

MEMORANDUM OF UNDERSTANDING

ASPEN Migration for Fiduciary Hub Employees

The following constitutes an agreement between the Department of Veterans Affairs, Veterans Benefits Administration (VBA) and the American Federation of Government Employees (AFGE), AFL-CIO National VA Council (NVAC) #53, (Union) regarding the Field Examiner (FE), Legal Instruments Examiner (LIE), and Fiduciary Service Representative (FSR) migration to ASPEN.

This Memorandum of Understanding (MOU) rescinds and replaces the “Nationwide Fid Hub-Field Examiner Excluded Time Policy and Production Tracker” MOU dated June 19, 2018 and the “Nationwide Fiduciary Hub Legal Instruments Examiner (LIE) Excluded Time and Productivity Tool” MOU dated January 30, 2019.

1. All FE, LIE, and FSR will be provided training on how to use ASPEN to include how to input production, excluded time, review data input, and run reports. Employees will be on excluded time for this training, and no employee will have leave cancelled due to this training.
2. Field Examiners will be allowed to enter production credits when they complete the case and send it to a LIE. They will not have to wait for the LIE to complete the work item.
3. If Management disapproves production credits or excluded time entered in ASPEN, it will be annotated on each item, and the employee notified in writing (e.g. email, memo, or other documented means) of the removal/denial along with the supporting reason.
4. Excluded time will be approved in 15-minute increments.
5. Any leave status approved in VATAS will be approved in the ASPEN. No additional email correspondence is required once leave is approved in VATAS. Once approval is given for a period of excluded time it will be approved in the system.
6. After implementation, if either party is made aware of issues that may affect employees, both parties agree to discuss the issues and work to mutually resolve the issues for the employees. Should discussions not resolve the issues, the parties will implement the negotiating process to the extent required by the statute.
7. Management shall provide a copy of this MOU to the local president and/or designee at each AFGE local within 10 days of the date this MOU is signed.

Kevin D. Nelson

Kevin D. Nelson
Agency

Paul Harvey Fleming

Paul H. Fleming
For AFGE/NVAC

For the

10/31/19

Date