

Memorandum of Understanding

**between the United States Department of Agriculture,
Food Safety And Inspection Service**

And

**The National Joint Council of Food Inspection Locals,
American Federation of Government Employees, AFL-CIO**

concerning the implementation of the following Directive:

FSIS Directive 1302.1 Portable Electronics Devices

The Parties agree that personal cell phone usage is permitted within FSIS space. Cell phones capable of interfacing with the Agency's portable electronic devices or any of its networks and/or servers shall be permitted with supervisory and OCIO approval.

- 1) When the Agency determines the need for Part 2, Portable Electronic Device (PED) Purchasing Requirements, to be applicable to bargaining unit employees, the Agency will give notice and an opportunity to bargain pursuant to the Parties existing midterm bargaining provisions of the current LMA.**
- 2) An employee's supervisor, or designee, will assist in getting approval for use of a PED. The employee will be provided a written approval or disapproval stating why the request was denied. A speed memo may satisfy this requirement.**
- 3) The Agency will respond to employee's request for PED approval in a reasonable timeframe.**
- 4) Direction and guidance will be sent out quarterly (once every three months) in the Beacon, listing the do's & don'ts of using portable electronic devices.**
- 5) Employees are permitted to pose questions concerning PED's to the immediate supervisor, or designee. The employee will be provided a response in a reasonable timeframe.**
- 6) The immediate supervisor, or designee, will provide instruction at time of seizure of an employee's computer, assigned to his/her position, on how to complete their assignment, unless a another computer is made available.**
- 7) Limited personal use of computers will be applied consistent with the directive. An example of limited personal use could be an employee emailing a safety suggestion to the appropriate individual(s).**

- 8) Employees assigned a PED or permitted approval for use of a personal PED is responsible for the security and protection of Agency equipment and the appropriate use of the Agency's network.
- 9) Employees will be allowed to check their government email accounts through personal computers from their home or other locations through Outside Web Access (OWA). OWA is not an agency website or server.
- 10) Request for notification of the death of FSIS employees should be submitted to the district office. The district office in turn will forward the request to Office of the Chief Information Officer, OCIO, for approval. Dissemination shall be limited to the appropriate targeted audience as determined by OCIO or the district.

For the Union:

Charles P. ...

7/12/06
date

For the Agency:

Wm. M. ...

7/12/06
date