Memorandum of Understanding

The following constitutes an agreement between the Department of Veterans Affairs, Office of Information and Technology (OI&T) and the American Federation of Government Employees (AFL-CIO), National Veterans affairs Council #53, concerning the Deployment of Microsoft Office 2016 and Migration to Microsoft Office Suite 365.

1. The national parties agree the migration to Office 2016 and then the migration to Office Suite 365 will occur over several months. AFGE Locals shall be provided with a written notice by an appropriate management official stating when the migrations will occur at their duty location and/or duty station.

2. Training related to the Office 2016 and Office Suite 365 migrations shall be on duty time for AFGE bargaining unit employees and be available at various dates and times.

3. AFGE Locals Representatives may attend any training related to the field testing and field communications that may be occurring at their duty station and/or duty location. The appropriate management official shall provide the AFGE Local with communication of the testing at least three days in advance.

4. Upon their receipt the appropriate management Official shall provide a copy of this MOU to the AFGE Local President.

Edson Morales, VH Labor Specialist
For the Department of Veterans Affairs (VA)

12/28/2016
Date

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

12/21/2016
Date