

Memorandum of Understanding between the Alcohol and Tobacco Tax and Trade Bureau (TTB) and the National Treasury Employees Union (NTEU), Chapter 305 on the Pilot Program to Assign Work in both the Wine and Tobacco Excise Tax Group and Wine Excise Tax Group of the NRC

Due to the high volume of work and lack of resources/employees to complete the work in a timely manner; 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:

A Pilot Program will be started in both the Wine and Tobacco Excise Tax Group and Wine Excise Tax Group of the National Revenue Center. It will last for one year starting July 1, 2009.

State assignment for incoming calls/customer service will remain in effect.

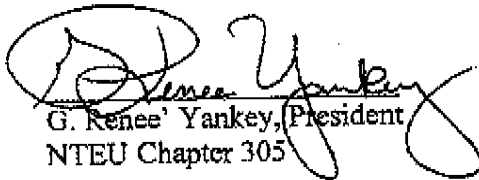
The following tasks will be assigned based on work load and priorities and will no longer be assigned by routine State Assignments:

- Routine tasks will be assigned by running a Discoverer Report for the following:
 - Late EFT's
 - Bad checks
 - Waivers and abatements
 - Claims
 - OOB reconciliations
 - TID/TAD Reports
 - TID/TAD Other assistance requests
 - Variance submissions
- Based on work load of the routine tasks above, management will rotate assignment lists from the Discoverer Report for the following tasks:
 - Bond sufficiency determinations
 - Return adjustment determinations
 - Account reconciliations
 - Accounts out of balance determinations
 - Unposted Returns
 - Unposted Payments
 - Late payments/Deposits
 - Missing Returns
 - Export Verifications

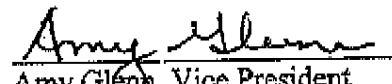
Management will meet with NTEU, Chapter 305 on a quarterly basis (during the second week of October 2009, January 2010, April 2010 and July 2010) to discuss the status, success/nonsuccess, of the Pilot Program and determination of its continuance.

NTEU, Chapter 305 will be granted a meeting with the bargaining unit employees in the Pilot Program the 1st week of October 2009, January 2010, April 2010 and July 2010 prior to the quarterly meetings with management.

NTEU



G. Renee' Yankey, President
NTEU Chapter 305

DATE: 6/1/09



Amy Glenn, Vice President
NTEU Chapter 305

DATE: 6/2/09

TTB Management


Susan Greemore, Director
Human Resources Division

DATE: 6/04/2009


Devin J. Boland Director,
National Revenue Center

DATE: 6/2/09