capitol Region with local agencies to identify and create opportunities for joint ventures between NGB and FEW.

V. RESPONSIBILITIES

- A. In fulfilling the objectives of the MOU, the parties agree (subject to applicable legal limitations, including the Federal Labor Relations Statute) to participate and be responsible for the following activities:
 1. NGB will:
 - a. Advise Administrations and other NGB organizations of this MOU and disseminate information about the NGB/FEW PMT.
 - b. Participate in FEW's annual National Training Program; i.e., conduct agency workshops.
 - c. Issue NGB state-wide memoranda providing information about FEW's training program.
 - d. Provide FEW with information on employment needs of NGB to assist in development of women employees modeled after the Office of Personnel Management Leadership Competencies.
 - e. Participate in FEW career fairs, recruitment activities, and outreach efforts within agency guidelines.
 - f. Issue NGB state-wide memoranda providing information about Federal Women's Program and chapter opportunities within the various regions.
 - g. When agreed to by both parties, purchase exhibit booth space at FEW's annual training program to further NGB's policies and program objectives for women in the NG.
 - h. Encourage NGB employees to consider Intergovernmental Personnel Act (IPA) development assignments with FEW as loaned executives.
 - i. Advertise on FEW's official Web site and the annual training program brochure to meet the U.S. Equal Opportunity Commission's Management Directive 715 (MD-715) and Federal Equal Opportunity Recruitment Program (FEORP) recruitment and training initiatives.
 2. FEW will:

- a. Advise all FEW members and partners in the National Coalition for Federal Asian Pacific American Council; National Image, Inc., and the American Indian Science and Engineering Society-of-this MOU and afford NGB the opportunity to submit article(s) for FEW's newsletter *NEWS & Views*.
- b. Provide NGB the opportunity to hold an agency forum in conjunction with FEW's National Training Program. FEW will provide space and logistical support for career fairs, recruitment activities and outreach efforts on a mutually agreed-upon basis.
- c. Participate in NGB-sponsored events supporting women and minorities as mutually agreed to by both parties.
- d. Provide opportunities for developmental IPA assignments with FEW as approved by NGB and agreed to by both parties.
- e. Recommend speakers on diversity, Equal Employment Opportunity (EEO), and women's issues for NGB's internal programs.
- f. Provide assistance and support to NGB on policies and programs that further the mission and objectives of both parties to this MOU.

VI. BENEFITS

The provisions of the MOU will be addressed as part of NGB's state-wide strategy to improve the employment of women in the NG.

VII. PARTNERSHIP MANAGEMENT

- A. A Partnership Management Team (PMT) will be formed to facilitate the direction and management of the Partnership. The PMT will consist of the following NGB and FEW representatives:
 - 1. NGB representation from the National Guard Bureau Office of EO and Civil Rights, Management and Equal Employment Opportunity.
 - 2. NGB-EO-CR, SEP and Diversity, and Minority Outreach.
 - 3. Other NGB participants as needed.
 - 4. FEW's Executive Vice President.
- B. The PMT will perform a variety of activities to facilitate the success of the MOU, including:
 - 1. Develop and recommend plans and initiatives in furtherance of objectives of the MOU.
 - 2. Hold quarterly conference calls.
 - 3. Track, analyze, and share information on Partnership activities and results.
 - 4. Meet at least annually to jointly evaluate the effectiveness of the Partnership. The evaluation will be due annually on the effective date of the MOU.

5. Ensure that issues and concerns, as well as best practices and successes are appropriately communicated.

VIII. PROGRAM FUNDING

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

IX. EFFECTIVE DATE

This MOU shall become effective on the date when the two parties sign. All terms are subject to Federal law and NG policy.

X. AMENDMENTS

This MOU may be amended at any time by mutual written agreement of NGB and FEW.

XI. TERMINATION

This MOU may be terminated at any time by either party upon 60-day notice to the other party.

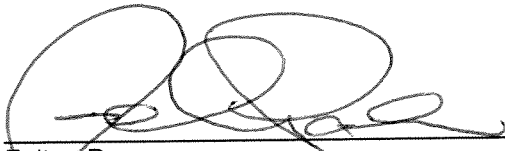
XII. AUTHORITY

This MOU is entered into pursuant to 5 CFR Part 521.

XIII. DISCLOSURE OF INFORMATION

Subject to the Freedom of Information Act (5 U.S.C. 552), decisions or disclosure of information to the public regarding projects and programs within this MOU will be made following consultations by the parties to the parties to the MOU.

NATIONAL GUARD BUREAU



Felton Page
Director, Office of Equal
Opportunity and Civil Rights
National Guard Bureau

Date 21 Jul 09

FEDERALLY EMPLOYED WOMEN ORGANIZATION



Sue Webster
National President
Federally Employed Women

Date 21 Jul 09