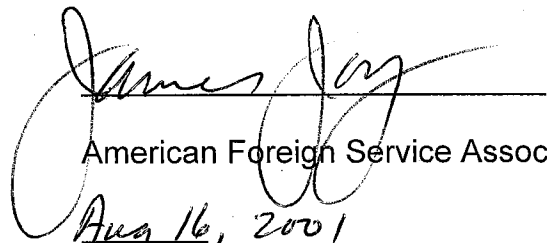


MEMORANDUM OF UNDERSTANDING

BETWEEN

AFSA AND THE US&FCS


In accordance with the Foreign Service Act and Article VIII, Section 2 of the Collective Bargaining Agreement, the parties have satisfied their collective bargaining obligations with respect to changes to the Assignment and Tour of Duty policy which will be issued as a revised Subchapter 100-1 of the Foreign Service Personnel Management Manual.



American Foreign Service Association

Aug 16, 2001

Date



U.S. & Foreign Commercial Service

8/17/01

Date

## MEMORANDUM OF UNDERSTANDING

1. In accordance with the Foreign Service Act (Act) at 22 U.S.C. 4113 and Article VIII, Section 2 of their collective bargaining agreement (CBA), the U.S. & Foreign Commercial Service (US&FCS) and the American Foreign Service Association (AFSA) have satisfied their collective bargaining obligations with respect to the agreed-upon changes described below.

### Change (1)

The following change applies to Foreign Service Officers and will be incorporated in 3 FAH-1 H-3465, Packing and Unpacking Effects, Section b.(Changes in Bold Face):

#### **(APPLIES TO COMMERCE ONLY)**

b.**[Information deleted]** Where the member can document the need for more time for packing or unpacking, a supervisor may excuse up to an additional 16 work-hours for packing and 8 work-hours for unpacking. **If three or more companies are involved in the packing and unpacking of HHE, a supervisor may excuse, for packing or unpacking, up to an additional 8 work-hours for each additional company.**

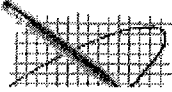
### Change (2)

The following changes apply to Foreign Service Officers and will be incorporated in the Foreign Affairs Manual and Subchapter 800-2, Language Training, of the Foreign Service Personnel Management Manual, as follows (Changes in Bold Face):

6 FAM 153.3-3 Maximum Rates in the United States, paragraph (3):

(3) **(For Commerce Only)** For the 31st through 180th day of temporary duty, the employee may be reimbursed at a daily locality rate not to exceed 50 percent of the lodging and 50 percent of the M&IE per diem rate.





USFCS Postmaster

02/27/01 10:34 AM

To: CS All People Everywhere

CC:

Subject: AFSA/CS Midterm Negotiations (from Jerry Mitchell)

The following message is from Jerry Mitchell, Acting Assistant Secretary and Director General

We are pleased to announce that AFSA and the Commercial Service have successfully concluded midterm negotiations on the issues outlined in items A and B below.

A. Packing and unpacking of effects: Employees are currently authorized 16 hours of administrative leave for packout and 8 hours for receipt of their shipments. AFSA and CS management have agreed that when additional days are necessary to pack or unpack effects, a supervisor may approve up to an additional 16-hours for packing and 8-hours for unpacking, providing the employee can document the need. 3 FAH-1, H-3465, Packing and Unpacking Effects, Section b will be revised as follows:

**(Applies to Commerce only)**

**b. Where a member can document the need for more time for packing and unpacking, a supervisor may excuse up to an additional 16 work hours for packing and 8 work hours for unpacking. If three or more companies are involved in the packing and unpacking of HHE, a supervisor may excuse, for packing or unpacking, up to an additional 8 work hours for each additional company.**

B. Per diem while on TDY - Currently, while an employee is on TDY in the United States, the per diem rate is reduced at the 31st day to 50% and the 121st day to 25%. AFSA and CS management have agreed not to reduce the rate to 25% until the 181st day. 6 FAM 153.3-3 Maximum Rates in the United States, paragraph (3) and (4) have been revised as follows:

**3. (For Commerce only) For the 31st through the 180th day of temporary duty, the employee may be reimbursed at a daily locality rate not to exceed 50 percent of the lodging and 50 percent of the M&IE per diem rate.**

**4. (For Commerce only) For the 181st day and succeeding day(s) of temporary duty, the employee may be reimbursed at the daily locality rate not to exceed 25 percent of the lodging and 25 percent of the M&IE per diem rate.**

In addition, in Subchapter 800-2, Language Training, Foreign Service Personnel Management Manual, the following sentence has been added at the end of paragraph "e" under Section 8.01, Selection and Assignment:

**"An employee enrolled in 24 weeks or more of language training will require a permanent change of duty station (PCS)."**

C. Home Leave in Connection with Assignment in the United States - Although this last change was not negotiated with AFSA, CS management is pleased to provide employees up to 25 days of home leave upon assignment to the United States. This brings us in line with the other foreign affairs agencies. 3 FAM 3435.1 Home Leave Before Next Assignment, paragraph b will be revised to remove "for Commerce: 15 workdays" and will read as follows:

**"An employee will be granted home leave not to exceed 25 work-days. A longer period may be authorized as provided in 3 FAM 3434.3."**

The above changes are effective February 22, 2001, however, it may be awhile until you actually see the revisions in the FAM/FAH documents. These changes have been forwarded to the Department of State for incorporation in the Foreign Affairs Manuals and Handbook.

Jerry Mitchell