

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE NATIONAL CREDIT UNION ADMINISTRATION
AND
THE NATIONAL TREASURY EMPLOYEES UNION

This Memorandum of Understanding (MOU) between the National Treasury Employees Union (NTEU) and the National Credit Union Administration (NCUA) is entered into between the parties to address the impact and implementation of the GSA SmartPay2.

1. NCUA will implement the SmartPay2 charge card program. Throughout the implementation, NCUA will keep employees fully informed by emails, memos, and other electronic presentations. These communications will provide helpful guidance, and the Office of the Chief Financial Officer (OCFO) staff will provide assistance and customer service in order to assure a smooth, seamless and successful transition to SmartPay2.
2. All centrally-billed account holders and approving officials will receive any planned face-to-face training during his/her regularly scheduled work day (s).
3. A memo will be sent to employees including the JP Morgan Chase PaymentNet System Placemat. The memo will clarify that field examiners may designate up to 30 minutes to the WCC 39 to review the placemat and the JP Morgan Chase on-line payment system. Office employees will be allowed time during regularly scheduled work hours to review the placemat and the JP Morgan Chase on-line payment system. Employees hired after the date of this MOU will be supplied with the JP Morgan Chase placemat and allowed up to 30 minutes of WCC 39 to review the on-line payment applications.
4. A memo will be sent to employees with the Travel Card Do's and Don'ts PowerPoint training and will designate the WCC 39 for field employees to use in charging time to complete the training and a statement that each employee may charge up to 18 minutes for this training. Office employees will be allowed to complete this training during his/her regularly scheduled work day. Examiners hired after the date of this MOU will receive the Do's and Don'ts training during Level 1 while new office employees will receive the training during regularly scheduled duty hours.
5. All centrally billed cardholders and approving officials who did not receive face-to-face training will be provided time to complete a training module during his/her regularly scheduled work day (s). The training module will also serve as a reference for all centrally billed cardholders and approving officials.

- 6. Employees will be expected to adhere to NCUA's Instruction NO. 01410.04, Credit Worthiness Evaluations and Training Requirements for Government Issued Charge Cards. The Agency will send a notice to all employees required to take the refresher training, at least 60 days prior to the expected completion date indicating how to access the training module and that employees will be provided sufficient time to complete the training. Field employees will use WCC 39 to complete the training and office employees will be allowed to complete this training during his/her regularly scheduled work day.
- 7. Per Article 8 §5(k), a copy of this agreement will be posted on the OHR Intranet website within five business days of the parties signing this agreement. Employees will be sent an email notice once the agreement is posted.

This agreement will become effective upon the signatures of the parties and shall expire simultaneously with the expiration of NCUA's service contract with JPMorgan-Chase.

For NTEU:

Heather Hammes
 Heather Hammes, President
 NTEU-Chapter 303

Date: 10-6-2008

For NCUA:

David M. Marquis
 David M. Marquis
 Chief Negotiator, NCUA

Date: