


MEMORANDUM OF UNDERSTANDING

The following constitutes an agreement between the Department of Veterans Affairs, Office of Information and Technology (OI&T) Field Operation Program Office and American Federation of Government Employees, (AFL-CIO) National Veterans Affairs Council #53 (NVAC) concerning OI&T Field Operations, Standard Operating Procedures (SOP) for Employees Tuition Reimbursement Program within Field Operation.


1. Bargaining Unit Members shall be informed of their opportunities and responsibilities under OI&T Field Operation SOP for Tuition Reimbursement Program. Specifically, bargaining unit members shall be advised of the following:

- The limitations of the program.
- How to apply for the tuition reimbursement program.
- When reimbursement will occur.
- How long an employee must remain employed after completion of coursework.
- Situations requiring repayment of training costs.
- How to apply for hardship waiver of training costs under the program.

2. Upon their receipt appropriate management officials shall provide a copy of this MOU to Local Union Presidents.

  
Larry Bennett, VA Labor Consultant  
For Department of Veterans Affairs (VA)

2/4/11  
(Date)

  
Oscar L. Williams Jr, 2<sup>nd</sup> EVP NVAC  
For National Veterans Affairs Council #53

1-10-2011  
(Date)

  
Michael Ratajczak, OI&T Labor Consultant

2/4/11  
(Date)