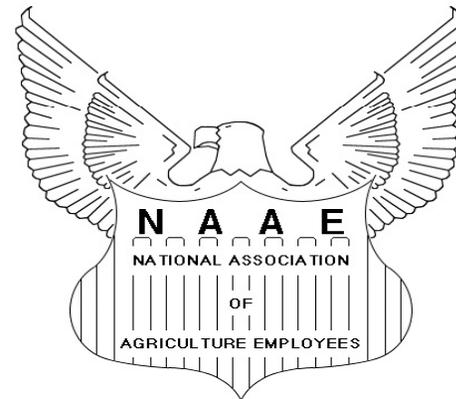


# PPQ & NAAE Green Book Agreement Part IV



United States Department of  
Agriculture, Animal and Plant  
Health Inspection Service, Plant  
Protection and Quarantine

&



National Association of  
Agriculture Employees

# TDY MEMORANDUM OF UNDERSTANDING (MOU)

[http://inside.aphis.usda.gov/mrpbs/labor\\_relations.shtml](http://inside.aphis.usda.gov/mrpbs/labor_relations.shtml)

## Introduction:

1. Procedures for assigning NAAE bargaining unit employees to domestic TDY assignments (separate MOU for NAPPQOSE)
2. Provides for exceptions to the MOU
  - a. non-bargaining unit personnel
  - b. specific positions excepted
3. Covers all emergencies requiring domestic TDY deployment
4. Does not apply to foreign TDY assignments
5. Supersedes all previously negotiated procedures for TDY
6. Employees will be tracked by the last return date from a TDY assignment (voluntary and mandatory)
  - a. only TDY assignments completed after implementation
  - b. upon completion of a TDY assignment employee is moved to the bottom of mandatory list (employees with the same date will be listed by SCD (leave))

## Domestic TDY

1. Definition: TDY assignment is defined as an assignment of more than 10 working days including travel time, to a work location outside the employee's regular duty station
2. A TDY assignment will not normally exceed 28 calendar days (21 calendar days when administered above the PPQ level)
  - a. PPQ retains the discretion to extend or shorten the assignment based on the nature of the emergency
  - b. to the extent possible, PPQ will provide the employee with 10 working days advance notice of changes to the length of deployment
3. Parties have agreed that the process will be transparent
4. PPQ may make TDY assignments by state or local level based on the circumstances of the emergency and the qualified employees would be from the state or local level

## Volunteers:

1. Volunteer is any employee who has identified himself/herself as available for a specific TDY assignment and is ready to deploy within 24 hours from the time of the announcement closing
2. Volunteers will be solicited by an electronic solicitation and will normally have at least 24 hours to respond
3. The electronic announcement will have the following information:
  - a. closing date and time of the announcement
  - b. specific dates of the TDY assignment (when known)
  - c. location and nature of the emergency
  - d. expected work hours
  - e. physical demands of the assignment

Volunteers continued:

f. specific qualifications and any specialty positions needed

g. recognize that all the information may be subject to change

4. Specific requirements to be eligible to volunteer:

a. valid state driver's license

b. permanently employed

c. fully successful rating on last evaluation of record

1. self-certified

2. ICS-225 or performance appraisal (6 mo. or annual) (not in the NAPPQOSE)

5. Specific positions may be exempted at the discretion of PPQ

## Volunteer Process:

1. All volunteers will be ranked and selected in order of appearance based on qualifications and availability
2. specific qualifications may be necessary
  - a. first available volunteer selected
  - b. if there are no qualified volunteers, then resort to mandatory procedures
3. specific States may be identified as unavailable for TDY incident
4. supervisors may identify an employee as unavailable
  - a. requires regional concurrence
  - b. approval would result in an inability to accomplish required program activities
5. after exhaustion of volunteer list then mandatory procedures will be used

## Volunteer Process cont.

6. Normally, 14 calendar days notice before deployment, but may be as short as 48 hours
7. Initial notification will include the following information:
  - a. reporting date and anticipated length of assignment
  - b. project intake duty station
  - c. project information (primitive conditions, physical req.)
  - d. uniform requirement
  - e. contact person and telephone number
  - f. Union representative contact for TDY assignment (not required for NAPPQOSE)
  - g. any other pertinent information

## General TDY information

1. All TDY eligible bargaining unit employees required to participate in Government Travel Charge Card Program
2. National Mandatory TDY List (not NAPPQOSE)
  - a. All bargaining unit employees in reverse SCD order
  - b. Employee selected from the Mandatory List will be moved to the bottom of the list upon return from TDY assignment
  - c. Management retains option to offer extensions
  - d. Employees on annual leave not to be contacted concerning TDY deployment except in cases of emergency
  - e. May authorize rest stops when traveling to TDY assignment
  - f. Volunteers may be reconsidered at the local level

## Safety and Health Section

### Availability Exemptions

1. Medical condition (different forms)
2. Serious personal obligations or hardships
3. Jury or court obligations
4. Military duty
5. Annual leave
6. Union activity
7. Return TDY assignments
8. Other exemptions
9. Denial and appeals of availability exemptions
  - a. different grievance appeal procedures for two unions

# The PPO & NAAE Green Book Agreement

## Article 32. Domestic TDY

### Section 1. Purpose

1. volunteer augmented by mandatory system
2. exemptions
3. Domestic TDY not covered by Article 43
4. TDY MOU

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### Section 2. Definition

1. assignments of 28 days with 10 days notice

# The PPO & NAAE Green Book Agreement

## Article 32. Domestic TDY cont.

### Section 3. Process

1. volunteers selected electronically
2. selections based on qualifications and availability
3. priority selections
4. may request exceptions for geographic areas

### Section 4. Qualification

1. grievances

# The PPO & NAAE Green Book Agreement

## Article 32. Domestic TDY cont.

### Section 5. Availability Exemptions

1. Medical condition
2. Serious personal obligation or hardship
3. Jury or court obligations
4. Military duty
5. Annual leave
6. Union activity
7. Return from TDY assignments or other valid reason
8. promotions, specials assignments and details

# The PPO & NAAE Green Book Agreement

## Article 32. Domestic TDY cont.

### Section 6. Annual Leave Miscellaneous Provisions

1. 6 weeks of long-term annual leave
2. 30 calendar days prior to TDY notification
3. weekend immediately prior to and after annual
4. additional periods of annual leave

### Section 7. Cancelled Leave

Questions?

# The PPQ & NAAE Green Book Agreement

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