

NATIONAL SUPPLEMENT
Between U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT
And
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
NATIONAL COUNCIL OF HUD LOCALS 222

SUBJECT: Information Technology Security Policy - Handbook 2400.25, Rev 1

SCOPE: The scope of this supplement encompasses the scope of HUD Handbook 2400.25, Rev. 1, and the impact on bargaining unit employees.

1. **Policy Clarification:** Management agrees that the narrative text above each of the tables titled as "HUD Policy" in Sections 3,4, and 5 of the Information Technology Security (IT) Policy Handbook are for informational purposes and should not be interpreted as HUD policy.
2. **Supplement 17:** Management agrees that any applicable provisions in Supplement 17 will apply to HUD Handbook 2400.25, Rev.1.
3. **Existing Policies:** HUD Handbook 2400.25, Rev 1, is not changing any existing HUD Handbooks or policies.
4. **Announcement of the Policy:** Management agrees to post the IT Security Policy Handbook and this Supplement to HUD@Work no more than five (5) days after the approval of this Supplement. The duration of the posting of the Handbook on HUD@Work will be for no less than 30 days.
5. **Security Oversight:** HUD Management will determine IT Security Policy violations.
6. **Security Incidents:** Whenever a HUD employee fails to comply with HUD security policies, the employee may be subject to corrective actions. Management recognizes that security incidents may result from intentional and unintentional actions. Management agrees that an unintentional action does not necessarily mean disciplinary action and, at Management's discretion, remedial training may be more appropriate.
7. **Grievances:** In accordance with the HUD/AFGE Agreement, bargaining unit employees have the right to grieve any action resulting from the findings made in connection with the IT Security Policy Handbook.
8. **Enforcement of Policy:** HUD Management is responsible for enforcing the IT Security Policy. The Information System Security Officer (ISSO) is responsible for ensuring that security controls for securing IT systems are in place and followed within their Program Office.

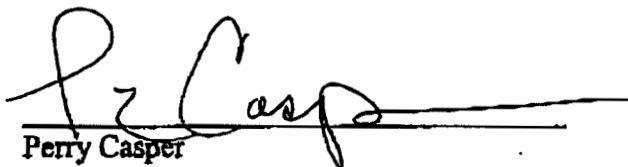
9. **Adverse Impact:** Management agrees that the IT Security Policy Handbook will not affect any statutory, regulatory, Contractual, or any rights of the employees.
10. **Rules of Behavior:** The Program Offices/System Owners shall provide notification to affected bargaining unit employees regarding the rules of behavior for IT systems whenever system rules of behavior are created or changed. If new rules of behavior or changes are significant, then training will be provided.
11. **Security Awareness Training:** Management recognizes that the IT Security Handbook applies to all employees. Management will conduct security awareness training to all HUD employees on an annual basis in order to provide employees a basic understanding of the security policies. HUD employees with significant security responsibilities receive specialized training specific to their security roles and responsibilities.
12. **Auditing and Tracking:** Management will validate any suspected misuse identified in the auditing or tracking of user activity on an IT system.
13. **Privacy Rights:** HUD is committed to protecting the privacy rights of all employees. Employees should have an expectation for privacy protection as provided in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and in accordance with any laws, rules, regulations, or negotiated agreements.
14. **Personal Information:** The Office of Security and Emergency Planning (OSEP) will process and maintain personal background checks and security clearances records in accordance with the governing OPM regulations and other applicable laws, rules, and government wide regulations.
15. **Information Request:** Information, as permitted by applicable laws, may be shared with the Union for representational purposes.
16. **Local Facilities:** Management agrees that changes to the IT Security Policy affecting local facilities may be negotiated at the local level.
17. **Union Access:** Management agrees to provide the Union with access to and use of Information Technology as allowed by law and the HUD/AFGE Agreement.
18. **Exceptions:** Management agrees that the Union may request an exception to the HUD security policies through the Labor and Employees Relations Division. The request must include the operational justification, risk acceptance, and risk mitigation measures. Labor and Employees Relations Division will provide a written status to the Union within 45 days, and a written decision within 90 days. The Union may grieve any negative decision.
19. **Local Bargaining:** Management agrees that, in accordance with Article 5, bargaining will be conducted at the local level concerning issues relating to local Security Policies established by the program offices.
20. **Effective Date:** Upon approval, this Supplement will become effective immediately.

MANAGEMENT

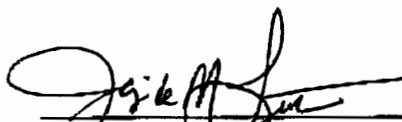
UNION



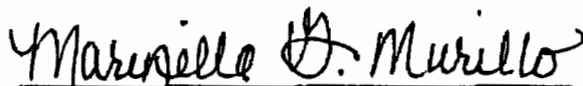
Joan T. Robinson
Chief Negotiator



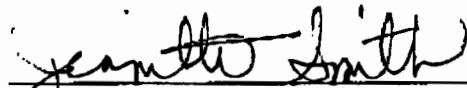
Perry Casper
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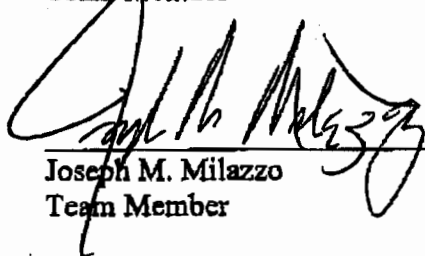
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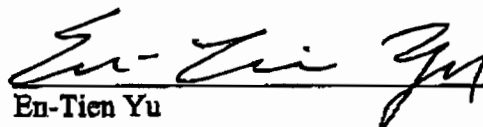
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APPROVED

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Date Approved 12/14/2005