

# MEMORANDUM OF AGREEMENT (MOA)

JAN 20 2011

## Regarding Use of the Controlled Spend Account (CSA) For Official Travel


1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this Memorandum of Agreement regarding subject program as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties.
2. The Air Force plans to transition from the current Government Travel Card (Individually Billed Account) to a Controlled Spend Account Travel Card. Upon implementation, features of the CSA will include
  - automatic front-loading of the CSA spend limit upon approval of an official travel authorization.
  - the ability of the traveler to contact the contracted bank directly on a 24/7/365 basis to temporarily increase the CSA spend limit should unexpected circumstances arise or as needed to support mission requirements.
  - disbursement of all voucher approved entitlements to the contracted bank.
  - the recovery of traveler's residual balance (meals and incidental expenses not charged to the CSA) from the bank through a bank check, an electronic funds transfer, ATM/Teller withdrawal (subject to a transaction fee borne by the traveler) or by using the CSA as a debit/gift card.
  - with respect to the recovery of traveler's residual balance, the parties acknowledge and endorse current efforts to provide for automatic electronic funds transfer by the bank of said monies to the designated personal account of the traveler.
  - the elimination of a credit check for those seeking/possessing a CSA.
3. The parties affirm that the CSA is expected to reduce travel card abuse by providing funds on the card only in times when official travel has been approved. The CSA spend limit will correspond to expenses projected on an approved travel authorization. If the travel authorization is submitted, but not yet approved in time for initial expenses (e.g. air fare), the contracted bank will, upon request, increase the CSA expense limit to cover the cost. This will prevent funding delays that might interfere with a late-scheduled TDY.
4. Travelers are expected to submit vouchers promptly upon the completion of travel.
5. When a travel voucher is approved, the contracted bank will adjust the CSA spend limit to the entitlement amount. This will often result in a surplus owed to the employee, since many expenses are commonly paid out of pocket, not the card. These can be recovered in a variety of ways (see paragraph 2). In some cases, CSA spending may have exceeded the voucher amount. In this case, the contracted bank will report the balance due on its monthly statement. The employee is responsible for paying the balance to the contracted bank by the

statement due date. Normally no administrative action will be taken against employees who settle up within 60 days of a reported balance due.

6. AFMC bases will provide training on the CSA card. Various options exist for such training to include but not limited to training modules on the Air Force Portal, contracted bank website and SAF FM's CSA Community of Practice site. Briefings may also be offered to employees on duty time. If a unit does provide briefings, employees will be allowed to select this form of training. Release for said briefings will be obtained through an employee's supervisor. The CSA card will be sent with literature explaining the terms of use and other information to orient the new user.
7. When requested, management will continue to provide assistance to employees for the purpose of preparing travel orders and travel vouchers. Employees who request assistance with respect to the inputting of this information into the Defense Travel System (DTS) or alternative systems will be provided same.
8. All remedies under the MLA or 5 USC Chapter 71 are available to the Parties if either party believes the other has failed to comply with any of the requirements of this MOA.

For Management

For the Union

  
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