

Memorandum of Understanding (MOU)

The following constitutes an agreement between the parties Network Contracting Office (NCO) 20 and the American Federation of Government Employees (AFGE), AFL-CIO, National Veterans Affairs Council #53 (NVAC), AFGE Locals: Local 498 VA Puget Sound HCS American Lake Division, Local 1042 VA Roseburg HCS, Local 1108 Mann-Grandstaff VAMC, Local 1273 Boise VAMC, Local 2583 VA Portland HCS Vancouver Division.

The parties have reviewed and agreed upon the appropriate arrangements and procedures regarding the Charters for four (4) Employee Input Committees.

1. NCO 20 Employee Shareholder Program
 2. NCO 20 Employee Sharepoint Improvement Program
 3. NCO 20 Employee Morale and Recreation Program
 4. NCO Process Improvement Program
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1. Staff participation will be voluntary
 2. Staff participation for scheduled events will be done on duty time
 3. Staff participation will not affect performance rating
 4. Committee members will serve a one-year term if other staff express an interest the position will be rotated. Initial selection will be based on seniority
 5. VISN 20 NCO Management will provide the AFGE Locals a summary report of the Committees activities at the end of each fiscal year
 6. Both Management and the Union reserve the right to re-open bargaining in this MOU by providing a minimum of 30 days advance written notice requesting negotiation. The terms of this MOU will remain in place until any new updates are agreed upon

Donald L Fowler 11/6/18

Donald L. Fowler
NVAC #53
11th District Representative
Chief Negotiator

Stephen D. Allen 11/6/18

Stephen D. Allen
Director of Contracting
NCO 20
Chief Negotiator



NCO 20 EMPLOYEE SHAREHOLDER PROGRAM

1. **PURPOSE:** The purpose of this program is to plan, coordinate, and execute opportunities for NCO 20 employees to participate in shareholder events with veterans, veteran's facilities, and Veteran Service Organizations to improve understanding and awareness between NCO 20 employees and the men and women we serve. Opportunities developed will be voluntary for all employees. Every effort shall be made to schedule events across all NCO locations to maximize the opportunity for all employees, regardless of their location, to participate. Employees participating in scheduled events during their regularly scheduled tour of duty shall be deemed to be in a regular duty status for the duration of their involvement in the event - including transit times to and from the event venue.
2. **POLICY:** This program applies to employees located at all of the NCO 20 sites (DuPont, WA; Spokane, WA; Boise, ID; Vancouver, WA; Walla-Walla, WA; and Roseburg, OR.). Each location shall be afforded the opportunity to have employees participate on the standing committee and represent their interests to management. It is the policy of NCO 20 that all employees participating in the program, whether or not they are members of the committee, be given equal voice to their ideas. In addition, it shall be the position of NCO 20 Management that all ideas, recommendations, and suggestions made by any employee will be considered by the committee.
3. Make-up of the Employee Shareholder Program committee shall be determined by employee volunteers from each of the locations in NCO 20. In the event that more than one volunteer is interested from a particular site, selection shall be based on seniority in accordance with local guidelines. Membership on the committee shall be limited to a single year. Committee membership will be solicited yearly.
4. **FOLLOW-UP RESPONSIBILITY:** Deputy Director of Contracting
5. **FOLLOW-UP DATE:** January 2020

