


MEMORANDUM OF UNDERSTANDING

The following constitutes an agreement between the Department of Veterans Affairs, Office of Information and Technology (OI&T) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) on the authorization of OI&T equipment for members of the NVAC Executive Committee (National Elected Officers, NVAC District Presidents/Representatives, NVAC National Safety Representatives and NVAC National Representatives).

1. The parties agree that Union owned equipment utilized by the NVAC Executive Committee members is no longer authorized by the VA and will be replaced by OI&T (including a Laptop Computers and/or Blackberry's and/or USB Thumb Drives).
2. Both parties agree that issuance of VA OI&T equipment to NVAC Executive Committee members will require the completion of all paperwork necessary for VA authorization and must be in accordance with all VA regulations and directives concerning Information Technology and Security Requirements, including equipment inventory policies.
3. For the purpose of approving and authorization of VA OI&T equipment for all NVAC Executive Committee members the following procedures will be followed:
 - The NVAC Executive Committee member must receive approval from the Deputy Assistant Secretary for Labor-Management Relations and authorization from the Director of Field Security Service.
 - Approval and Authorization must be documented on a VA form for the purpose of issuance of a Laptop Computer and/or Blackberry Device and/or USB Thumb Drive.
 - Once approval for the requested device or equipment is obtained, the form will be sent to the union official's duty station, in care of the facility IT CIO. The facility CIO will ensure that the union official signs and completes all documentation necessary to issue the device or equipment.
 - A copy of the completed form requesting the equipment will be forwarded to the Deputy Assistant Secretary for Labor-Management Relations for the purpose of maintaining a record of all equipment issued to NVAC Executive Committee members.


For the Department (VA)

2/8/08
Date


For the National VA Council #53

02-08-08
Date