

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE U.S. DEPARTMENT OF LABOR (DOL)  
AND THE  
NATIONAL COUNCIL OF FIELD LABOR LOCALS  
(NCFL) AFGE, AFL-CIO**

**Introduction**

This is a Memorandum of Understanding (MOU) entered into between the U.S. Department of Labor (DOL) and the National Council of Field Locals (NCFL), AFGE, AFL-CIO, in accordance with the applicable provisions of the master DOL-NCFL Agreement.

**Agreement**

The Parties agree that the provisions of the DLMS-7, Chapter 1, the departmental travel regulations have been negotiated in a manner reflecting an effective resolution of their institutional interests. Specific changes have been made to the DLMS-7 document as agreed and noted in the attachment, therefore, the DLMS-7 is applicable to NCFL bargaining unit employees except as hereby modified. As such, it is agreed that:

The parties will make every effort to ensure overall employee awareness of the provisions of the DLMS-7, Chapter 1, and changes thereto. Mechanisms to be used to publicize the provisions of the DLMS-7, Chapter 1, although not all inclusive, may include the NCFL Courier, LaborNet, Office of Chief Financial Officer (OCFO) Web/DOL Home Page, Spotlight publications, instructional guides, and/or a Departmental initiative to "train the trainer" on travel manager to facilitate sharing of expert knowledge in specific situations. All NCFL bargaining unit employees will be afforded a reasonable opportunity to review changes in the travel regulations during the normal duty hours. The Department will encourage its frontline supervisors to familiarize themselves with the changes to the DLMS-7, Chapter 1, so that they may communicate these changes with their employees. Employees are encouraged to address specific travel related questions with their supervisors. The servicing finance office will be available to provide both supervisors and employees technical guidance on DLMS-7, Chapter 1, as needed.

DOL acknowledges the need for employees to have access to a document that captures the principles contained in DLMS 7, Chapter 1 in a user-friendly guide. DOL will produce such a document and in partnership will request and consider NCFLC input and publish the document on the OCFO Web/DOL Home Page. Printed copies of the guide will be made available to employees who do not have access to the Internet or are otherwise unable to access the OCFO Web/DoL Home Page.

The Departmental policy is that travel vouchers should be paid within twenty work days of submission by the traveler to the approving official. However, every effort will be made to pay travel vouchers that have been prepared using the Department's Travel Manager software and submitted to the Office of the Assistant Secretary for Administration and Management (OASAM) or Mine Safety and Health Administration (MSHA) Servicing Finance Office using the electronic routing capabilities contained in Travel Manager within ten work days. If, and when, the use of Travel Manager for voucher preparation has become the DOL standard (50% of vouchers processed), DOL will standardize a ten-work day policy for payment of all travel vouchers prepared using Travel Manager's electronic processing capability. The parties agree, as requested, to review the progress toward this standard at the regular NCFLC/DOL labor management relations national quarterly meetings. As tracking systems evolve, actual progress data will be shared. The data will include, as a minimum, the percentage of vouchers processed using Travel Manager.

Outstanding blanket advances will be phased out (that is, repaid by applying the outstanding blanket advance against vouchers) by October 1, 2000 for NCFLC bargaining unit employees and by December 31, 2000 for NCFLC bargaining unit employees who request an extension for special circumstances. Amounts in dispute will be subjected to the debt collection procedures.

If a DOL Agency wishes to implement a program, in accordance with the DLMS-7, Chapter 1, to require the systematic use of frequent traveler benefits or to require bargaining unit employees to systematically report the amount of frequent traveler miles/points earned while travelling on official business, the NCFLC will be afforded notice in accordance with Article 3, Labor-Management Relations Committees and Mid-Term Negotiations. The Department recognizes the NCFLC's interest of incorporating gainsharing provisions for employees into any systematic use of frequent traveler benefits.

The Department acknowledges the stated concern of NCFLC regarding the need for DOL employees to operate in a safe environment when conducting business while traveling and utilizing the mandatory Government sponsored, contractor-issued charge card. In this context, the Department agrees to consider requests for exemption from use on a case-by-case basis using the process outlined in 1-1.105 of DLMS 7, Chapter 1.

The Department recognizes that there are concerns on the part of the NCFLC bargaining unit employees over conversion to the mandatory use of the contractor issued travel card and will administer the program within the constraints of the DLMS-7, Chapter 1.

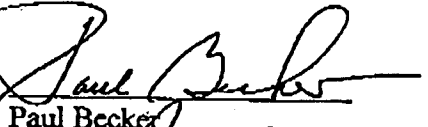
The parties agree that should major structural changes occur in the Travel Management Center Program affecting working conditions of NCFLC bargaining unit employees, the NCFLC will be notified in accordance with Article 3, Labor-Management Relations Committees and Mid-Term Negotiations.


This memorandum of understanding will be distributed to all bargaining unit employees.

FOR THE DEPARTMENT

  
Sandra Keppley  
Supervisor, Labor-Management Relations

  
Janis Carrerio  
Regional Administrator, OASAM

  
Paul Becker  
OCFO

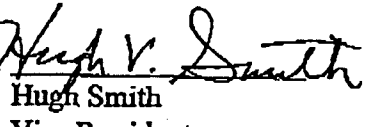
  
Yvonne Sims  
BOC

Date Signed 4-20-00

FOR THE NCFLC

  
Roger Jackson  
VP/Chief Spokesperson

  
Paul Tracy  
Vice President

  
Hugh Smith  
Vice President