

*U.S. Department of Veterans Affairs*  
*Veterans Benefits Administration*

*VBA - AFGE Memorandum of Understanding*

**VBA Technical Skills Matrix Implementation and Use**

The following constitutes agreement between the Veterans Benefits Administration (VBA) and the AFGE National VA Council #53 (NVAC) regarding VBA implementation of the Technical Skills Matrix for use as a measure for employee development.

1. Access to an employee's individual responses to tasks/skills will be available to the employee, his/her first line supervisor and managers in the employees chain of command. A sanitized team/work unit profile or summary data may be shared and discussed with the respective team/division, if appropriate. Teams/divisions that are working together to provide cross training may use their sanitized data in the planning process.
2. The technical skills matrix will not be used as part of the performance appraisal process.
3. The technical skills matrix will not be the sole source of information about an employee's skills on applications for promotion but could be made available voluntarily by the employee to the selecting official.

A copy of this MOU will be furnished to the Local President of all VBA facilities represented by AFGE. Local unions will be given the opportunity to bargain over appropriate issues or otherwise in conflict with this or other national level agreements, prior to local implementation.

/S/ Jennifer Long  
For Management  
For the NVAC

/S/ Alberta Franklin

Date: 12-14-99