November 19, 2024

MEMORANDUM FOR: Antonio Gaines, President AFGE Council 222

THROUGH: Michael Rosso, Employee and Labor Relations Specialist, OCHCO ELR Division, AHEA

FROM: Dara Powell, Director, Administration Management & HR

Division, CAGA

SUBJECT: Notice of New Workload Tracking Software

In accordance with Article 49 Section 49.03(4) of the HUD/AFGE Agreement, this memorandum serves as notification to the Union that the Office of General Counsel (OGC), eDiscovery Information Support Division (EDISD), intends to phase out an older workload tracking system, and utilize new software.

OGC currently uses an Off the Shelf software product called "Law Manager" to track our work. This software is used in Headquarters and the Field. The software is nearing its end of life and is no longer supported by the developer. Technological issues with the software have, according to many users, made it "glitchy" and difficult to use.

OGC intends to replace Law Manager with custom-built SharePoint lists, developed in-house with the advice and feedback of attorneys and paralegals. The information collected will be substantively identical to the information collected in Law Manager, and the way the information is used to track work and generate reports will be the same. However, the improved software will greatly decrease the burden on staff of entering and maintaining the information. SharePoint is more user-friendly, more accessible, and more reliable.

OGC would like to begin implementation December 2, 2024 and phase it in office by office through Summer 2025.

If you have any questions or concerns, please contact me by email at [Dara.A.Powell@hud.gov](mailto:Dara.A.Powell@hud.gov) or Microsoft Teams.