

**Memorandum of Agreement
Between the
Professional Airways Systems Specialists (AFL-CIO)
And the
Federal Aviation Administration**

This Memorandum of Agreement (“MOA”) is made by and between the Professional Airways Systems Specialists (AFL-CIO), (“PASS” or “the Union”) and the Federal Aviation Administration (“FAA” or “the Agency”), collectively known as the Parties. This Agreement represents the complete understanding of the Parties at the national level concerning the implementation of Section 846 of the Consolidated Appropriations Act of 2006 (Public Law 109-115) requiring all agencies of the Federal government to assess the credit worthiness of all new travel credit card applicants. This MOA covers all bargaining unit employees in PASS’s five (5) ATO, AFS, AVN and MIDO bargaining units.

Section 1. No credit check will be performed on an employee as a prerequisite to maintaining a government travel charge card. However, a credit check is required for a first time applicant in accordance with the above-referenced Federal law and OMB Circular A-123, Appendix B (the “Circular”), and will be administered in accordance with FAA policy, the Parties’ CBAs and this MOA.

Section 2. If obtaining a credit score is not possible (e.g., the applicant refuses to provide consent or does not have a credit history), or in the event the applicant has a credit score of less than 660, the Agency will issue the employee a “restricted” travel card, as defined in the Circular, to a first time applicant following the Agency’s performance of an alternative credit worthiness evaluation as defined in the Circular.

Section 3. The attached Alternative Credit Worthiness Evaluation form shall be used by the Agency when the bank has not conducted a credit worthiness check. The completed forms shall be confidential and will not be disclosed to any unauthorized Agency employees or government contractors.

Section 4. Credit limits for a restricted travel card are set at a \$2500.00 retail limit, and a \$150.00 cash limit (ATM) per billing cycle. Based on reasonable cause, an employee will be granted a temporary increase to his/her credit limits (including ATM withdrawals) when on extended travel, through his/her manager or program coordinator. Any such increase(s) to credit limits will be made on a trip-by-trip basis. Procedures for obtaining a temporary increase will be posted on the FAA Employee Travel website within thirty (30) days from the date of this MOA, and prompt implementation of the temporary increases in credit limits on restricted cards will be considered a priority by Agency management.

Section 5. If an employee’s credit report contains incorrect or incomplete FAA work-related information that has negatively impacted the employee’s credit worthiness, the employee shall be permitted to contact the credit reporting companies and appropriate NPC and A/OPC officials while on duty time to take corrective action, operational or mission-related requirements permitting. The Agency agrees to promptly assist the employee in correcting the report or

removing the inaccurate or incomplete FAA work-related information. Employees may not use duty time to address credit problems unrelated to their FAA employment

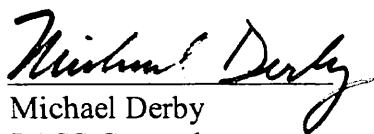
Section 6. The circular states that refresher training will be given once every three years. If the Agency does not provide an employee with the required refresher training and the employee becomes the subject of proposed disciplinary action relating to his/her government credit card, the Agency shall consider (as part of its evaluation of the Douglas Factors) the lack of refresher training when making the employee's final disciplinary decision.

Section 7. Bargaining unit employees who have either been denied an unrestricted credit card, have had their credit card suspended or rescinded may participate in EAP- sponsored credit counseling programs. Operational and mission-related requirements permitting, the Agency may grant LWOP to employees to obtain EAP-sponsored credit counseling, provided the employee submits documentation of such counseling.

Section 8. The Agency agrees to notify PASS when it develops final procedures for the re-evaluation of credit worthiness as described in Paragraph 14(C) of the "Credit Worthiness FAQs." PASS reserves the right to submit additional proposals related to such procedures within 15 days of such notification.

Section 9. This MOA does not constitute a waiver of any right guaranteed by law, rule, regulation or contract on behalf of either Party, and shall expire upon the expiration of the Parties' four CBAs.

For PASS:

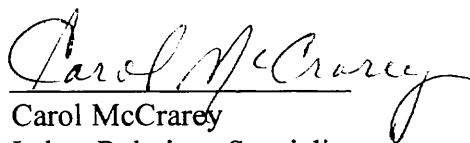


Michael Derby
PASS Counsel

10-17-07

Date

For the FAA:



Carol McCroney
Labor Relations Specialist
AHL-300

Oct. 17, 2007

Date

ALTERNATE CREDIT WORTHINESS EVALUATION

(Read Privacy Act Statement and Instructions on back before completing form.)

