



**Memorandum of Understanding Regarding OAA Training & Development**

In an effort to provide the best support to the members of the workforce, management, and Sandia’s customers, the Laboratories will establish an OAA training program to address Sandia specific topics by or before FY23 (October 1, 2022).

The subjects, duration, and method of delivery will be determined through a needs assessment conducted by Sandia’s Training organization. An assigned instructional designer will work with identified OAA SME’s to assess training needs through a formal needs assessment. Data gathering modes may include but are not limited to surveys, interviews, and job task analysis.

Based on the results of the assessment the Instructional Designer will work with SME’s to identify content, content priorities and timing to develop a training plan.

Topics may include (but are not limited to) training on areas such as: travel arrangements, Foreign National Requests (FNR), No-fee Agreements (NFA), Non-Employee Expense Vouchers (NEEVs), Defense Biometric Identification Systems (DBIDs), Videoconferencing and Collaborative Technologies, visit requests, clearance and badge requests, the interview process, and Logistics related items (moves, REAPP, destruction).

Sandia will meet with OPEIU once a year to solicit feedback on the program.

*Kelly O'Bryant*

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Kelly O’Bryant, Manager, Employee and Labor Relations

01/10/2022

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Date

*Kelly Allen*

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OPEIU Local 251

*1/10/2022*  
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Date