

**Memorandum of Understanding  
I&I Negotiations - Electronic EPAP**

This memorandum of understanding implements alternative processes and procedures resulting from change in working condition negotiations on the implementation of the new DOI electronic EPAP (DI-3100) between AFGE, Local 1309 and Eastern Region Geospatial Information Office.

1. Issue: In accordance with Article 25 Section 5e of the Collective Bargaining Agreement (CBA), the Employee may add comments and supporting documentation to their official performance ratings. The new electronic version of the EPAP currently does not provide a designated space for Employee comments or documentation.

Resolution: Employees will be allowed to provide comments and documentation to their rating official at anytime during the appraisal process. The rating official will input all information provided by the Employee. If the electronic form is unable to accommodate all information provided it will be added to the hardcopy version forwarded to Human Resources.

2. Issue: In accordance with Article 25 Section 4a of the CBA, At least two progress reviews will be conducted during the rating period. The new electronic version of the EPAP currently only provides space for one progress review.

Resolution: Supervisors will use the designated space on the electronic the EPAP to document the first progress review. The second review will be documented on the continuations page of the electronic form. Supervisors will send an email to the employee to document receipt date of second progress review.

3. Both the Union and the Employer agree that security of personnel information will remain an important consideration.

Agreed to this 23rd day of January 2009.

**For the Union:**

---

Libby Chandler  
Local 1309, AFGE

**For the Employer:**

---

Jay Storey  
Deputy Eastern Region