

**MEMORANDUM OF UNDERSTANDING
COMPENSATION & PENSION SERVICE ISD TRAINING PROGRAM**

The following constitutes an agreement between the Veterans Benefits Administration (VBA) and the AFGE National VA Council regarding the nationwide implementation of the ISD-based Compensation and Pension Service Training and Development Program.

1. Subject Matter Experts (SME's) and validation personnel will be selected as follows
 - a. Training development personnel will determine the skill sets need for training development or validation.
 - b. Area Directors will determine the number of participants from each station. Facilities may not be asked to provide SME's if workload restricts availability of personnel.
 - c. VBA will provide employees at participating stations an opportunity to apply for SME participation. Notices regarding the needs for SME's will be sent through e-mail, written copies, etc. The notice will contain information (location, purpose, duration, dates, desired skill sets, etc.) allowing employees to fully understand the temporary assignment.
 - d. Participation as an SME is voluntary and will not negatively impact on employees or their performance evaluation.
 - e. SME's will be selected from a list of volunteer having the required skill sets. Each station, in partnership or in collective bargaining, will be responsible for creating a process by which bargaining unit members will be selected.
 - f. Each course should be validated by a broad spectrum of representatives of the target audience.
2. For the purposes of training and development, failure of an employee to pass any test or training evaluation will be used solely as a method to determine the need for further training.
3. The union will be allowed to designate a representative to participate in the training development program. Copies of the training program validation report will be furnished to the NVAC or designee. The union will then be given the opportunity to comment or negotiate as needed.
4. Management at the facility level will provide a copy of this MOU to the local president upon receipt. Management shall meet its labor-management obligation at the local level regarding any issue not in contradiction with this agreement and the Master Agreement.


For Veterans Benefits
Administration

11-20-97
Date


For National VA Council