

Memorandum of Understanding

The following constitutes a National Agreement “between” the Department of Veterans Affairs (Agency,) and the National Federation of Federal Employees, NFFE-IAM VA Council of Consolidated Locals regarding the Final Conversion of Paper Personnel Records to Electronic (eOPF).

1. The US Department of Veterans Affairs assures NFFE that no bargaining unit employee (BUE) data scanned by the contractor will be used for any purpose whatsoever other than the creation of the official VA eOPF record; and that the contractor will not retain any record containing any personally identifiable information on any NFFE BUE.
2. When requested, BUEs shall be permitted an appropriate amount of duty time for the purpose of reviewing their existing OPF (pre-conversion).
3. Local management will provide computer access and duty time to allow BUEs to access their eOPF after the conversion. Management will provide the name and number of the contact person who will answer questions regarding this conversion.
4. Access to the eOPF will be subject to local bargaining; e.g., number of computers, locations, and time frames, etc.
5. Local union officials will be provided an opportunity to be participants in the e-OPF kick off campaign and meetings that relate to the eOPF process.
6. Local union officials will be provided the opportunity to attend training on the application/conversion of eOPF.
7. BUEs will be provided an appropriate amount of time to review their eOPF on completion of the process.
8. BUEs who are on extended periods of leave will be notified of the conversion of their OPF and will be provided the names and numbers of the appropriate contact persons who will address any and all questions and concerns.
9. Management will adhere to VA Directive 6609 regarding the shipping of records and will notify NFFE and the local union of any problems with the shipping of the OPF. If bargaining unit files are lost or damaged in any way during the shipment process, the local union and the affected BUEs will be notified immediately and the process of reconstruction will begin.
10. BUEs will be informed upon the completion of the conversion of the eOPF. Additionally, BUEs and the local union will be provided advance written notification regarding any decision to destroy the paper OPF files at that time.
11. BUEs, at their request, may receive a copy of documents in their OPF record prior to the shipping for scanning. The BUE must make the request and complete the review in the time frame set in the notification letter. Disputes between BUEs and the Agency over the amount of time provided to review the record may be mediated at the local level.
12. Upon receipt, the appropriate management official at each facility shall provide a copy of this MOU to the local union president (s).
13. NFFE-VA Council will also receive this signed MOU electronically.

14. Where a BUE faces an adverse action during the scanning process, the agency agrees to extend the timeframes where relevant OPF data requests have been made and the OPF isn't readily available.

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Department of Veterans Affairs

Robert E. Bellamy
NFFE-IAM VAC

Date: 2/21/08

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