



Personally Owned Appliances Western Passport Center



Renegotiated Agreement between PPT/WPC and NFFE FL 1998, renegotiated and signed on December 29, 2015

This local agreement¹ is entered into pursuant to Article 12 Section (6) and Article 12 (16)(f) of the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 20, 2009 (hereafter referred to as the “Master Agreement”). The purpose of this agreement is to establish the policy that will be used at the Western Passport Center (WPC) to ensure we are in compliance with the Code of Federal Regulations (CFR) and Department Policy prohibiting specific personally owned appliances in a government-controlled facility.

1. Information

This is a renegotiated agreement from the original memo signed by the Director of the WPC, Use of Personal Appliances, dated September 15, 2011. The original memo permitted the use of personally owned appliances, to include space heaters, which is not in compliance with Department policy or Federal Regulation. The Department Policy Notice dated July 8, 2013 states, “Space Heaters- do not use; they use a tremendous amount of energy and are also a fire hazard.” The Federal Property Management Regulations, 41 CFR 101-20.107 states, “Federal regulations prohibit portable space heaters in government office buildings.”

Both parties agree to renegotiate the implementation and impact of the local use of personally owned appliance policy to ensure we are in compliance with both Federal Regulations and Department policy.

2. Personal Appliances

After conferring with our local NFFE-1998 Union Representatives, both parties agree the following items are prohibited in WPC:

¹This local agreement is subject to change to comply with any future National Agreement between Passport Services and NFFE or National Union Management Committee agreements.

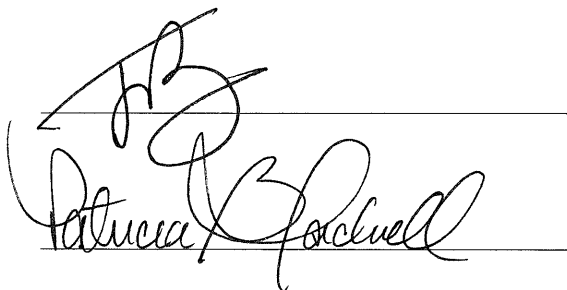
3. **Prohibited Items within cubicles/office spaces:**

- Single Cup Coffee Makers
- Electrical Blankets
- Personal fans that are dual purpose (heating/cooling)
- Personal Space Heaters
- Soup Warmers
- Hot Water Dispensers
- Refrigerators
- Popcorn Maker
- Coffee Makers
- Microwave Oven
- Toaster Oven

4. **Agreement for Impact and Implementation:**


WPC Management contacted the GSA contracted HVAC provider to discuss what an ideal temperature is for heating and cooling our commercial size facility. The ideal temperature range for WPC should be between 70-75 degrees. WPC Management agrees to routinely test the temperature in different areas of the adjudication hall if there are complaints that people are warm or cold. Both parties agree that maintaining the interior temperature of WPC between 70-75 degrees is an acceptable temperature. These changes will be implemented within 5 business days of the signing of this agreement.

For the Union:




Patricia Powell

For Management:



Carl Laguerre



Matt Rice