

MEMORANDUM OF UNDERSTANDING
Article 19, Pay and Per Diem – 3.d. Field Per Diem
Between
USDA FOREST SERVICE, WHITE RIVER NATIONAL FOREST
and
NATIONAL FEDERATION OF FEDERAL EMPLOYEES, LOCAL 102

1. The White River National Forest (WRNF) and the National Federation of Federal Employees, Local 102, (Union), otherwise referred to as “the parties”, have negotiated a reduced per diem rate for Meals and Incidental Expenses (M&IE) for employees assigned to Temporary Duty (TDY) and agree to these provisions and terms.
2. A reduced per diem rate is established for White River National Forest employees, while on forest assignments who subsist themselves by purchasing and preparing their own food while in official travel status. This reduced per diem rate is commonly called the “field rate.”
3. The field rate will apply when the government furnishes lodging quarters (at the minimum, a tent, cooking equipment and utensils, and means of preserving perishable food). If the government does not provide these items, the employees will be reimbursed at the full M&IE rate (and not the reduced field rate) for the county in which they are working. However, if the government does provide these items, but an employee chooses to use their own provisions, field rates will still apply. *NOTE: An employee may use personal equipment only when documented and approved by their supervisor, prior to use, as required by FSM 6412.11-1d.* If employees have been approved for field rate, but elect to obtain commercial meals, they will still be reimbursed at the field rate.
4. The WRNF agrees to provide safety equipment and supplies identified in job hazard analyses and other equipment and supplies needed for field travel subject to procurement regulations. Examples include, but are not limited to insect repellent, sunscreen, lip protectant, coolers, ice, heating fuel, and portable water filtration systems. Additional items, along with the types of items, are subject to negotiations.
5. The field rate for White River National Forest employees working on the White River National Forest will be 55% (rounded to the next higher dollar) of the current GSA-established locality rate for Meals and Incidentals (M&IE) allowance established in the Federal Travel Regulations (FTR). The applicable locality rate is the county in which the bulk of the field work is performed that day.

6. In accordance with item 5 above, following are the WRNF field rates that apply for fiscal year 2013.

County	FY13 FTR Rate	FY13 Field Rate 55% rounded to next higher dollar
Grand, Moffat, and Rio Blanco (Standard Rate, CONUS)	46	26
Garfield, Mesa, Gunnison	51	29
Montrose, Routt, Summit	56	31
Eagle, Pitkin	71	40

The following are the exceptions to this rate:

- a) Employees may submit and will be reimbursed for actual expenses in lieu of the field rate per Federal Travel Regulations. Actual expenses reimbursement will not exceed 100% of the current GSA established locality rate for M&IE.
- b) When circumstances warrant, Line Officers have the authority to approve a higher field rate on a case-by-case basis. Management will notify the Local President of the circumstances of such an exception within 10 days of the occurrence. Whenever possible, the employee and the Line Officer should identify a need for higher rate per diem prior to travel.

7. Per diem is authorized for any remote duty lasting more than 12 hours, regardless of actual miles from an employee's duty station. The field rate would apply only when the employee is able to prepare meals as specified in item 3 above.

8. Employees who are not provided with a means for returning to their official duty station during duty hours are entitled to field rate; however, employees who have requested government housing are NOT entitled to the field rate while staying at their established residence in government housing.

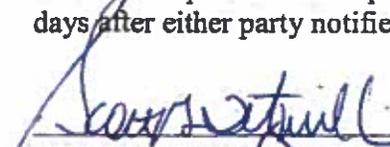
9. Dependent upon agreement between management and affected employee(s) and situational specifics (cost, weather conditions, or other unavoidable obstacles) on a given assignment, employee(s) will receive field per diem on their days off while employee(s) remain at same TDY location of their last day worked.

10. There may be uncommon occasions when meals are provided by the government for employees receiving field rate. Examples may include providing prepackaged food in emergency situations, or bringing in a cook or caterer. When this occurs, the appropriate amounts shall be

deducted from the employee's travel voucher. Meal deduction and incidentals amounts shall be in accordance with FTR 301-11, Appendix B, as shown below.

Field Rate	Breakfast	Lunch	Dinner	Incidentals
\$26	\$4	\$7	\$10	\$5
\$27	\$4	\$7	\$11	\$5
\$28	\$4	\$7	\$11	\$6
\$29	\$4	\$7	\$12	\$6
\$30	\$5	\$7	\$12	\$6
\$31	\$5	\$8	\$12	\$6
\$32	\$5	\$8	\$13	\$6
\$33	\$5	\$8	\$13	\$7
\$34	\$5	\$9	\$13	\$7
\$35	\$5	\$9	\$14	\$7
\$36	\$5	\$9	\$15	\$7
\$37	\$6	\$9	\$15	\$7
Field Rate	Breakfast	Lunch	Dinner	Incidentals
\$38	\$6	\$10	\$15	\$7
\$39	\$6	\$10	\$16	\$7
\$40	\$6	\$10	\$16	\$8
\$41	\$6	\$10	\$17	\$8
\$42	\$6	\$11	\$17	\$8
\$43	\$6	\$11	\$17	\$9
\$44	\$7	\$11	\$17	\$9
\$45	\$7	\$11	\$18	\$9

- 11. The full amount for incidentals in accordance with FTR 301-11, Appendix B shall be paid daily to the employee regardless of how many meals are provided.
- 12. The first and last days of travel will be 75% of the field rate.
- 13. This agreement constitutes the complete understanding between the Parties. No other terms or conditions have been agreed to by the Parties.
- 14. The terms and conditions of this Memorandum of Understanding (MOU) shall be effective upon the date of signing. If either party wishes to modify its terms, written notification of a desire to reopen it must be provided to the other party. This MOU shall terminate 30 calendar days after either party notifies the other, in writing, of its desire to terminate it.

 4/30/13
 SCOTT G. FITZWILLIAMS
 Forest Supervisor
 White River National Forest

 4/30/2013
 SUZANNE LAYNE
 President
 National Federation of Federal Employees
 Local 102