

Memorandum of Understanding (MOU)

The following constitutes agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) of the Department's plans to convert paper personnel records to electronic records by implementing electronic Official Personnel Folder (eOPF) nationwide.

1. In preparation for eOPF conversion at a facility, if management is provided a briefing, the Local Union President will have the opportunity to be included in the briefing. Bargaining on the eOPF conversion implementation is an appropriate local subject.
2. In order to provide bargaining unit employees sufficient notice of the plans for conversion as well as provide sufficient time to the HR office, bargaining unit employees shall be provided notice of the plans to convert to the eOPF at least ten (10) working days notice prior to the HR preparation deadline.
3. Bargaining unit employees may request to review and receive a copy of documents in their OPF records. The employee must make the request and complete the review in the time frame set in the notification letter.
4. Bargaining unit employees who desire to see their eOPF will make the same request of the HR Staff that is currently used for paper OPFs.
5. Bargaining unit employees may request to review their eOPF after conversion and compare it to their hard copy OPF.
6. Bargaining unit employees will continue to receive a paper copy of any action associated with their OPF, until such time as the eOPF is available electronically.
7. Bargaining unit employees may request a complete copy of the report that shows who accessed their eOPF, when and for what purpose.
8. eOPF records are confidential in the same manner as the paper OPFs and, like the paper OPFs, they shall be viewed by officials only with a legitimate need to know for the performance of their official duties.
9. The parties agree that union officials will have access to the documents in the eOPF as authorized by an employee in accordance with current past practices, local parties Supplement Agreement and this MOU.
10. The parties will allow union officials access to the eOPF for representational responsibilities, with proper authorization by the employee.

11. With respect to accessing official records, the parties mutually agree that the relevant provisions of Article 23 or its successor shall apply during the eOPF conversion period.
12. The Department will assure that computer access points are provided so that employees who do not have computers can access their eOPF.
13. The NVAC President and Chairperson Mid-Term Bargaining Committee shall receive semi-annual assessments on the conversion process to eOPF.
14. The appropriate management official, upon receipt at the facility, shall provide a copy of this MOU to the Local Union President.

For the Department (VA)

2/6/08

Date

For National VA Council #53

02-06-08

Date