

Memorandum of Understanding between the Alcohol and Tobacco Tax and Trade Bureau (TTB) and the National Treasury Employees Union (NTEU), Chapter 305 on the removal of ten (10) copiers and their replacement with seven (7) copiers at the National Revenue Center (NRC), Cincinnati, Ohio.

In accordance with the Collective Bargaining Agreement (CBA) between TTB and NTEU, Article 39, this agreement is conditioned on the following terms, mutually reached by the parties:

Both TTB Management and NTEU Chapter 305 agree that copiers are important to the performance of work to meet the employee and organizational performance measures. This has become especially evident since the industry was advised that they could submit applications in single form.

All affected employees will be given the opportunity to receive an overview training session on the use of the new copiers. The copier training will be conducted by the copier vendor. Employees will be advised in writing of the individual(s) that will be responsible for supplying and ordering maintenance and repair of the new copiers in each or all locations.

There will be six (6) available copiers for the NRC staff to use. There will be five (5) replacement copiers located in the NRC office space on the 8th floor plus the existing copier located in NRC office space on the 6th floor of the John Weld Peck Federal Building.

The replacement copiers will be placed in the following areas:

- One (1) copier located in the NRC office space at the North end of the John Weld Peck Federal Building, 8th floor.
- One (1) copier located close to the NRC reception area on the 8th floor of the John Weld Peck Federal Building.
- Two (2) copiers located in the NRC office space at the South end of the John Weld Peck Federal Building, 8th floor.
- One (1) copier located in the NRC Mailroom office space on the 1st floor of the John Weld Peck Federal Building.
- One (1) copier located in the Office of Counsel office space (restricted to Counsel staff only) located in the John Weld Peck Federal Building.
- One (1) copier in the Revenue Accounting Section office space located in the John Weld Peck Federal Building (restricted to Revenue Accounting staff only).

There is also one (1) existing copier located on the 6th floor in the NRC file room office space of the John Weld Peck Federal Building.

Fax Sent via TTB Faxserver

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Attached is a diagram of the placement for each of the replacement copiers in the NRC office space on the 8th floor of the John Weld Peck Federal Building.

Placement of the copiers in the NRC has been based on usage reports from an independent third party. The NTEU has pointed out that many copiers currently located in the NRC were down frequently and that the placement of the new copiers was based on usage, which may be skewed. The usage of the new copiers will be monitored by the Contracting Officer's Technical Representative (COTR) at the NRC for at least three (3) months after installation and training. The usage numbers will be shared with the TTB Director, Acquisition and Facilities Management Division and the NTEU Chapter 305, Interim President.

In accordance with Article 3, Section 4, if the currently listed locations do not reflect progressive work practices to facilitate improved performance and efficiency, the NTEU Chapter 305, Interim President and management will meet to determine better locations and negotiate the changes in accordance with Article 39. In order to achieve this goal:

- Employees will be advised that should they find themselves in lines to make copies this should be directly reported to their 1st line supervisor via email with a copy sent to Suzanne Beason and Gina Renee' Yankey documenting the time and date.
- The NTEU Chapter 305, Interim President will meet with the Director, Acquisition and Facilities Management Division following three (3) months after completion of all installation and all training on the new copiers to review the usage numbers, any/all complaints/concerns and review the emails submitted.
- The Director, Acquisition and Facilities Management will determine if the copiers need to be relocated and/or if additional copiers need to be obtained. The NTEU Chapter 305, Interim President will be advised of this decision and provided the opportunity to participate in the placement decision.

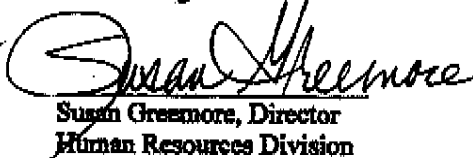
This agreement will become effective on the date the last person representing the parties to the agreement sign below:

NTEU


G. Renee' Yankey, Interim President
NTEU Chapter 305

DATE: 12/22/08

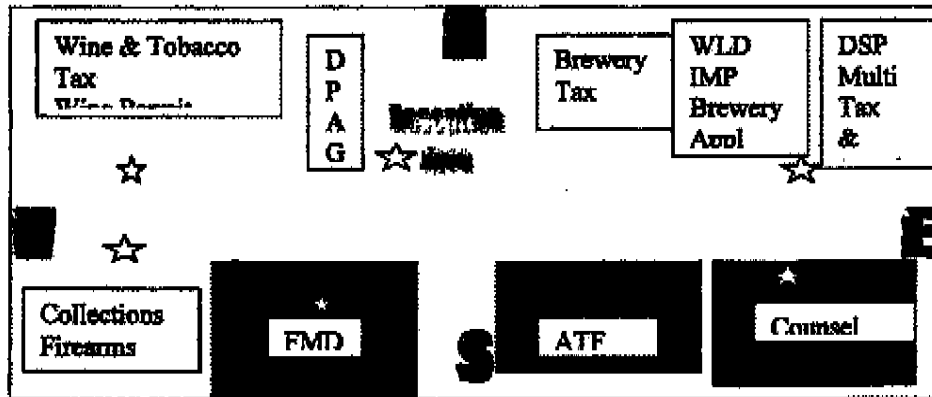
TTB Management


Susan Greenmore, Director
Human Resources Division

DATE: 01/05/2009

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John Weld Peck Federal Building, 550 Main Street 8th Floor



★ Location of Replacement Copiers

■ Locked and secured areas.