

DRT 100/15.2.8-C



**U.S. Customs and
Border Protection**

August 25, 2014

MEMORANDUM FOR: All Bargaining Unit Employees
Del Rio Sector

FROM: Rodolfo Karisch
Chief Patrol Agent
Del Rio Sector  Rodolfo Karisch, DCPA

SUBJECT: Del Rio Sector Voluntary Swap Program (Pilot)

U.S. Border Patrol Headquarters has approved Del Rio Sector's pilot Voluntary Swap Program (VSP) for a period not to exceed one year. The VSP is a cost-neutral program allowing bargaining unit employees to exchange duty locations within Del Rio Sector.

It is important to note that swaps will only be made between agents in equivalent positions and with equivalent skillsets. The San Angelo and Abilene stations are excluded from the VSP and non-bargaining unit employees are not eligible to participate. This program will not affect any other type of employee transfer programs, reassignments, relocations or promotions.

Eligible employees wanting to participate should submit their request during the initial application period via a bulletin board on Del Rio Sector's CBPnet Website. The application Website will be open from October 5-27, 2014, and potential job swap matches will be generated based on seniority. Once employee matches are identified, each employee will be notified and must submit a memorandum through their respective chain of command requesting the swap. An additional open period may occur before the end of this pilot program. Only five percent of bargaining unit personnel are able to transfer during an open cycle.

Employees selected through the VSP will not receive any government funding or any other form of compensation as a result of the transfer. Any unforeseen burdens or costs incurred are the responsibility of the transferring employee. Employees selected through the VSP must agree to a two-year commitment at their new duty station before again being eligible to participate in the VSP, if the program remains valid.

Although moves are voluntary until executed, if an agent withdraws from the program after swaps have been identified and established, it is important to consider the impact it will have on the other agent. Employees withdrawing after committing to swap are not eligible to participate in the VSP for a period of one year after the closing date of the VSP announcement.

If you have any questions concerning this program, please contact Operations Officer Jesus E. Zamarripa at (830) 778-7049 or Supervisory Mission Support Specialist Evangelina Hazelton at (830) 778-7130.

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What stations are participating in the DRT VSP?

All DRT stations with the exception of San Angelo and Abilene.

Do I have to select two desired stations?

No. You can choose one or two, in order of preference.

If I participate in the DRT VSP, will I be excluded from a future national swap program, VRPs, or some other transfer program?

No, the DRT VSP does not affect other national programs negotiated between CBP and the NBPC.

What about canine handlers? Can we swap, too?

Per the agreement, employees must be career status, and in the same job series and specialty position. Canine Handler swaps must comply with DHS Home to Work program requirements and procedures. No new 50-mile waiver requests will be approved.

Can BORTAC and BORSTAR agents participate in the DRT VSP?

Yes, per the agreement employees must be career status, and in the same job series and specialty position.

If I transfer to another station, do I have to wait six months before I can participate in a detail, collateral duty, or other position?

That is up to the receiving station and its procedures when new agents transfer to station.

I just transferred into Del Rio Sector, how long do I have to be at my new duty location before being eligible to participate in the DRT VSP?

Employees who transferred into Del Rio Sector via other transfer programs are ineligible to participate in the DRT VSP for two years from their enter-on-duty date in Del Rio Sector.

If am currently on a detail away from my duty station, can I participate in the DRT VSP?

Yes.

How are the selections made?

Once the registration period has closed, a master list will be sorted based on seniority.

How is a tie breaker determined?

If two employees from the same station with the exact same level of seniority request to transfer to the same station (essentially creating a "tie"), seniority will then be determined by who first registered on

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the Intranet website. In the unlikely event that these two employees register at the exact same time, seniority will then be determined alphabetically, A to Z.

Can management deny a swap?

Per the agreement, management can only deny a swap if an agent has pending LER issues or is subject to an open investigation. Should it be determined that the employee is not eligible for transfer, the other person in the match will be matched up with another person from the master list.

I was selected to move to a new station under the DRT VSP, but I was scheduled to have Christmas off at my old station. My supervisor at my new station is telling me that I cannot have Christmas because too many people are scheduled to be off. Can they do that?

Yes. It would not be fair to cancel annual leave for employees at your new station because you just transferred in. However, annual leave denials must be justified.

I have a major medical issue. Can I use that to gain priority over other employees in the master list?

No. While we certainly sympathize with the many extenuating circumstances that might cause an employee to want to transfer, the DRT VSP is not a substitute for compassionate or spousal transfers.

Who can participate in the DRT VSP?

Any career status member of the bargaining unit, permanently assigned to any of the participating stations is considered eligible to participate. However, each employee may only be swapped with another bargaining unit employee of equivalent position and skillset. For example, a canine agent may only swap with another canine agent, a mechanic with a mechanic, etc..

I work in a non-bargaining unit position? Can I participate in the DRT VSP?

No.

What happens if I decide I don't want to participate in the DRT VSP, but I've already submitted my name and the announcement/registration period is closed?

- A) If you opt out prior to being matched, you must provide a written request via e-mail to the DRTVSP mailbox to be removed for consideration. Your name will be removed and you will be ineligible to participate in the DRT VSP for one year from the closing date of the announcement/registration period that just closed.
- B) If you opt out after being notified of a match, you must provide a written request via memorandum to the Chief Patrol Agent to be removed from consideration. Your name will be removed and you will be ineligible to participate in the DRT VSP for one year from the closing date of the announcement/registration period that just closed.

Only register if you truly want to transfer.

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What if I decide I don't want to participate in the DRT VSP, but the announcement/registration period is still open?

You must provide a written request via e-mail to the DRT VSP Mailbox to be removed for consideration. Your name will be removed and you will be ineligible to participate in the DRT VSP for one year from the closing date of the announcement/registration period that just closed.

Only register if you truly want to transfer.

Why can't I choose the person with whom I am going to swap? Why does it have to be based on seniority?

Management and the union have agreed that job series seniority is the fairest standard to apply to this program.

How much time in service do employees need to have before being eligible for the DRT VSP?

Employees must have attained career status, which happens after three years of employment with the Federal government.

Do I have to submit any paperwork?

Yes. Once the matches have been made, each employee will be notified of the name of the employee with whom they have been matched and be required to write a memorandum officially requesting the transfer. A sample memo will be made available explaining the requirements.

After I have been selected and submitted my memo, when will the transfer happen?

So as to not overwhelm the stations and the Sector Personnel and Finance Directorate, the Chief Patrol Agent will determine the effective date of transfers, which will be based upon the number of employees moving as part of the program.

How do I know if I am part of the bargaining unit?

Contact HR or look up your most recent Form SF-50. If Block 37 states 8888, you are not a member of the bargaining unit.