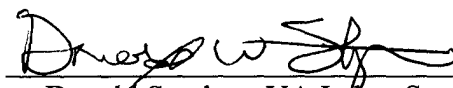
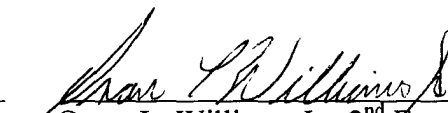


## Memorandum of Understanding

The following constitutes an agreement between the Department of Veterans Affairs, National Cemetery Service (NCA) and the American Federation of Government Employees (AFL-CIO) National Veterans Affairs Council #53 (NVAC) concerning the G.E.A. R. Program 2013 and 2014 rollout.

1. NCA's G.E.A.R. pilot program is being expanded to Memorial Service Networks (MSN) I, III, IV and V. NCA plans to implement new performance plans and a three step progress review process:
2. The Three Step Employee Progress Review Process being used by NCA does not change the terms of Article 27 Performance Appraisal VA/AFGE Master Agreement dated March 11, 2011.
3. The Three Step Employee Progress Review Process goals are:
  - To provide candid and constructive feedback
  - To help employees maximize their contributions
  - To achieve their full potential in their positions
  - To effectively communicate to employees how their daily activities are aligned with and impact achievement of NCA goals
4. Bargaining unit employees may volunteer to use the NCA's Employee Self-Assessment form. The use of the assessment form will be on duty time.
5. The AFGE Locals representing NCA bargaining unit employees shall be provided with an opportunity to have input on the new performance plans for the Cemetery Caretaker, Equipment Operator, Cemetery Caretaker Technician and Cemetery Program Support.
6. Upon their receipt, the appropriate management official shall provide a copy of this MOU to the Local Union President.

  
Donald Stephen, VA Labor Specialist  
Department of Veterans Affairs (VA)

  
Oscar L. Williams Jr., 2<sup>nd</sup> Exec., Vice President  
AFGE National VA Council #53 (NVAC)

2/6/14  
Date

2/6/2014  
Date