

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
DEPARTMENT OF LABOR
AND THE
NATIONAL COUNCIL OF FIELD LABOR LOCALS, AFGE, AFL-CIO

I. Introduction

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

II. Subject

This MOU concerns the agreement between DOL and the NCFLL regarding the ETravel Pilot Program to be implemented for OASAM Chicago/Kansas City and MSHA and the conversion to Carlson-Wagonlit as the new DOL Travel Management Center (TMC). The purpose of the eTravel initiative is to standardize and automate the Federal government's travel process.

III. Background


Federal agencies are mandated to adopt an e-commerce system for all Federal travel. The Department of Labor has chosen a GSA approved vendor, Carson-Wagonlit Government Travel, as our eTravel service provider. While the NCFLL has reservations about the effectiveness of the new system, it enters into this MOU with the Department to achieve the most effective and appropriate arrangements and procedures possible to serve the interests of its bargaining unit employees.

Terms of Agreement

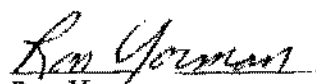
1. The NCFLL reserves its right to bargain full implementation of the eTravel Initiative in accordance with the Statute and current Collective Bargaining Agreement.
2. It is mutually agreed that adequate training will be provided to all employees in accordance with Article 50 of the Collective Bargaining Agreement. Where the NCFLL identifies employees who have not received adequate training DOL will make additional appropriate efforts to provide training.
3. Outside of the payment process, no employee may be held accountable for approved travel authorizations provided that the employee adheres to all applicable travel regulations.

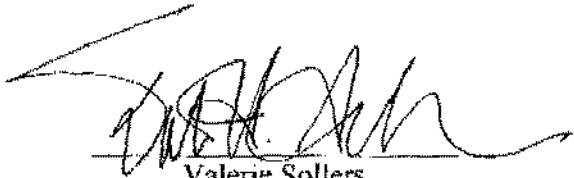
4. For local travel, occasional use of alternate means of auto reservations may be necessary.
5. For new employees and infrequent travelers, travel advances will be allowed.
6. In accordance with the Collective Bargaining Agreement, the NCFLL will be notified of proposed changes to DLMS 7 as a result of the eTravel Initiative.
7. The Department will provide NCFLL with the data elements that will be provided to Carlson-Wagonlit.
8. The Department will provide monthly updates on the progress of the eTravel Pilot Program to include Help Desk related issues.
9. Information on any anticipated reduction in OASAM field staff will be provided in accordance with the CBA.
10. Travel vouchers will continue to be processed in accordance with current standards and as identified in Article 24 of the Agreement.
11. The NCFLL will be provided a courtesy copy of the on-site training agenda provided to eTravel approving officials.
12. The Department will explore the feasibility of the payment of TMC transaction fees directly to Carlson-Wagonlit.
13. An automated link between Carlson-Wagonlit and Citibank will be implemented to facilitate the use of split disbursements. Standard security requirements will be adhered to by all relevant parties.
14. Employees will have access to a computer based tutorial which provides a step-by-step guide for using the eTravel system. In addition, operator assisted Help Desk support will be provided through Carlson-Wagonlit. Any additional support or assistance needed on policy related issues may be directed to Agency or Regional eTravel Point of Contact (EPOC).
15. The eTravel system software supports cost comparisons for cost constructive vouchers. Help desk support and tutorials are available on line to assist employees in voucher preparation.

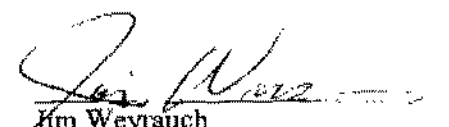
16. There will be no electronic transfer of employee personal information from the current TMC, Omega to Carlson-Wagonlit.
17. An eTravel Ombudsman will be established to field employee concerns and issues regarding the eTravel system. An Ombudsman report will be provided to the NCFLL bi-weekly during the pilot. The Department will create a Frequently Asked Questions (FAQ) document for travelers.
18. The Department will provide the NCFLL with a copy of the minutes of all meetings of the OCFO Travel Advisory Committee during the pilot.


Dennis DeMay
Vice President NCFLL, Team Leader

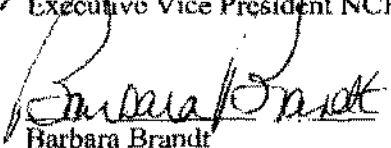

Amandeep Gill



Ron Yarnan
President NCFLL

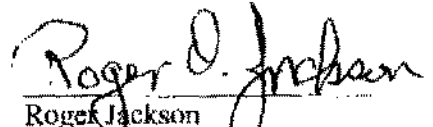

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