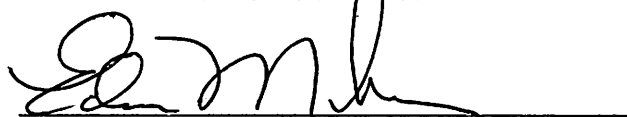


## Memorandum of Understanding

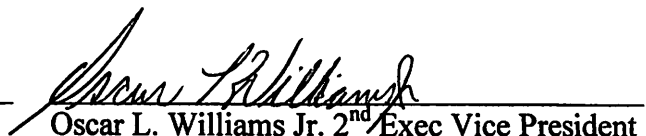
The following constitutes an agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, (AFL-CIO) National Veterans Affairs Council #53, (NVAC) concerning VA Handbook 5007, Pay Administration with respect to Recruitment, Relocation and Retention Incentives.

1. The national parties agree that bargaining unit employees currently receiving a Recruitment, Relocation or Retention Incentive under these revisions shall be provided a copy of the Transmittal Sheet outlining the significant changes to VA Handbook 5007 – Pay Administration once the policy revision is published. Bargaining unit employees who have access to computers shall be provided the weblink address to this policy revision with respect to the incentive the employee is receiving. Bargaining unit employees who do not have access to computers will be provided a hardcopy of this policy revision with respect to the incentive the employee is receiving.
2. AFGE Locals may request to be informed of the significant changes to VA Handbook 5007 Pay Administration with respect to Recruitment, Relocation and Retention Incentives.
3. Bargaining unit employees receiving an incentive shall be reminded that the incentive is not part of the employee's basic salary and as noted in the incentive agreement, may be terminated at any time.
4. Bargaining unit employees shall be informed that prior to signing an incentive agreement under VA Handbook 5007, the agreement is subject to an annual review which must be reapproved prior to the continuing of the incentive.
5. Upon their receipt, the appropriate management official shall provide a copy of this MOU to the AFGE Local Union President.



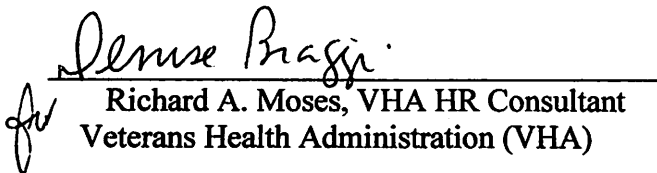
Edson Morales, VA HR Consultant  
Department of Veterans Affairs (VA)

\_\_\_\_\_  
Date



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

1-11-2013  
Date



Richard A. Moses, VHA HR Consultant  
Veterans Health Administration (VHA)

1-22-13  
Date