SECTION I - PERSONAL IDENTIFYING INFORMATION

1. NAME <i>(Last, First, Middle Initial, Suffix (Jr., Sr., etc..))</i>	2. SSN	3. WORK TELEPHONE NO. <i>(Include area code)</i>
4. ADDRESS <i>(Street, Apartment/Suite Number, City, State, Zip Code)</i>	5. BILLING ADDRESS <i>(If different from item 4.)</i>	
6. E-MAIL ADDRESS	7. U.S. CITIZEN <i>(X one) :</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION II - PERSONAL FINANCIAL INFORMATION

This form is being used in lieu of a credit check submitted through a credit reporting agency. Please check "Yes" or "No" in the spaces provided for each question below. **False statements may result in penalties (18 U.S.C. 1001).** Individuals who decline both a credit check and completion of this form will not be issued a travel card.

- 8.** In the past 7 years, have you or a company over which you exercise control, filed for bankruptcy, been declared bankrupt, been subject to a tax lien, or had legal judgment rendered for a debt? Yes No
- 9.** Are you currently over 120 days delinquent on any loan or financial obligation? This includes loans, government travel card accounts, or obligations funded or guaranteed by the Federal Government. Yes No
- 10.** Have you had a government charge card cancelled because of use for other than the official purpose for which it is intended? Yes No

SECTION III - CERTIFICATION

I certify that the answers above, and any attachments added, are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See Section 1001 of Title 18, United States Code)

11. SIGNATURE	12. DATE	
13. APPROVING OFFICIAL		
a. NAME <i>(Last, First, Middle Initial)</i>	b. TELEPHONE <i>(Include area code)</i>	c. SIGNATURE AND DATE

SECTION IV - TO BE COMPLETED BY THE AGENCY PROGRAM COORDINATOR (APC)

14. ACCOUNT HIERARCHY NUMBER	15. ORGANIZATION /COMPONENT NAME	
16. APC		
a. NAME <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE

ALTERNATE CREDIT WORTHINESS EVALUATION

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397 (SSN); P.L. 108-447 Sec. 639 and 5 U.S.C. 5707 and implementing Federal Travel Regulations, FPMR 101-7

PRINCIPAL PURPOSE(S): The purpose of this form is to collect information related to determining whether Federal employees who are applicants for and will be issued a government travel charge card have suitable credit histories to ensure the appropriate use of such card for government duties. The information from this form will be used primarily as the basis for evaluating the credit worthiness of an individual in the absence of an authorized credit check.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary for administrative purposes or as authorized by routine uses in the GSA/GOVT 3 system of records entitled, The Travel Charge Card Program.

DISCLOSURE: Disclosure is voluntary; however, if you do not provide the requested information, you may not be able to obtain an individually billed government travel card to perform government duties.

INSTRUCTIONS

Follow instructions fully and answer all questions or we cannot process your form. Be sure to sign and date the certification statement in Section III. If you have any questions, contact the Agency Program Coordinator who gave you the form or your Approving Official/Supervisor.

Purpose of this Form:

Complete this form only if you have declined to permit a credit check for an individually billed travel card.

Your Social Security Number is needed to keep records accurate, because other people may have the same name and birth date.

The Review Process:

The information that you provide is considered to be truthful and accurate. You should provide your completed form to your Agency Program Coordinator. Individuals unable or unwilling to sign this form will not be issued a government charge card. If your answers reflect that no financial risk exists, your form will be maintained along with your application for the government charge card for which you are applying as a result of your official duties. Should information arise at a later date that would cause your current answers to be incorrect, you may revise and resubmit the form. Any information that indicates that your responses are not accurate or truthful may result in administrative action.

Completing this Form:

1. Follow the instructions given to you by the person who gave you the form and any other clarifying instructions furnished by that person to assist you in completion of the form. You must sign and date, in ink the original.

Completing this Form (Continued):

2. Type or legibly print your answers in ink. If your form is not legible, it will not be accepted.
3. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with their intent.
4. All telephone numbers must include area codes.
5. All dates provided on this form must be in Month/Day/Year or Month/Year format.
6. If the address is outside of the United States, please indicate the country.

Penalties for Inaccurate or False Statements:

The U.S. Criminal Code (Title 18, Section 1001) provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 and/or 5 years imprisonment, or both. In addition, Federal agencies usually remove from their employment, do not grant a security clearance, or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of the permanent record for future placements. Because the position you are in is considered necessary to require use of a government charge card, your trustworthiness and creditworthiness are important considerations in determining your eligibility for retention of a government charge card.