S. Dale Allen
Director of Contracting, NCO 20

DLA 11/6/18
DLA 11/6/18

NCO 20 PROCESS IMPROVEMENT PROGRAM

1. **PURPOSE:** The purpose of this program is to elicit ideas and suggestions from employees for improvements internal to NCO 20. Focus of ideas should be on areas where the NCO 20 Director of Contracting, or his subordinates, have the authority and responsibility to directly impact work and non-work related issues.
2. **POLICY:** This program applies to employees located at all of the NCO 20 sites (DuPont, WA; Spokane, WA; Boise, ID; Vancouver, WA; Walla-Walla, WA; and Roseburg, OR.). Each location shall be afforded the opportunity to have employees participate on the standing committee and represent their interests to management. It is the policy of NCO 20 that all employees participating in the program, whether or not they are members of the committee, be given equal voice to their ideas. In addition, it shall be the position of NCO 20 Management that all ideas, recommendations, and suggestions made by any employee will be considered by the committee.
3. Make-up of the Process Improvement Program committee shall be determined by employee volunteers from each of the locations in NCO 20. In the event that more than one volunteer is interested from a particular site, selection shall be based on seniority in accordance with local guidelines. Membership on the committee shall be limited to a single year. Committee membership will be solicited yearly.
4. **FOLLOW-UP RESPONSIBILITY:** Deputy Director of Contracting
5. **FOLLOW-UP DATE:** January 2020

S. Dale Allen
Director of Contracting, NCO 20

DLA 11/6/18
DLF 11/6/18



NCO 20 EMPLOYEE SHAREPOINT IMPROVEMENT PROGRAM

1. **PURPOSE:** The purpose of this program is to elicit ideas and suggestions from employees for improvements to the NCO 20 internal and customer service Sharepoint sites. Focus of this effort will be on design changes within the scope and authority of NCO 20 control. Ideas for change outside of the scope of NCO 20 capabilities will be referred to the VHA Sharepoint Program Manager employees for consideration.
2. **POLICY:** This program applies to employees located at all of the NCO 20 sites (DuPont, WA; Spokane, WA; Boise, ID; Vancouver, WA; Walla-Walla, WA; and Roseburg, OR.). Each location shall be afforded the opportunity to have employees participate on the standing committee and represent their design and content ideas to management. It is the policy of NCO 20 that all employees participating in the program, whether or not they are members of the committee, be given equal voice to their ideas. In addition, it shall be the position of NCO 20 Management that all ideas, recommendations, and suggestions made by any employee will be considered by the committee.
3. Make-up of the Employee Sharepoint Improvement Program committee shall be determined by employee volunteers from each of the locations in NCO 20. In the event that more than one volunteer is interested from a particular site, selection shall be based on seniority in accordance with local guidelines. Membership on the committee shall be limited to a single year. Committee membership will be solicited yearly.
4. **FOLLOW-UP RESPONSIBILITY:** Deputy Director of Contracting
5. **FOLLOW-UP DATE:** January 2020

S. Dale Allen
Director of Contracting, NCO 20

DA 11/6/18
DLF 11/6/18



NCO 20 EMPLOYEE MORALE AND RECREATION PROGRAM

1. **PURPOSE:** The purpose of this program is to plan, coordinate, and execute ideas and suggestions from employees for improving NCO 20 morale and recreation through internal and external events. To the maximum extent possible, events planned should be similar in nature and scheduling across all NCO 20 locations based on the desire and level of participation of each locations employees. All events, regardless of location, shall be open to all employees.
2. **POLICY:** This program applies to employees located at all of the NCO 20 sites (DuPont, WA; Spokane, WA; Boise, ID; Vancouver, WA; Walla-Walla, WA; and Roseburg, OR.). Each location shall be afforded the opportunity to have employees participate on the standing committee and represent their interests and ideas to improve morale in the workplace. It is the policy of NCO 20 that all employees participating in the program, whether or not they are members of the committee, be given equal voice to their ideas. In addition, it shall be the position of NCO 20 Management that all ideas, recommendations, and suggestions made by any employee will be considered by the committee.
3. Make-up of the Employee Morale and Recreation Program committee shall be determined by employee volunteers from each of the locations in NCO 20. In the event that more than one volunteer is interested from a particular site, selection shall be based on seniority in accordance with local guidelines. Membership on the committee shall be limited to a single year. Committee membership will be solicited yearly.
4. **FOLLOW-UP RESPONSIBILITY:** Deputy Director of Contracting
5. **FOLLOW-UP DATE:** January 2020

S. Dale Allen
Director of Contracting, NCO 20

DA 11/6/19
DLZ 11/6/18