

## Memorandum of Understanding

The following constitutes an agreement between the Department of Veterans Affairs, Mid-Atlantic Consolidated Patient Account Center (MAC-PAC) and the American Federation of Government Employees AFL-CIO, National Veterans Affairs Council #53 (NVAC) concerning the transfer of human resources and payroll services to VA Health Revenue Center (HRC).

1. In order to provide bargaining unit employees with sufficient notice of the plan to move Official Personal Folders (OPF) to the HRC, as well as to provide sufficient time to the local Human Resources Management (HRM) office to prepare, bargaining unit employees shall be provided notice of the plan to transfer OPFs to the HRC at least ten (10) working days prior to the transfer implementation date.
2. Bargaining unit employees may request to review and receive a copy of documents in their OPFs. The employee must make the request and complete the review in the time frame set forth in the notification letter.
3. Bargaining unit employees will continue to receive a paper copy of any personnel action associated with their OPFs until such time as the conversion to eOPF at the HRC.
4. The parties agree that union officials will have access to the documents in the OPF at the HRC the HRCS and e-OPF when implemented, as authorized by an employee in accordance with current past practices, local parties supplemental agreements and this MOU.
5. With respect to official records and files, access to records and outdated records, the national parties mutually agree that the relevant provisions of Article 23 (Official Records) or its successor shall apply.
6. Provisions of Article 22, "Merit Promotion," or its successor shall apply for filling vacant bargaining unit positions.
7. Consistent with Article 44 of the master agreement, NVAC reserves its right to address future issues on the OPF transfer to the HRC that have not been covered by this MOU or other agreements.
8. The appropriate management official shall provide the affected NVAC local union Presidents with a copy of this MOU upon their receipt.

  
For the Department (VHA)

5-21-08  
Date

  
For the National VA Council #53

5-21-08  
Date