

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE NATIONAL TREASURY EMPLOYEES UNION
AND THE U.S. ENVIRONMENTAL PROTECTION AGENCY
REGARDING THE LOGICAL ACCESS CONTROLS SYSTEMS (LACS)
INITIATIVE**

As part of a continuing effort to bring the EPA into compliance with the Office of Management and Budget (OMB) information technology security mandates, the U.S. Environmental Protection Agency (EPA or Agency) is implementing the Logical Access Controls System (LACS) Initiative. Under OMB's mandates, the EPASS badge, EPA's employees' federal smart card, must be the common means of physical and "logical" access to federally-controlled buildings and information systems. Pursuant to the LACS Initiative, by August 1, 2014, employees will utilize the EPASS Badge to access the Agency's computers and network. The Agency will roll out the initiative in phases from March 1, 2014 through May 31, 2014 in EDSD, OTOP, and Region 6, and in the remainder of the Agency in June 1, 2014 through July 31, 2014, but use of the LACS will be optional until August 1, 2014.

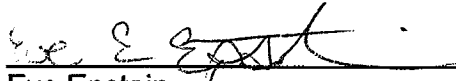
1. Adverse Impact. Except as addressed herein, no adverse impact on the terms and conditions of employment of bargaining unit employees is anticipated as a result of the implementation of this initiative. If adverse impact is realized in the future, the Employer will provide notice to NTEU and bargain to the extent required by the Collective Bargaining Agreement and applicable law, rule and regulations.
2. Notice. At least ten (10) workdays prior to the implementation of the LACS Initiative, the Employer will apprise all impacted bargaining unit employees of the initiative and this MOU via e-mail. The Agency will provide NTEU with an advance copy of the e-mail notice and will consider any Union comments.
3. Training. The EPA will provide the necessary training to impacted bargaining unit employees, in accordance with Article 16 of the parties' Collective Bargaining Agreement. Training sessions will be available to employees on the Agency's eLearning site, prior to implementation and following implementation. Essential information on the LACS will be provided through these trainings and periodic updates on training will be made available. Furthermore, employees with any questions regarding the LACS may contact their local helpdesk. Finally, the Agency will continue its practice of providing all employees with annual IT security training.
4. Monitor. The EPASS badge and LACS shall not store or track, or be used to store or track, attendance, location, or work hours. Should the purpose of LACS be

expanded, the Agency will serve notice to NTEU and negotiate, to the extent required by Article 33 of the parties' Collective Bargaining Agreement and applicable law, rule, and regulation.

5. Forgotten PIN. In the event that an employee forgets her/his PIN the employee must take her/his EPASS badge to the local badge office to have the PIN reset. However, if the local badging office is closed, the employee must contact their local help desk for assistance in accessing the Agency's network.
6. Forgotten EPASS Badges. In the event that an employee forgets her/his EPASS badge, the local help desk will as promptly as possible provide the employee with logon access.
7. Lost/Stolen EPASS Badges. In the event that an employee loses her/his EPASS badge, it must be reported in person as soon as possible to their local badge office or Security Manager or report the loss by sending an email to SmartCard@epa.gov and write "Lost/Stolen Badge" in the subject line of the email. If an employee loses or forgets her/his EPASS, the local helpdesk will enable the employee to logon.
8. Conduct and Performance. Employees will not be held responsible, either in their job duties or performance ratings for lost or stolen EPASSES. However, an employee who repeatedly loses or misplaces their EPASS may be required to pay for a replacement. In addition, supervisors are not prevented from taking a conduct or performance based action, pursuant to the parties' current agreements, where an employee's failure to have their card in their possession adversely impacts their ability to perform their duties. Prior to taking such action, the supervisor will follow all procedures provided by law and the parties' CBA including consideration of mitigating factors such as lack of experience with the LACS initiative.
9. Security. The Employer will ensure that security measures are in place to protect employees from a breach or disclosure of any personal identifying information.
10. Significant and Unanticipated Problems. If either party becomes aware of significant and unanticipated problems arising as a result of the implementation of this initiative, that party will inform the other and parties will meet to discuss and resolve them as soon as possible.
11. Effective Date and Duration. This MOU will take effect upon the thirty-first (31st) day following execution or upon Agency Head approval, whichever occurs first. This MOU will terminate five (5) years after the effective date.

NTEU Final
Logical Access Controls System Initiative
June 9, 2014
3 | Page

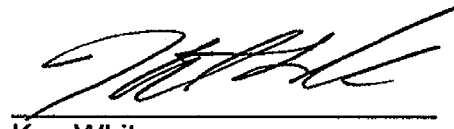
FOR NTEU:



Eve Epstein
Assistant Counsel
National Treasury Employees Union

Date: 6-9-14

FOR EPA:



Ken White
Acting Director of Labor Relations
Environmental Protection Agency

Date: 6-9-14