

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

**INTRODUCTION**

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

This MOU concerns the full implementation of the eGov Travel System for field bargaining unit employees.

**TERMS OF AGREEMENT**

1. It is not anticipated that bargaining unit employees will be adversely affected by the implementation of eGov Travel System. It is anticipated that types of work performed may be modified. In such cases, employees will receive training in order to successfully perform these modified duties.
2. Prior to being required to use the eGov Travel System, bargaining unit employees will be provided training that will enable them to use the eGov Travel System.
3. The NCFL will be provided with a packet containing all training materials within 7 days of the signing of this MOU. In addition, the NCFL will be given an opportunity to provide input to DOL on these documents.
4. Employees will receive an e-mail notification as to whether their request for travel authorization was approved.
5. In accordance with the Collective Bargaining Agreement, the NCFL will be notified in advance of proposed changes to DLMS 7 as a result of the eGov Travel System.
6. The eGov Travel System will allow for cost comparisons for cost constructive vouchers. Help Desk support will be made available to assist bargaining unit employees in preparing this type of voucher.

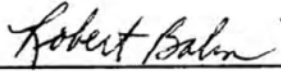
7. DOL will provide to the NCFLL quarterly reports regarding the Travel Management Center (TMC) Performance for a period of two years from the signing of this agreement.
8. If a bargaining unit employee is unable to complete their travel voucher because the eGov Travel System is not operational, or cannot be accessed due to conditions beyond the employee's control, the employee may submit a paper voucher for payment.
9. Bargaining unit employees may contact the TMC by telephone to make changes to their travel reservations if eGov Travel System access is not available.
10. The NCFLL will be provided with additional data elements, if any, regarding bargaining unit employees that are given to the eGov travel service provider.
11. Employees will receive an e-mail notification of travel reimbursement payments. This email will show the date, time and amount of reimbursement. Employees will be able to view the allocation of reimbursement payment amounts to their government issued credit card by accessing the eGov Travel System.
12. Employees will be prompted to change their eGov Travel System password beginning 21 days before expiration of their current password.
13. The eGov Travel System will provide email confirmation of voucher approval.
14. Employees will continue to be able to direct EFT deposits for travel reimbursement.
15. Lodging reservations for a group (2 or more) travel can be made outside the eGov Travel System.
16. As part of the training program for travel approving officials, the OCFO will develop a guidance document which instructs approving officials in the areas of travel advance allowances, timelines of travel authorization approval, and records retention requirements as outlined in DLMS-7. The document will be shared with the NCFLL.
17. In the case of identity theft as a result of the information maintained in the eGov travel system, employees may request and will be granted from their supervisors, the use of reasonable government time as well as the use of government facilities for the purpose of remedying issues directly related to identity theft.

18. DOL will distribute an all employee email of this MOU to all field bargaining unit employees.

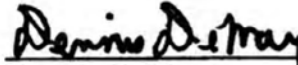
19. This MOU will roll over to the new DOL/NCFLC Contract that is to be negotiated this year.

E-Gov Travel Memorandum of Understanding:

Signed this 13<sup>th</sup> day of April, 2006.



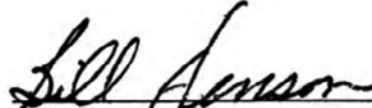
Robert Balin  
Executive Officer, OCFO



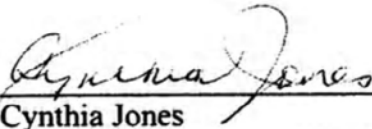
Dennis DeMay  
NCFLL Vice-President  
Lead, Negotiating Team




Paul Cardenas  
Director, Finance and Administration  
OASAM/San Francisco



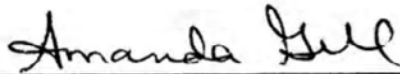
Bill Henson  
NCFLL Vice-President



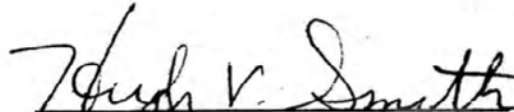
Cynthia Jones  
Financial Management Specialist  
OCFO



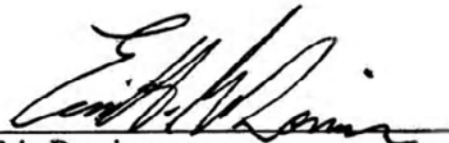
Barbara Brandt  
NCFLL Vice-President



Amanda Gill  
HR Specialist, OASAM/OELMR



Hugh Smith  
NCFLL Vice-President



Eric Ramirez  
NCFLL Recording Secretary