

MEMORANDUM OF UNDERSTANDING (MOU)  
REGARDING LAPTOP DISTRIBUTION AND FIELD DESKTOPS  
REPLACED WITH LAPTOPS

The following constitutes an agreement between the Veterans Benefits Administration (VBA) and the American Federation of Government Employees, AFL-CIO National VA Council #53 (NVAC) concerning the distribution of laptops for telework employees and replacement of desktop computers in the field with laptops.

1. This initiative, to reach the goal outlined by the Under Secretary for Benefits, promotes 50 percent of the VBA workforce to telework by the end of calendar year 2015.
2. The replacement of desktop computers with laptops will facilitate VBA's ability to expand its telework program and provide greater flexibility to employees who participate in the program.
3. When a laptop is available at a facility, it shall be made available first to a teleworker who does not yet have government furnished equipment.
4. Stations will advise local union leadership of the number of laptops being received. Stations will solicit and train the employees prior to the deployment of the laptops. Distribution of these laptops will not affect the qualification criteria for telework employees as established in negotiated agreements.
5. If a teleworker has previously elected to utilize their personally owned equipment (POE), and there are no more telework volunteers, then they will be provided government furnished equipment (GFE) in order to help facilitate their ability to have access to software programs and obtain technical support from IT.

6. Procurement distribution will include a laptop, a docking station, security cables and key, carrying bag, separate keyboard, headset, a card reader (if the laptop does not include one), a mouse, a monitor in the office and a monitor at home, a power cord, and as available, the Voice Over Internet Phone (VOIP). Additionally, a second full size monitor may be provided if available and requested if the employee is experiencing difficulties with having two different sized screens.
7. Local IT offices must image and assign the laptops to each field employee identified by RO Leadership.
8. Teleworkers are responsible for providing their own internet service and network equipment at their alternate workplace.
9. Issues with GFE require the equipment to be brought into the office by the teleworker. The teleworker will bring in their equipment for IT inventory as directed.
10. Prior to releasing employees to telework, the employees will:
  - a. Complete all required security training courses.
  - b. Be instructed by local IT on using the laptop and accessing systems remotely.
  - c. Be instructed by business staff on how to operate VBA applications and perform business functions while teleworking.
  - d. Demonstrate knowledge of laptop functions, establishing remote connections, and business operations by working in the office with the new equipment for at least three (3) days.
11. Teleworkers are required to take their laptops to and from the office when required to work at the office.
12. Teleworkers may be required to share desks in hoteling space in the office. Desk sharing is a subject for local bargaining.
13. All Alternative Work Schedules (AWS) allowed in the office will also be available to teleworkers at their alternate work location.

14. Eligibility to receive a laptop and qualification for teleworking will not be affected by reasonable accommodations or medical exemption from overtime as long as normal production and quality calculations are met.
15. Management will not hold employees accountable for factors or extenuating circumstances which affect performance that are beyond the employees' control in compliance with Article 27.
16. Management will adhere to the procedures set forth in Article 29, Section 20f, regarding VDT breaks.
17. In accordance with Article 47 of the Master Agreement, Local bargaining shall take place at individual facilities for solicitation, distribution and any other related factors. This bargaining will not conflict with negotiated national policy and agreements.
18. Management shall provide a copy of this MOU to the local president and the highest elected or, in the alternative, an appointed, representative at each Local within seven (7) days of the signing of this MOU.

  
\_\_\_\_\_  
For Management

  
\_\_\_\_\_  
For Union

07/08/15  
Date