

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
NATIONAL COUNCIL OF HUD LOCALS 222**

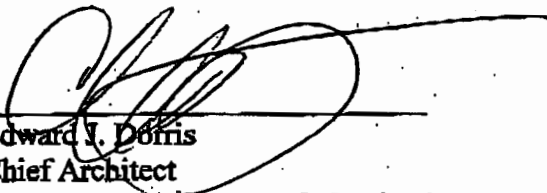
**SUBJECT: Office of Chief Information Officer – Modernization of
HUD Correspondence Tracking Report**

1. This Memorandum of Understanding (MOU) between HUD and AFGE outlines the agreement for implementation of the Department's Electronic Records and Document Management and Correspondence Tracking System (ERM-CTS). The parties agree this initiative will begin with the replacement of the Department's existing correspondence tracking system, HUD's Automated Correspondence On-Line Response Network (ACORN).
2. Management agrees that because of the nature of this new product, it is in the best interest of the users and the Department to provide training to all users prior to implementation which will include, but are not limited to:
 - a. Printed up-to-date notices and materials
 - b. Training materials via HUD's Intranet
 - c. Notices as updates are made to the system
3. Management agrees that individuals will be identified and a list provided to the union of those persons that will have administrative rights to the system that will allow them to perform administrative tasks without having to rely on a system administrator.
4. Management agrees that there will be no password reset requirements as long as the user has a valid HUD network identification and password. There will be no pre-set deactivation procedures for passwords. All users will follow the same procedures if passwords are forgotten that is used for the LAN.
If this procedure is changed, the union's present team will receive prior notification before implementation for possible further negotiations.
5. Management agrees and the union recognizes that the use of this system will allow for tracking of general, controlled and non-controlled correspondence.
6. Management agrees to make available to all users and the HUD Council a signed copy of this MOU within (30) days.
7. Management agrees that an employees rating will not be adversely affected by the time necessary to train and implement the new system.

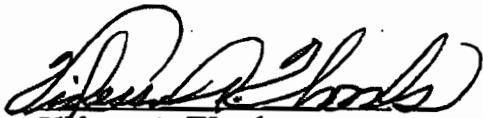
8. HUD Council 222 reserves the right to "Face to Face Negotiations" if this MOU of the proposed tracking system is not accepted.

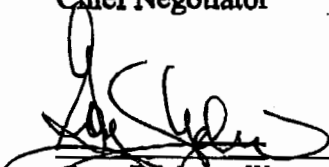
FOR MANAGEMENT

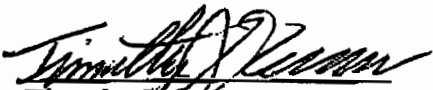

James L. Keys
Chief Negotiator

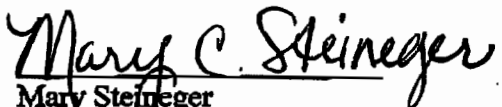

Edward J. Dennis
Chief Architect
Business & Technology Modernization
OCIO

FOR THE UNION

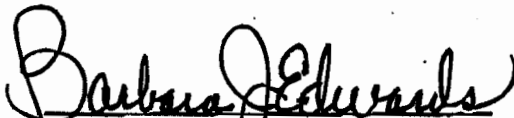

Videssa A. Woods
Chief Negotiator


Gary J. Mongelli
Team Member


Timothy J. Gravec
Team Member



Mary C. Steineger
Team Member

Approval


Barbara J. Edwards
Deputy Assistant Secretary for
Human Resource Management

4/21/06
Date

Approval


Carolyn Federoff, President
AFGE National Council of
HUD Locals #222

4/11/06
Date