

MEMORANDUM OF UNDERSTANDING
between
ANIMAL PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE (PPQ)
and the
NATIONAL ASSOCIATION OF AGRICULTURE EMPLOYEES (NAAE)

Re: Voluntary Lateral Transfers

In accordance with Article 45, Section 6 of the Collective Bargaining Agreement (Green Book), this Memorandum of Understanding establishes the procedures for administering requests for lateral transfers:

1. PPQ will consider requests for voluntary lateral transfers in accordance with the Green Book. When filling bargaining unit employee vacancies by lateral transfer, PPQ retains the right to select from among those who apply pursuant to the provisions of the Green Book. Voluntary lateral transfers will be made at the expense of the employee and during non-duty hours, i.e., approved leave status, except in those cases where it can be clearly shown to be advantageous to the Government.
2. In order to provide more flexibility to employees and PPQ the Parties have agreed that voluntary transfers may be made between any positions at the same grade, same occupational series and same promotion potential within PPQ.
3. All requests for voluntary lateral transfer will be posted as a read-only file on a shared drive accessible by PPQ employees. All requests for voluntary lateral transfer will be submitted by completing the voluntary lateral request form also posted on the shared drive. Each specific type of position will have a check box for location. The employee must identify each type of position for which he/she is requesting a lateral transfer.
4. The lateral request forms may be submitted by fax, electronically or by mail. The date of receipt will be the effective date of the request.
5. Requests for lateral transfer will have a retention period of two (2) years from date of receipt. The employee must indicate on the lateral request form if the request is for a period of time less than two years.

6. Requests for lateral transfer will be limited to one request every six (6) month period and each request will void any previous requests. The six month period will begin on date of receipt of the previous request for voluntary lateral transfer. Requests submitted more than one (1) week prior to the six month period will not be processed.
7. Exceptions to the voluntary lateral transfer procedures *may* be granted in individual cases for extenuating circumstances and can be clearly shown to be advantageous to the Government.
8. PPQ may still issue special lateral announcements for locations with no identified lateral transfer volunteers. For example PPQ may have a special lateral announcement for a new location or a hard to fill position.

This MOU will be in effect until August 17, 2015, and remain in effect for yearly periods thereafter unless either Party serves the other Party with a written notice for the sole purpose of renegotiating this MOU, not more than one hundred and five (105) days and no less than sixty (60) days prior to the expiration date.

Re: Requests for Hardship Transfer


1. PPQ will consider requests for hardship transfers in accordance with the Green Book. When filling bargaining unit employee vacancies based on hardship, PPQ retains the right to select from among those who apply pursuant to the provisions of the Green Book. Hardship transfers will be made at the expense of the employee and during non-duty hours, i.e., approved leave status, except in those cases where it can be clearly shown to be advantageous to the Government.
2. The Parties have agreed that hardship transfers may be made between any positions within PPQ at the same grade and in the same occupational series.
3. All requests for hardship transfer will be maintained as a list, but will not be posted. Employees may submit a request for a hardship transfer at any time, but no more often than two times in any 12 month period. The request must indicate the specific type of position(s) for which the employee is seeking a hardship transfer. The request may be submitted by fax, electronically or by mail. The date of receipt will be the effective date of the request.

4. Requests for hardship transfer will have a retention period of two (2) years from date of receipt. The employee must indicate on the lateral request form if the request is for a period of time less than two years.



President, NAAE

3-18-15
Date



Associate Deputy Administrator, Field Operations
Plant Protection and Quarantine
APHIS/USDA

3/8/15
Date