

## Memorandum of Understanding (MOU)

The following constitutes agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) to conduct a pilot of VA's plans to convert paper personnel records to electronic records by implementing electronic Official Personnel Folder (eOPF) at the following facilities: VA Central Office, Washington, DC; Austin Automation Center, Austin, TX; VBA HR Center Baltimore, MD; Boston Health Care System, Brockton, MA and Central Iowa Health Care System, Des Moines, IA. Since the eOPF conversion at the pilot sites includes the folders for employees at other VA facilities that are serviced by the pilot HR Offices, employees affected are:

VA Central Office includes employees on the rolls of station 101, VACO, as well as senior level employees at all facilities whose folders are maintained in Executive Resources;

Austin Automation Center includes employees at station 200, AAC, as well as stations 103 (OI&T Business Office, Vancouver, WA), 104 (Financial Services Center), 105 (Mortgage Loan Account Center), 281 (Systems Development Center), 794 (Asset Management Service, Somerville, NJ), 777 (Employee Education Center, Washington, DC);

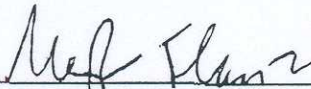
VBA HR Center, Baltimore, MD, includes employees at station 392 (VBA HR Center), as well as stations 301 (VARO Boston, MA), 304 (VARO Providence, RI), 306 (VARO New York, NY), 307 (VARO Buffalo, NY), 308 (VARO Hartford, CT), 309 (VARO Newark, NJ), 311 (VARO Pittsburgh, PA), 313 (VARO Baltimore, MD), 325 (VARO, Cleveland, OH), 326 (VARO Indianapolis, IN), 329 (VARO Detroit, MI), 373 (VARO Manchester, NH); 402Z (RO employees at Togus, ME), 405Z (RO employees at White River Junction, VT);


Boston Health Care System, Brockton, MA, includes employees on the rolls of station 523, Brockton, which includes the employees at the Boston and West Roxbury medical centers, employees at the Worcester, Framingham, Lowell, Quincy, Boston and Dorchester outpatient clinics, as well as employees at 818, National Cemetery, Bourne, MA;

Central Iowa Health Care System, Des Moines, IA, includes employees at station 636D, Des Moines, as well as employees at 636K, Knoxville, IA.

1. The piloting of paper to electronic OPF will provide the Department with an opportunity to assess the conversion prior to the nation wide roll out of eOPF process.
2. In preparation for eOPF conversion at a facility, a site kick-off conference call is held with the HR office to go over the plans for conversion. The Local Union President will have the opportunity to be included in this planning conference call.
3. HR offices may want all of the paper OPFs on hand up to three (3) weeks prior to preparation of the folders for shipping to the conversion facility for scanning. In order to provide bargaining unit employees sufficient notice of the plans for conversion as well as provide sufficient time to the HR office, bargaining unit employees shall be provided notice of the plans to convert to the eOPF at least twenty-one (21) working days notice prior to the HR preparation deadline. Employees who request to review their folders must request and complete the review in the time frame set by the HR office in the notification.
4. After conversion of the paper OPFs, some of the paper folders will be returned to the HR office for quality and accuracy review. These returned paper OPFs shall be maintained in the HR office for at least thirty (30) days after the review is completed. Bargaining unit employees may request to review their eOPF after conversion.
5. eOPF records are confidential in the same manner as the paper OPFs and, like the paper OPFs, they shall be viewed by officials only with a legitimate need to know for the performance of their official duties.
6. The parties agree that union officials at facilities where the pilot is occurring will have access to the documents in the eOPF authorized by the employee for representational purposes. The union official will provide the proper authorization signed by the employee to gain such access. There is no intent by the parties to allow union officials access to the electronic folders without proper authorization by the employee. With respect to accessing official records, the parties mutually agree that the relevant provisions of Article 23 shall apply during the eOPF pilot period.
7. Bargaining unit employees who desire to see their eOPF will make the same request of the HR Staff that is currently used for paper OPFs.
8. When VA rolls out the eOPF to employees, VA will assure that computer access points are provided so that employees who do not have computers can access their eOPF.

9. The NVAC President and Chairperson Mid-Term Bargaining Committee shall receive an assessment on the conversion process when it is available after the final pilot site is converted to the eOPF.
10. After the Union has reviewed the assessment, the Union will have the opportunity to provide additional proposals prior to the Department wide implementation of eOPF.
11. The appropriate management official upon receipt at the facility shall provide a copy of this MOU to the Local Union President.

  
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For the Department (VA)

  
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For National VA Council #53

5/22/07  
Date

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Date