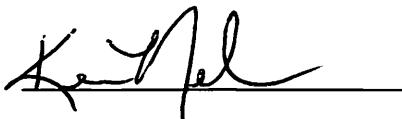


## **Memorandum of Understanding Acquisition Realignment - Contract Specialist**

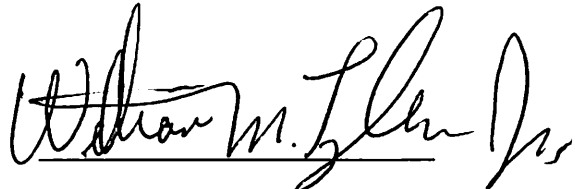
The following constitutes an agreement between the Department of Veterans Affairs and the American Federation of Government Employees, AFL-CIO, National VA Council #53, regarding the Acquisition Realignment of the Contract Specialist 1102 series to the VBA Central Office.

1. All Contract Specialists who are bargaining unit employees (BUE) who are remotely managed will continue to be under the jurisdiction of the Master Agreement and the Local Supplemental Agreement and any other facility ruling and agreement at the Regional Office where physically located or which managed these employees before the realignment began.
2. In accordance with Article 23, Contract Specialists BUE's who are remotely managed will have the opportunity to apply for and be considered for any opening or position for which the employee is qualified at the facility where they are physically located or within the geographical jurisdiction of that Regional Office. Management will adapt electronic postings for vacancies to ensure remotely managed contract specialist BUE's are included in the explanation of the Area of Consideration.
3. Leave approval will be handled in accordance with Article 35 of the Master Agreement.
4. Should any Contract Specialist be required to change their work schedule as a result of realignment, management will provide notice to the local union representing the affected employee and will meet bargaining obligations as applicable prior to changing an employee's work schedule.
5. When management proposes a change relating to personnel policies, practices and other conditions of employment at the Area level for which there is a bargaining obligation, they will notify the AFGE VBA Mid-Term Bargaining Team in accordance with Articles 47 and 49.
6. Regarding Telework and Alternate Work Schedules (AWS) for Contract Specialists, management will comply with applicable laws and Articles 20 and 21 of the Master Agreement as well as any applicable locally negotiated agreements.
7. When evaluating performance, management will consider factors which affect performance that are beyond the control of the BUE (examples include but are not limited to: timeliness of work received, scanning of work into system, downtime, etc.)

8. Management will provide the AFGE VBA Mid-Term Bargaining Team copies of organizational charts showing structure of each Area and all satellites. This will include the allocation of FTE and actual FTE and where they are located and geographic area of jurisdiction/coverage of the Contract Specialists. Local Presidents will be provided with the same organizational charts.
9. In the event union representation is needed, the representation will come from the facility where the employee is physically located. All union dues will remain with the current locales.
10. To the greatest extent possible, management will ensure an equal distribution of work is assigned to contract specialists. The AFGE VBA Mid-Term Bargaining Team and Union will recognize that realigned employees hold grades with various full performance levels. The Office of Acquisition has developed position descriptions to standardize duties and responsibilities at each grade level. The Office of Acquisition cannot change the full performance levels of these employees. Those seeking promotions outside of their current full performance level will have to apply and compete. Vacant positions will be filled through standard recruitment procedures, such as merit promotion. All applicants will be evaluated and ranked based on their experience, education, competencies and/or performance.
11. Management will ensure that all contract specialists will have a work environment that conforms to the Procurement Integrity Act.
12. Management will provide a copy of this MOU to the Local Presidents.



For Management



For AFGE-NVAC

07/10/2014

Date