

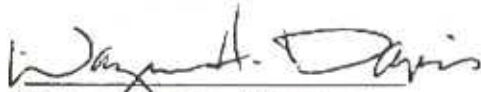
## MEMORANDUM OF UNDERSTANDING

The following constitutes agreement between Veterans Health Administration (VHA) and the American Federation of Government Employees, National VA Council (NVAC) concerning HRM consolidation of the four northern tier Medical Centers in VISN 12 to the facility in Milwaukee (includes facilities at Iron Mountain, Tomah, North Chicago, and Madison).


1. Employees, or their designated representative, will have access to their official personnel folders (OPFs) by contacting their local Human Resources Management (HRM) staff who will advise the consolidated HRM office. The local HRM office will receive the file and it will be available for employee inspection within forty-eight (48) hours of the request, excluding weekend hours.
2. The OPF will be transmitted from the consolidated HRM to the local HRM via overnight mail, unless an alternative means of transmittal is negotiated between VHA and the AFGE local where the OPF is to be sent.
3. At the request of the employee, material will be sent via facsimile from the consolidated HRM to the local HRM office, in which case overnight mail will not be necessary.
4. In the situation where the entire OPF is not required by the requesting party, only the requested portion will be transmitted.
5. The consolidated HRM will maintain the OPFs at the Milwaukee VHA facility. The OPFs will be maintained in a secure location and will be segregated by facility.
6. When bargaining unit employees submit material for inclusion in their OPF, such material will be given to the local HRM staff. The local HRM staff will then forward the material to the consolidated HRM office. Employees will receive written confirmation from the consolidated HRM office that the items were placed in their OPFs as appropriate.
7. Existing local HRM responsibilities (i.e., merit promotion plan, details, flextime, performance management, upward mobility, grievances and labor relations) affecting general working conditions of local bargaining unit employees will remain at the facility.

- 8. An HRM representative working at the local facility will be identified as the contact person for purposes of those functions identified in Paragraph 6. The AFGE local at each facility will be notified as to who the local HRM representative is for purposes of labor relations.
- 9. Employees and/or their representatives shall be paid travel and per diem expenses for any related labor-management activity not held at the duty station.
- 10. The National Mid-Term Bargaining Committee reserves the right to revisit this consolidation in the event that unforeseen problems arise in the future.
- 11. The appropriate management official will upon receipt provide a copy of this Agreement to the local Union President.
- 12. Local management shall meet its labor-management obligations at the local level prior to any implementation.
- 13. Issues relevant and not specifically addressed in this Agreement can be addressed in the local negotiations.

**For the Department:**

  
 Wayne Davis, Manager  
 HRM Division, VAMC

**For the Union:**

  
 Oscar L. Williams Jr., Chairperson  
 Mid-Term Bargaining Committee,  
 AFGE, National VA Council

Date: 3/18/97