

Memorandum of Understanding

The following constitutes a National Agreement between the Department of Veterans Affairs (Agency), and the National Association of Government Employees/SEIU (NAGE/SEIU) regarding the VA Travel Card Training.

1. Management at the local level will contact and bargain with the local union (s) when developing local policies/procedures related to the VA Travel Card training.
2. Management will ensure that each employee will be provided the necessary amount of duty time to complete the VA Travel Card training every three years.
3. The VA Travel Card training informs employees that the misuse and/or abuse of the Federal Travel Card may result in disciplinary action. The training course covers general background of the travel card program, proper and improper uses of the card, corrective actions taken to address travel card abuse, and an overview of proper payment procedures.
4. Management will provide a copy of this MOU to the local union president (s) upon receipt of the signed MOU.
5. An Agency representative in the Office of Labor Management Relations will provide NAGE National an original and electronic copy of the signed MOU.

Denise Briggs
Department of Veterans Affairs

Date: 2/28/08

Susanne Poles-Johnson
NAGE/SEIU

Date: 2/28/08