

MEMORANDUM OF AGREEMENT

BETWEEN

**Federal Aviation Administration, Mike Monroney Aeronautical Center
FAA Academy
Oklahoma City, Oklahoma**

AND

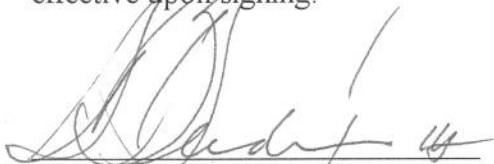
Professional Association of Aeronautical Center Employees

The parties, Federal Aviation Administration, Mike Monroney Aeronautical Center, FAA Academy (hereinafter referred to as the Employer) and the Professional Association of Aeronautical Center Employees (PAACE) (hereinafter referred to as the Union), agree to the following concerning the Travel Reform Initiative Policies (TRIP'S):

1. It is understood that this agreement covers 19 TRIPs numbered 001 through 003, 005, 006, 101, through 105, 201 through 206, and 301 through 303 (attachments 1-19). Any changes to these TRIP's subsequent to this agreement will require notice and additional bargaining upon request. The Union will receive a minimum of 14 days advance notice of actual implementation of the TRIP's. It is understood that the February 1995 term labor agreement between PAACE and the FAA Academy is undisturbed by this agreement.
2. The TRIP's are adopted by the parties as written, with modifications as noted below, and will be implemented under the terms of this agreement upon direction from higher headquarters. Specific TRIP's are modified by this agreement as follows:
 - a.) TRIP-001, 002, 006, 104, 202, 204,205, 206, 301 and 303 are adopted as written.
 - b.) TRIP-003. It is understood TRIP 003 describes a system of split payment. The employee is billed for the travel expenses by the Government credit card contractor. When the travel voucher is filled out by the employee, he/she will indicate on the travel voucher the amount that is to be paid to the credit card contractor and the amount to be reimbursed to the employee. If the employee has Government credit card contractor charges and the employee directs that all the money be paid to him/ her, the employee remains responsible for that government credit card contractor debt.
 - c.) TRIP-005. It is understood that the Policy/Guidance statement in paragraph number 3 is modified by the current February 1995 PAACE Agreement, Article 31, sections 4, 5 and 7.

- d.) TRIP-101. It is understood that the Policy/Guidance in TRIP-101 is modified by the current February 1995 PAACE Agreement, Articles 17 and 55.
- e.) TRIP -102. It is understood TRIP 102 describes a test of a flat rate reimbursement system to determine cost savings. The documentation in support of the travel voucher will be maintained by the Employer. The references to individual tax liability will be deleted from the final version of TRIP-102. At the conclusion of the pilot program the cost/benefits and evaluation will be made available to PAACE upon request.
- f.) TRIP-103. It is understood that travel records will be maintained by the Employer. It is agreed that the Employer will establish and maintain a record file in accordance with applicable regulation. When the record is established, Union coordination will be sought prior to implementation.
- g.) TRIP-105. An additional phone call home may be authorized when an employee's travel arrangements are significantly affected (e.g., the return date changes) due to FAA requirements, and the employee must arrange for revised procedures covering issues such as child care, travel arrangements from the airport to home, etc.
- h.) TRIP-201. Consideration may be given to employees who fall within the 50-100 mile radius, subject to administrative approval.
- i.) TRIP-203. The \$500,000 cap to be adjusted for inflation.
- j.) TRIP -302. The flat rate of 60% of the maximum per diem will apply to the lodging and meal rates only under the extended stay criteria described in this TRIP.

No rights of the parties are waived by this agreement. This agreement shall become effective upon signing.


Dr. Samuel B. Hendrix III Date
President, PAACE


Irv McKey Date 3/16/98
Agency Chief Negotiator