

U.S. Department of Veterans Affairs
Veterans Benefits Administration

VBA - AFGE Memorandum of Understanding

**Selection Process of SMEs for Business Process
Reengineering or other projects**

The following constitutes agreement between the Veterans Benefits Administration (VBA) and the American Federation of Government Employees, National VA Council (NVAC). The subject of this agreement is the selection of subject matter experts (SMEs) for Business Process Reengineering or other projects.

1. VBA will notify NVAC prior to implementation of any such group or task force utilizing bargaining unit members. This notice will include the purpose, size, and expectations for the group. Upon notification to the NVAC, the union will determine the need for union representation on each particular group and notify VBA of its designated representative.
2. SME groups will not discuss permissive subjects of bargaining unless there is Union representation on the group. Any recommendations put forward by the group and adopted by management will require formal notice to the National VA Council/VBA Mid-Term Bargaining Committee which will be given the opportunity to bargain on issues as appropriate prior to implementation.
3. Subject Matter Experts will be selected as follows:
 - a. Appropriate management officials will determine the skill sets and number of employees needed for any particular group.
 - b. VBA will provide employees at participating stations an opportunity to apply for SME participation. Notices regarding the need for SME's will be sent through email, written copies, etc. The notice will contain information on the location, purpose, duration, dates, desired skill sets, etc., allowing employees to fully understand the temporary assignments.
 - c. Participation as an SME is voluntary and will not negatively impact on employees performance evaluation.

d. SME nominees will be selected from a list of volunteers having the required skill sets. Facility management, while not abrogating its right to assign work or select the individuals to perform that work, will in partnership be responsible for creating a process by which bargaining unit employees will be nominated. Specific employees will not be requested to participate by name. This agreement may cover such issues as notification to the local union of individual nominees.

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 obligations at the local level regarding any issue not in contradiction with this agreement or the Master Agreement.

/S/ Veronica Wales
For Management
For the NVAC

/S/ Alberta Franklin

Date: 7/14/98

[VA Home Page](#) / [Search](#) / [Site Map](#) / [Facilities Locator](#) / [Disclaimer](#)
[Privacy & Security Statement](#) / [Freedom of Information Act](#) / [Contact the VA](#)

Reviewed/Updated: February 15, 2002