

# Memorandum of Agreement


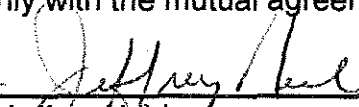
The Defense Logistics Agency (DLA) and American Federation of Government Employees Council 169 (the Council) hereby agree to the following concerning changes to the DoD Travel Card:

1. **Travel Card Information.** The agency will publish information on its web page that explains the purpose of the travel card, its proper uses and answers common questions about using the card.
2. **Infrequent Travelers.** Any bargaining unit employee who has been issued a DoD travel card and is identified as an infrequent traveler will be notified two weeks in advance before their travel card is deactivated provided that Bank of America gives DLA more than 2 weeks notice. In the event DLA does not receive 2 weeks notice, the Agency will notify the employee within 2 workdays of receiving notice. The preferred notification method will be by email unless the cardholder does not have email access. In cases where the bargaining unit member does not have email access, the cardholder will be notified in writing that their card will be deactivated and the date of deactivation. Notification will include information on options available to infrequent travelers. Such information will also be on the DLA Travel web page and available in hard copy upon request.
3. **Lowered Credit Limits.** Should the agency decide to lower the amount of credit available to a travel cardholder, the cardholder will be informed of the change 30 days in advance. Cardholders needing additional amounts of credit for valid government travel will be advised to contact the Activity Program Coordinator (APC) or designee for assistance in obtaining the increased amount of credit.
4. **Reimbursement of Late Fees.** Employees who file timely (within 5 working days of return to the Permanent Duty Station) travel claims upon completion of travel but fail to receive the allowable reimbursement in a timely manner (after 30 days of receipt of the travel claim) AND who in such cases incur late fees from the Bank of America will be authorized to submit a supplemental travel voucher to DFAS for reimbursement of the late fees assessed. Employees will also be entitled to the appropriate amount of interest authorized by the Prompt Payment Act. This reimbursement provision also applies when an employee cannot file a timely claim due to actions of the Agency (e.g., delays in processing vouchers or issuing travel orders).
5. **Delinquency Notices.** In the event an employee's account becomes 55 days delinquent, the Agency will contact the employee upon receipt of the 55 day notice. Employees will be contacted by the APC via email (when available) and advised that the employee should contact the APC as soon as possible to discuss an urgent matter related to their travel card. When email is not available, the Agency will advise the employee, via telephone or in writing, of the delinquency. Written notices or emails will provide the name and phone number of the APC or other official the employee should contact to discuss the matter.

*J. [Signature]* 1/16/02  
*[Signature]* 1-16-02

6. **Salary Offset.** Prior to an employee becoming subject to salary offset, the employee will be notified, in writing, of his/her due process rights under the Debt Collection Act of 1982. The Agency will provide such employees with the procedures used for salary offset and will respond to questions from the employee regarding the process. In the event of an erroneous or excessive salary offset, the Agency will provide assistance to the employee to resolve the matter, including speaking with and writing to DFAS on the employee's behalf. For purposes of this paragraph, email is a suitable means of communicating in writing. The employee will be provided a copy of the written communication.
  
7. All remedies available under the Master Labor Agreement or 5 U.S.C. Chapter 71 are available to the parties if either party believes the other has failed to comply with any of the requirements of this MOA.
  
8. Should either party identify any procedural problem with the implementation of the Salary Offset process, the parties agree to meet, discuss and, with the mutual agreement of both parties, negotiate the problem issue.
  
9. **Distribution.** The Agency will provide a copy of this agreement to AFGE Council 169 Local Presidents, AFGE bargaining unit employees, and their supervisors.

This agreement constitutes the full understanding of the parties. The provisions of this Memorandum of Agreement may be changed only with the mutual agreement of the parties.

 <hr/> Phil Porter For AFGE Council 169	1-16-02 <hr/> Date	 <hr/> Jeffrey Neal For the Defense Logistics Agency	January 16, 2002 <hr/> Date
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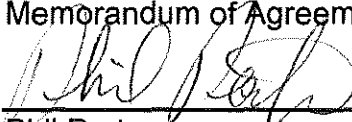
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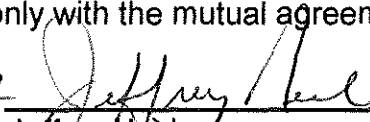
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 For AFGE Council 169

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 Jeffrey Neal  
 For the Defense Logistics  
 Agency

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