




U.S. Customs and
Border Protection

APR 15 2015

TO: Charles E. Stallworth
Assistant Commissioner
Office of International Affairs

FROM: 
Barry Carpenter *For*
(A) Director, Labor-Management Relations
Office of Human Resources Management

SUBJECT: Agency Head Review
Memorandum of Understanding – Mobile Workforce Transformation Project

The attached Memorandum of Understanding (MOU), signed March 18, 2015, memorializes an agreement between U.S. Customs & Border Protection (CBP) and the National Treasury Employees Union (NTEU). The agreement addresses the implementation of the Office of International Affairs Mobile Workforce Transformation Project and the International Technical Assistance Division Mobile Workforce Pilot. The negotiated terms have been reviewed in accordance with 5 U.S.C. §7114(c) and under Department of Homeland Security, Customs and Border Protection Delegation Order 10-001, dated February 23, 2010.

This MOU does not violate existing law, rule or regulation, and is hereby approved. This approval does not constitute a waiver of, or exception to, any existing law, rule, regulation, or policy.

If you have any questions or need additional assistance, you may contact Brandi Twiggs by telephone (202) 863-6329, or by electronic mail at Brandi.Twiggs@cbp.dhs.gov.

cc: Jonathan Levine, Assistant Counsel for Negotiations, NTEU
Samantha Cutler, Chief Negotiator, CBP
Todd Boucher, (A) Director, Labor-Employee Relations Field Services, CBP
John Hiller, Local President Chapter 128, NTEU
Monica Temoney, Executive Director, Mission Support Division, INA
CBP Labor Management Relations Staff

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
U.S. CUSTOMS AND BORDER PROTECTION
AND
NATIONAL TREASURY EMPLOYEES UNION, CHAPTER 128**

Title: Office of International Affairs (INA) Mobile Workforce Transformation Project and International Technical Assistance Division (ITAD) Mobile Workforce Pilot.

Preamble: This Memorandum of Understanding (MOU) is entered into by and between U.S. Customs and Border Protection (herein after referred to as "Management" or "CBP") and the National Treasury Employees Union, Chapter 128 (herein after referred to as the "Union", "NTEU", or "Chapter"). This agreement covers Stages I and II of INA's Mobile Workforce Transformation.

During Stage I, Management intends to gather information by holding focus groups and surveying INA employees in the National Capital Region (NCR). Management also intends to distribute new equipment to the CBPO Trainers/Advisors in ITAD who participate in INA's Mobile Workforce Transformation Project.

During Stage II Management intends to develop a simulated mobile work environment at the Ronald Reagan Building (RRB) for the CBPO Trainers/Advisors in ITAD, which will also allow for the testing or piloting of a simulated mobile work environment by other INA employees stationed in the NCR.

The Union received notice of the proposed pilot INA's Mobile Workforce Transformation project and pilot affecting ITAD by way of electronic mail, addressed to Ms. Colleen Kelley, NTEU National President, dated January 07, 2014. [The correct date should be 2015.] The Union received a briefing on the proposed pilot on January 22, 2015.

Terms:

- 1. Management has determined that its goal and interest is to have the telework ready CBPO Trainers/Advisors in ITAD teleworking four (4) days or more per pay period.**
- 2. CBPO Trainers/Advisors in ITAD who telework must participate in INA's Mobile Workforce Transformation Project.**
- 3. Reserving Desk Space:
 - a. The CBPO Trainers/Advisors in ITAD who participate in INA's Mobile Workforce Transformation Project will be able to reserve desk space fourteen (14) work-days in advance.****

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- b. Subject to workload requirements and supervisory approval, all INA employees stationed in the NCR will have the opportunity to reserve specified seats in the pilot space at RRB.
 - c. Other INA employees stationed in the NCR who participate in piloting the ITAD simulated mobile work environment will be able to reserve desk space seven (7) work-days in advance.
- 4. This MOU does not alter currently approved and active employee telework agreements unless an employee wishes to change his/her number of days based on this agreement.
- 5. Consistent with the overall schedule and goals of the ITAD Pilot, CBP shall provide all employees, who opt-in, with the necessary hardware, software, computer access rights, and training.
- 6. Management will hold at least one Town Hall meeting with all INA employees.
 - a. Chapter representatives will receive advance copies of all materials that Management plans to distribute to employees during formal meetings on this initiative.
 - b. Pursuant to Article 5 of the parties' collective bargaining agreement, Chapter representatives will have a right to attend all formal meetings and meet with attending employees for up to thirty (30) minutes after the meeting. After meeting with employees, the Union will share employee concerns, if any, with management.
- 7. Management will distribute a survey to all INA employees stationed in the NCR. The survey will be implemented in accordance with the Workplace Solutions Program Survey MOU between NTEU and CBP.
- 8. The ITAD Pilot will be held exclusively at the Ronald Reagan Building in Washington, DC. The RRB is the traditional office site for the majority of the employees impacted by this MOU.
- 9. During the ITAD Pilot, the current ITAD office space will not be reconfigured.
- 10. Any employee has the option of opting-in or opting-out of the Pilot.
- 11. At the close of the ITAD Pilot, CBP and the Chapter will meet to discuss the results of the program.
- 12. If either party becomes aware of significant problems that arise due to the implementation of this initiative, CBP or the Chapter shall inform the other party of such problems and the parties will attempt to resolve them as soon as practicable.
- 13. If CBP decides to modify or expand this initiative, CBP shall provide the Chapter with appropriate notice, as required and the opportunity to bargain, pursuant to Article 26 of


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the parties' Collective Bargaining Agreement and the Federal Service Labor Management Relations Statute.

Effective Date

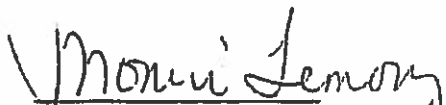
This MOU will be submitted for Agency Head Review immediately after the final signature. This MOU will become effective thirty-one (31) days after the date of the last signature, or after Agency Head Review under 5 USC § 7114(e), whichever occurs first.

For NTEU:



John M. Hiller
Chapter 128 President
National Treasury Employees Union

3/18/2015
Date

For CBP:


Monica Temoney
Executive Director, Mission Support Div.
Office of International Affairs
U.S. Customs & Border Protection

3-18-2015
Date


Brandi Twigg
Labor Relations Specialist
Office of Human Resources Management
U.S. Customs & Border Protection

3/18/15
Date