



**Passport Services & NFFE Local 1998**  
**Memorandum of Agreement**  
**February 25, 2010**



The parties to this Memorandum of Agreement (MOA) are Passport Services and the National Federation of Federal Employees- Local 1998.

Sections 8 & 8a of Article 32 of the Master Agreement state:

**ERGONOMIC PLANNING:** The Employer agrees to work with the Domestic Environment and Safety Division (DESD) as well as the national or local level Union officials, as appropriate (sic), to address ergonomic issues. Appropriate measures may include, but are not limited to:

- a. Obtaining ergonomically "correct" equipment, devices, chairs, and floor surfaces;

*In accordance with these sections of the Master Agreement, the Employer agrees to:*

1. Promptly (notwithstanding unforeseen circumstances) provide an electric stapler upon request by an employee who is required to staple documents on a frequent basis (e.g. passport specialists, government processing clerks, etc.). If it is not received within two (2) weeks the employee should email his/her supervisor for a status update.
2. Promptly (notwithstanding unforeseen circumstances) provide an electric hole-puncher upon request by a passport specialist. If it is not received within two (2) weeks the employee should email his/her supervisor for a status update.
3. Supply all public counter adjudication stations with electric staplers and hole-punchers. In the event that a station cannot accommodate the equipment, then equipment will be provided at central locations.
4. Supply shared workstations, when appropriate, with electric staplers and hole-punchers.
5. An employee needing ergonomic equipment that is not normally supplied at his/her office/agency/center (e.g. specialized chair, monitor, etc.) should email a request to his/her direct supervisor.
  - a. A denial of these requests should be in email and include an explanation for the denial.
  - b. Employees who are denied the equipment will be advised that they may submit a request for the specified equipment to the Disability/Reasonable Accommodation Division (HR/ER/DRAD).
6. Prior to the opening of a new duty station, transferring employees will be surveyed regarding desire for electric staplers and hole-punchers.

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