

## 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 #53 (NVAC) on VA Handbook 0735 Personal Identity Verification (PIV) for Federal Employees and Contractors in the Department.

1. The parties agree that VA Handbook 0735 PIV for Federal Employees and Contractors must be used consistent with the VA/AFGE Master Agreement dated March 21, 1997, and/or its successor document.
2. Bargaining unit employees and Council or Local Officers will not be charged for damaged, lost or stolen PIV cards until a VA policy is developed addressing this issue. Such policy will be sent to NVAC prior to issuance for appropriate bargaining. VA will meet its obligation to bargain over charging for replacing PIV cards.
3. Employees who have been issued a PIV card but occasionally forget to bring it to work will be issued a visitor's pass after presenting a single picture identification, such as a driver's license. An employee who fails to bring the PIV card to work for three (3) or more consecutive days may be required to obtain a replacement PIV card. Employees will not be charged for the visitor's pass or replacement PIV card until a VA policy is developed addressing this issue and the VA has met its obligation to bargain.
4. PIV cards shall be used in accordance with the VA PIV privacy policy.
5. Section 2 of the PIV Privacy Policy does not currently provide for the PIV card to be used for timekeeping purposes or tracking employee movement and there is no intent to do so at this time. Management will notify the union and meet its bargaining obligation prior to changing the acceptable uses of the card within the PIV Privacy Policy.
6. VA registrars will be trained to offer applicants a chance to review their initial photographs and be given the opportunity to take a second picture if desired.
7. For safety reasons, employees have the option to obscure their first or last name, but not both, with opaque tape or other sticker on the protective sleeve.
8. Bargaining unit employees may use their own retractable leash to present the card to security officers and to pass the card through a scanning device.

- 9. Union representatives will be informed who their sponsors will be for applying for the PIV card.
- 10. Bargaining unit employees will be provided appropriate PIV applicant training on duty time.
- 11. Management will notify NVAC prior to making changes to VA Handbook 0735 and bargain where appropriate.
- 12. The appropriate local management official shall provide a copy of this MOU to the Local Union President upon their receipt.

  
\_\_\_\_\_  
For the Department (VA)

  
\_\_\_\_\_  
For the National VA Council #53

5/22/08  
Date

5-18-08  
Date