

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) sets forth an agreement between the United American Nurses (Union or UAN) and the Department of Veteran Affairs, Office of Information and Technology (Agency and/or OIT). This MOU is entered into pursuant to the provisions of 5 U.S.C. Chapter 71 and applies to all Registered Nurses in units where UAN is recognized as the sole and exclusive representative, and all subsequently organized Registered Nurses by UAN within the Agency. The parties to this memorandum enter into this agreement for the purposes of establishing a mutually beneficial agreement concerning the use of removable storage media in accordance with VA Handbook 6500, Paragraph 6, Section c.(4), *Mobile/Portable/Wireless and Removable Storage Media and Device Security*.

1. The parties acknowledge the rights conferred on both the Union and the Agency under Title VII of the Civil Service Reform Act.
2. The parties agree that issuance of OIT device/equipment will require that the union official will complete all paperwork necessary for VA Authorization and must be in accordance with all VA regulations and directives concerning Information Technology and Security Requirements, including equipment inventory policies.
3. The Deputy Assistant Secretary for Labor Management Relations, or designee, will be the designated person to approve the use of a removable storage media for the UAN-NVAC National President, Vice President, Secretary, four (4) Officers-at-Large, and the union's National Safety Representative, if the need for such device exists. The OIT Director of Field Security Service must authorize the use of such device. Approval and Authorization must be documented on the proper form created to request issuance of USB Flash Drives. Once approval for the requested OIT device/equipment is obtained, the form will be sent to the union official's duty station, in care of the facility IT CIO. The facility CIO will ensure that the union official signs and completes all documentation necessary to issue the device or equipment. Once approved, management will endeavor to provide the requested OIT device/equipment in a timely manner.
4. All local union representatives who have access to and store VA sensitive information must have written approval from their local Labor Relations office or appropriate management official, and ISO before sensitive information can be removed from VA facilities/operating units. If the local union representative has a need to utilize OIT device/equipment as an external storage device, the use of such device/equipment must be approved by the local Labor Relations office and/or appropriate management official and the OIT device/equipment must be provided by the local Office of Information

Technology (OIT) senior representative. Upon approval, management will endeavor to provide the requested OIT device/equipment in a timely manner.

5. Union representatives shall receive a timely response to their request for OIT device/equipment. Normally, the appropriate management official shall provide the union representative with a response within a week after receipt of the request.
6. The Office of Information and Technology (OIT) will make every effort to assist the union to access, store, and transport information needed to fulfill their representational functions.

Denise Braggi

For the Department of Veteran Affairs

Date: 3/24/08

Alice Stoggs RN

For the United American Nurses,

Date: 3/29/08