

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
U. S. DEPARTMENT OF LABOR  
AND  
NATIONAL COUNCIL OF FIELD LABOR LOCALS  
(NCFL)**

**INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the U. S. Department of Labor (DOL) and the National Council of Field Labor Locals (NCFL) in accordance with the applicable provisions of the master DOL-NCFL Agreement.

**SUBJECT**

This MOU concerns the impact and implementation of the Department's E-Gov initiative, e-Training (LearningLink). LearningLink is intended to replace the current manual method for requesting and tracking employee training with an electronic method.

**BACKGROUND**

The Department shared its proposal to implement the E-Gov initiative e-Training (LearningLink) with the NCFL. The parties enter into this MOU to achieve the most effective appropriate arrangement and procedures possible to serve the interest of bargaining unit employees.

**TERMS OF THE AGREEMENT**

The parties agree to the following:

1. The parties agree that effective technological tools are user friendly. Management agrees to make E-Training (LearningLink) website help documents available for all users. Error messages will be written in plain language and will recommend error remedies.
2. System users may make suggestions or report problems through the first tier help mechanism by clicking on the "contact us" button located at the bottom of each screen.
3. Certificates of completion will not be produced with the learner's name in all lower case.
4. Training reports will be generated in .csv format, .html format, .xml format and .pdf format. User training materials and the reports web page will explain that .csv files can be used in MS Excel and that .html files can be used in MS Word.
5. Plateau's help line telephone number will appear on every webpage.

6. A user whose help request is escalated to the second tier for resolution will be notified by email of the escalation and when a response will be forthcoming.
7. LearningLink will be available through the Internet for use on non-DOL computers. Management retains the right to limit access in connection with security vulnerabilities.
8. The NCFLL will be informed when legacy training systems are no longer operational.
9. Employees will use the last four digits of their social security number for initial password log-on only, at which time employees will be prompted to change their password.
10. There will be a link on LaborNet, RegionNet and on every webpage of the LearningLink website providing employees with tools to assist them in using LearningLink, to include, but not limited to:

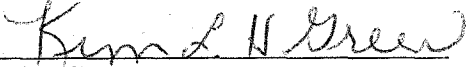
- LearningLink overview page
- Frequently Asked Questions
- Employee Presentation
- LearningLink At-A-Glance
- Training Approval Process (SF 182 overview)
- User Guide

11. Pursuant to Article 4 of the collective bargaining agreement, the Department will provide the NCFLL a notice of enhancements and/or changes, to the LearningLink, to include but not limited to changes to the system user interface.
12. The Authorization, Agreement and Certification of Training, Form SF 182, Revised December 2006 will be implemented in the E-Training LearningLink system.
  - a. Block A. and all items except 5, 8 and 11 in Section A – Trainee Information will be pre-populated with data from PeopleSoft. Blocks 2. and 3. in Section A. will not be viewable by the applicant or approvers. Block 4. in Section A will be pre-populated with office/organization address instead of home address.
  - b. Block A., blocks 2. and 3. in Section A, and blocks 2a., 4., 8. and 9. in Section B – Training Course Data will be completed.
  - c. A link to the Privacy Act statement will be provided on the bottom of every web page.
  - d. The Department will not require any information on the SF 182 which is not specifically mandated by OPM.

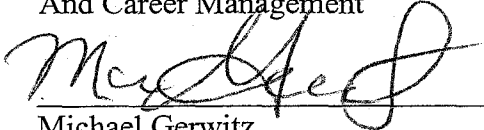
**FOR THE DEPARTMENT**



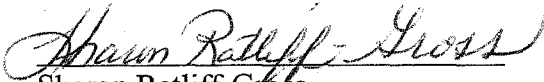
Dennis Sullivan  
Director, Office of Workforce Planning  
And e-Innovations



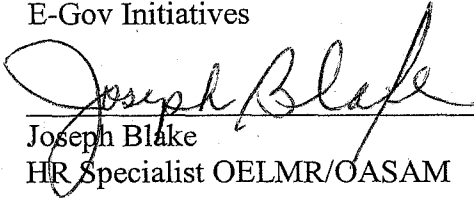
Kim Green  
Director, Office of Continuous Learning  
And Career Management



Michael Gerwitz  
Project manager e-Training

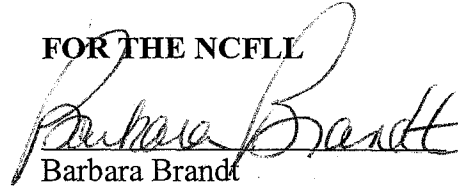


Sharon Ratliff-Gross  
Project Coordinator  
E-Gov Initiatives

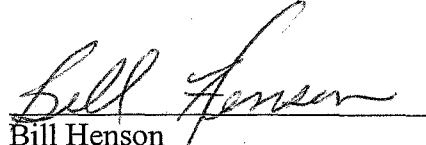


Joseph Blake  
HR Specialist OELMR/OASAM

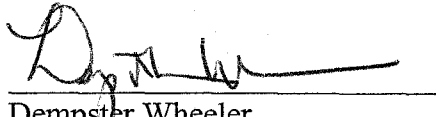
**FOR THE NCFL**



Barbara Brandt  
Vice-President NCFL



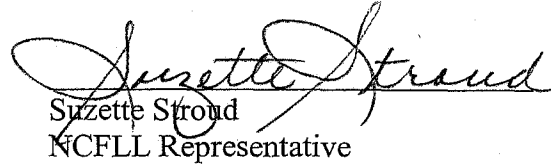
Bill Henson  
President NCFL



Dempster Wheeler  
Vice-President NCFL



Nancy Nolan  
Vice-President NCFL



Suzette Stroud  
NCFL Representative

5/10/07  
Date