



## TDY Assignments Policy Atlanta Passport Agency



January 22, 2014

This Memorandum of Agreement (MOA) is entered into pursuant to Article 12 of the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, hereafter referred to as the “Master Agreement”, regarding TDY assignments for the bargaining unit employees at the Atlanta Passport Agency which are outside of Outreach events. Management shall determine the qualifications of eligible BUEs for each TDY, and the parties agree that the purpose of this MOA is to describe in detail the procedures and arrangements to ensure fair and equitable opportunities in the spirit of Article 15 for the bargaining unit.

Management will notify all employees of any TDY announcement(s) and employees will be afforded the opportunity to volunteer. Employees may notify the appropriate member of management of his/her volunteering interest in writing or via email. The appropriate member of management for response and the deadline by which employees must respond will be shared when the TDY opportunity is announced. In the case of TDYs offered in response to emergency operational needs, the window of opportunity to volunteer may be very short, and may mean that employees out of the office, or otherwise inaccessible, at the time of the announcement are not aware of the opportunity until after the response deadline has passed. While reasonable efforts to notify all employees will be made, Management will determine its selection based on the list of qualified employees who volunteered prior to the deadline. Management will notify selected employees in writing or via email.

If the number of qualified employees exceeds the number of TDY spots available, Management will select qualified volunteer(s) based on seniority within passport services. If there is an insufficient number of volunteers, and Management has to involuntarily choose an employee, Management will select the qualified employee with the least seniority.

A register shall be maintained of the qualified employees that already participated in TDYs, and this register will be shared with the Union. Employees currently on TDY, and those that have previously participated in a TDY will be prioritized on this register by recentness of participation. Each time this selection procedure commences, these employees will not be considered for selection for TDY based on seniority.

The parties agree that upon a tie in seniority between two or more qualified employees, Management shall employ a random method to break the tie and have a Union representative witness the tie break. If no Union representative is available, then the Union will be notified that the tie break will be witnessed by the affected employee(s).

If Management does not select an employee(s) that would have been selected by seniority, or inverse seniority, Management will provide the reason(s) in writing to the Senior Steward or Union designee. Additionally, employees that are ineligible for TDY participation will be notified as soon as possible after

the TDY announcement is made. If requested by the employee, the selecting official will discuss with the employee what options are available to meet future qualification criteria. In accordance with the Master Agreement and applicable case law, Management's determination is subject to the negotiated grievance procedure.

Management

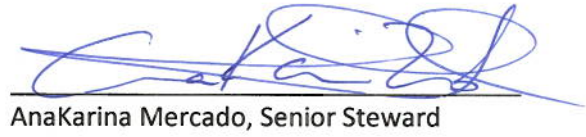
  
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Gale McCoy, Director

  
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Lori M. Voelz, Assistant Director

Union

  
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AnaKarina Mercado, Senior Steward

  
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Liza G. Escobar, Steward