

NATIONAL SUPPLEMENT
Between the
Department of Housing and Urban Development
And
AFGE National Council of HUD Locals 222

SUBJECT: The Department of Housing and Urban Development
Travel Management System (HTMS).

SCOPE: The scope of this supplement encompasses the
impact and implementation of the Department's
Travel Management System on bargaining unit
employees.

1. **Implementation:** Management agrees that as a result of implementation of HTMS, no bargaining unit employee will have their position series or grade changed. No CFO employee will be involuntarily transferred, demoted or removed from the CFO's office as a result of the implementation of HTMS.
2. **Regulations:** Management agrees that implementation of the HTMS does not adversely impact on current law, regulation or agreements between Management and the Union.
3. **Local Bargaining:** Management agrees that local bargaining will be conducted in accordance with the HUD/AFGE Agreement as appropriate.
4. **Training:** Management agrees that all employees will have the opportunity to engage in computer based training on the LAN. To the extent possible, management will provide hands-on training.
5. **User Assistance:** Management agrees to establish one (1) global administrator, a minimum of three (3) geographical administrators and an agency Help Desk to provide assistance to users. To the extent possible, Management will formally train additional personnel to provide assistance to field personnel.
6. **Electronic Approval:** Management agrees that HTMS has the capability to assign alternate approvers at each approval level. The system also permits an individual to delegate her/his signing authority.

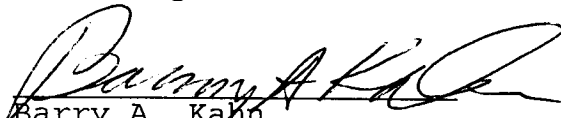
7. **Reimbursement:** Management agrees that implementation of the HTMS will have no adverse impact on the travel reimbursement or the Electronic Funds Transfer (EFT) process.


8. **System Failure:** Management agrees that in the event the HTMS is unavailable, travel authorizations may be manually submitted for immediate travel requirements. If the system fails for more than three (3) consecutive business days, affected employees may submit paper travel vouchers for processing.

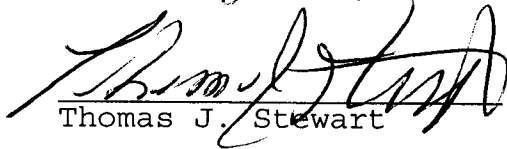
9. **Implementation Plan:** Management agrees to provide the union with implementation plan updates as appropriate. Any substantial changes affecting the bargaining unit will result in Management discharging all appropriate labor relations obligations.

FOR MANAGEMENT:



Romeyn Rowison
Chief Negotiator


Barry A. Kahn


Doris J. Neubert

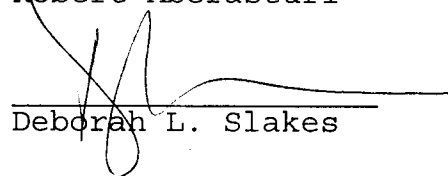

Thomas J. Stewart

FOR THE UNION:

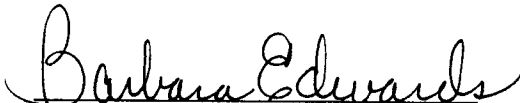

Victoria R. Brown
Chief Negotiator



Ben Williams


Robert Aberasturi


Deborah L. Slakes

APPROVED:


Barbara Edwards
Director, OHR


Mortimer F. Coward
President, National
Council of HUD Locals 222

6/12/55
Date