

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**THE NATIONAL CREDIT UNION ADMINISTRATION (NCUA)**  
**and**  
**THE NATIONAL TREASURY EMPLOYEES UNION (UNION)**

NCUA's Asset Management and Assistance Center (AMAC) has acquired additional space in building #3 in the office complex housing NCUA's Austin, TX Regional and AMAC offices. The Division of Asset Recovery employees will relocate from the current space in building #3 and the Division of Accounting Services employees will move from building #5 to office space located in building #3. Six (6) of the ten (10) covered parking spaces in building #5 and eight (8) of the ten (10) covered parking spaces in building #3 will be assigned to bargaining unit employees. AMAC has contracted with the office complex to ensure that the external and internal security for offices in buildings #3 and #5 will be comparable. The parties hereby agree to the following:

1. In accordance with Article 25, section 4, AMAC has divided available office space by work division. The Agency has determined that interior spaces will be reserved for administrative/technician positions and exterior and/or windowed offices will be reserved for analysts and other management positions. Employees at the CU-11 level and lower will be assigned an interior office space. However, on a temporary basis, if management determines a window office is available, administrative/technician positions can choose to occupy a window office. This will be done based upon grade level first, and then seniority within the same grade level. The temporary use of the window office can be ended at any time.
2. No later than April 23, 2010, current AMAC federal employees moving to new offices in building #3 will choose their workspace in building #3 according to the procedures in CBA Article 25, Section 4.
3. No later than April 30, 2010, current AMAC federal employees in building #5 will be given an opportunity to choose new workspace from open offices due to the moves in #3, above according to the procedures in CBA Article 25, Section 4.
4. Any new federal AMAC employees will choose workspace from open offices within his/her work division.
5. Employees may wear casual clothing on all days where they will pack and/or unpack and set up his/her office space.
6. Any employee disturbed by dust and/or noise due to the construction of the new office space may request to be temporarily relocated to an alternate work space.
7. All covered parking spaces assigned to AMAC will be allocated to either bargaining unit or non-bargaining unit federal employees. Management has the right to take spaces out of the bargaining unit pool if additional non-bargaining unit federal employees are brought into AMAC. The Union will have the right and responsibility to administer the assignment of parking spaces to bargaining unit personnel. The Union will inform management of the specifics of the parking administration.

8. NCUA will provide the Union with a list of all federal AMAC employees at least three days prior to the workspace selection. The list will include, at a minimum, name, title, grade, start date with NCUA, and start date with AMAC. NCUA will notify the Union of any changes to the list of federal AMAC employees and the effective date of the change as soon as they become aware of such change, but no later than the actual effective date.
9. Implementation of office moves will not commence until this agreement is effective.

**Effective date and Termination**

This agreement will take effect no sooner than thirty-one (31) days from execution or upon Agency head approval and will remain in effect until the termination of the Collective Bargaining Agreement.

\_\_\_\_\_/S/\_\_\_\_\_  
For NCUA:                      Date

\_\_\_\_\_/S/\_\_\_\_\_  
For NTEU:                      Date