

## MEMORANDUM OF UNDERSTANDING

The following constitutes an Agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) concerning the Electronic Contract Management System (eCMS) implementation within the Department.

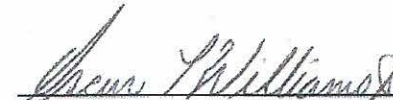
1. The national parties agree that initially up to 40 minutes per transaction may be needed for the 1105 Purchasing agents to process all transactions over \$3,000 in eCMS. The time is expected to decline as improvements in the eCMS software are introduced and employees become better acquainted with the process.
2. All affected employees shall be scheduled for a two day training class which will include materials, a user guide and on-line tutorials for use by the 1105's so they can access information which demonstrates various steps through the eCMS process. Additional training will be provided to all affected staff to address this requirement, including the use of new templates that need to be developed for use in eCMS.
3. Bargaining unit 1105 Purchase Agents shall receive the necessary training in accordance with Article 37 – Training and Career Development Section 4 prior to the employee being held to the new requirements of eCMS.
4. The eCMS Compliance Checks (Spot Checks) are for identifying the type of continuing training of 1105 Purchasing Agents by the local training officer and application coordinator. The employees shall be informed of the spot checks categories.
5. Compliance checks may be used by management for additional training, for On-The-Spot-Awards and evaluations once the employees have received necessary training.
6. The appropriate management official shall provide bargaining unit 1105 employees the location of the eCMS Data Value Guide for their use.
7. Bargaining unit 1105 employees will not be held responsible for any exempt information not updated in the Excluded Parties List System (EPLS).
8. The appropriate management official shall provide a copy of this MOU to the Local Union President upon their receipt.



For the Department of Veterans Affairs (VA)  
Mauricio Ponce, VA LMR Consultant

8/8/11

Date



For National VA Council #53 (NVAC)  
Oscar L. Williams Jr., 2<sup>nd</sup> Executive VP

8/8/2011

Date