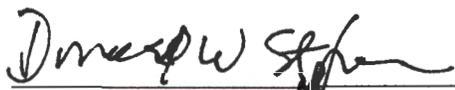


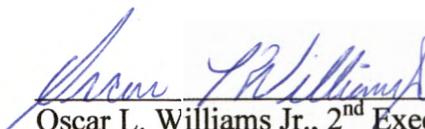
## Memorandum of Understanding

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 (NVAC) #53 regarding VA E-Gov Travel Service 2 (ETS2).

1. Training for bargaining unit employees (BUEs) on ETS2 shall be on duty time at various times.
2. Normally, employees will submit their official travel claim within five (5) business days after Completion of their trip.
3. Employees on continues travel status will complete their official travel claim every thirty (30) calendar days or upon completion of their trip, whichever is sooner.
4. Management will make every effort to reimburse bargaining unit employees within five (5) business days after submission of proper travel claim.
5. NVAC reserves its right to address working conditions and other related matters to ETS2 transition as they occurs.
6. Upon their receipt the appropriate management official shall provide a copy of this MOU to the Local Union President.



Donald Stephen, VA Labor Specialists  
Department of Veterans Affairs (VA)



Oscar L. Williams Jr., 2<sup>nd</sup> Exec. Vice President  
AFGE National Veterans Affairs Council #53

10/21/14

Date

10/21/14

Date