



This Memorandum of Understanding (MOU) between the National Federation of Federal Employees Local 251 (Union) and the Alaska Region (Management) is hereafter referred to as “the Parties”. This MOU constitutes final agreement in regards to implementation of the application of the Federal Travel Regulations which entitles employees to Field Per Diem meals (food) for employees on official in the Alaska Region.

The Parties stipulate that the signators to this MOU have the authority to bind their respective party and agree to the following:

- a. Regional supplements to Forest Service Handbooks (FSH) will be adopted with the effective date of October 1, 2015 and will include language agreed upon from the negotiations:
 1. Regional rate for Field Per Diem
 2. Elimination of Delegation of Authority to Forest Supervisors to set Field Per Diem rates
 3. Requirement of Forest Supervisors to identify and maintain a list of temporary duty stations where the Regional Field Per Diem rate is applicable
 4. Government Purchase Card procurement of startup/replenishment supplies will continue as they have in the past and will not be claimed or reimbursed through the government Electronic Travel System (currently known as ETS2)
 5. Define Administrative Barriers that would allow employees to use “Last Resort” method to procure field subsistence groceries.
- b. Future changes to the FSHs will be through a review process in partnership with Management and the Union. This process can take the form of Pre-decisional involvement, partnership, or formal negotiations.
- c. Regional FSH Supplements will include:
 1. R10 FSH 6509.32
 2. R10 FSH 6509.33
 3. R10 FSH 1230
- d. Management changes to assist in implementation include:
 1. Letter and FSH Supplements will be prepared by July 31, 2015 for Regional Forester’s signature, describing changes and impacts to the Region
 2. Training on ETS2 to be offered two times per year
 - i. Training to be sponsored by Regional Budget Staff
 - ii. First session to be ready for deployment on Oct. 1, 2015
 - iii. Second session to be planned for spring of 2016
 - iv. Training topics to include:
 - ETS2:
 - Travel Profile
 - Travel Card (request, activation, deactivation)
 - Authorization Prep
 - Travel Arranging for Self
 - Travel Arranging for Crew Members
 - Travel Advance Request to ASC



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- Voucher Prep
 - Troubleshooting (Advance \$ exceed Voucher \$; Cancellation of/or Change to travel and groceries already purchased etc)
 - Use of ETS2 with "Last Resort" method
3. Increased capacity of Regional AQM Staff to assist with "Last Resort" method to procure field subsistence groceries:
- i. up to 6 Staff members will be available to review and approve Form R10-6300-1 between the hours of 7:00 am and 3:00 pm Monday through Friday
 - ii. Form R10-6300-1 will be updated to include:
 - Crew Leader contact information
 - \$ amount and job code for each employee as calculated from travel authorization
 - Form will be 508 compliant
 - Form will be created to be filled out electronically or manually
 - Form will include an eSignature block for signing with LincPass credentials
 - Mail-In database (a.k.a. email inbox) will be created for efficient submittal, review, approval process
 - Fax number will be provided that will send the form to the Mail-In database
 - Form will be reformatted to show what information is to be completed by the Crew Leader and which information is to be completed by the approving AQM Staff member.
 - Form will be made available in Forms Portal, on AQM SharePoint site and via link in Regional FSH Supplement as well as other communications
 - Form will be changed to allow multiple vendors to be listed

The effective date of this MOU is the date that the last person listed below signs and dates this Agreement.

This MOU may be reopened or amended by mutual agreement of both Parties.

Management Representative's Name	Andrea Gehrke	Union Representative's Name	Ken Dinsmore
Management Representative's Signature	<i>Andrea Gehrke</i>	Union Representative's Signature	<i>Ken Dinsmore</i>
Date	<i>August 3, 2015</i>	Date	<i>August 3, 2015</i>