



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service  
Food and Drug Administration

Memorandum  
*cc: M. Rogers  
R. Hackett*

Date September 29, 2003  
From John M. Taylor, III  
Associate Commissioner for Regulatory Affairs  
Subject Voluntary Foreign Inspection Program Improvement - FDA/NTEU MOU  
To Barbara Sheehy  
National Rep - NTEU *Signed 10/16/03*

Enclosed is the outline of my review and consideration of the recommendations submitted to my attention by the joint FDA (ORA)/NTEU Voluntary Foreign Inspection workgroup (VFI). In addition, I would like to acknowledge my appreciation of the collaborative effort of the workgroup in their deliberations under what can be considered a difficult situation given the logistical factors encountered in bringing the group together. As reference, my charge to the workgroup (as required under our current MOU) was as follows:

To develop options (incentives) for consideration that would:

- Improve the voluntary foreign inspection program;
- Increase participation in the program by a greater number of employees;
- Encourage and promote the program as a viable mechanism to accomplish the Agency's foreign inspection commitments; and
- Expand training options that support the program

After careful consideration and consultation with ORA senior managers, my decision regarding each recommendation is outlined in the chart below.

Voluntary Foreign Inspection Workgroup Recommendations	ACRA's Decision
<p><b>#1. Employees will be given a total of \$300 of incentive pay for each standard foreign inspection trip. If during the course of the standard trip assignments are cancelled that result in a reduction in inspection time due to circumstances out of the employee's control while they are in travel status, the employee will receive the \$300 award.</b></p> <p><i>Note: Work products must be fit for use in accordance with IOM requirements. Incentive awards will be issued twice per year (mid year and end of year).</i></p> <p><i>Note: NTEU and FDA will need to sign an MOU agreeing that this pay will not be a part of the CBA Awards Program.</i></p>	<p>Approved, ORM to coordinate with ORO/DFI</p> <p>Accepted - For the purposes of this memorandum and agreement the standard foreign inspection trip is considered to be 3 weeks in length.</p>

