

MEMORANDUM OF AGREEMENT  
INFORMATION ASSURANCE (IA) CERTIFICATION

The Employer and AFGE Council 169 recognize that Information Assurance is a critical issue that is growing in importance. The parties share an interest in implementing IA certification in a manner that assists IA employees in becoming and remaining certified.

SECTION 1: GENERAL

When the duties of a job require IA certification, the employee must obtain and maintain the appropriate certification as a condition of employment.

The Employer will discuss with the employee all requirements to be certified, to include level of certification required for the position, and the date the certification is expected to be obtained and/or maintained. The discussion is based upon the IA Training, Certification, and Workforce Management Program in accordance with DOD Directive 8570.1 and the employee's Position Description or actual duties performed. During such discussions, employees may express their views regarding the IA requirements for their positions.

Once an employee is advised of the deadline for certification, the employee should make good use of the time to obtain the needed training and take a certification exam early enough to allow time for study and/or refresher training for a retest (if needed) prior to the certification deadline.

Merit Promotion Announcements shall specify that selectees have 6 months to be certified.

Employees will be required to sign a statement of understanding regarding the certification requirement.

SECTION 2: EXPENSES AND OFFICIAL DUTY TIME

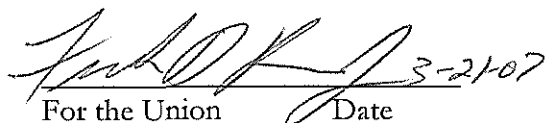
The Employer will determine training requirements for employees. When the Employer determines training to be necessary, such training will be conducted during official duty time.

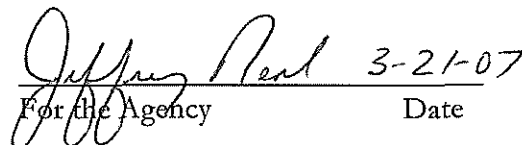
Employees will be provided a reasonable amount of duty time to take the test for the certification and one retest. The Employer will pay for the cost associated with the test.

The Employer will also pay for follow-on required continuing education courses and an initial test and one retest if required for periodic recertification.

An employee on a telework agreement may request approval to use telework to take online IA certification training provided by the Employer. Telework is administered in accordance with Article 9 of the Master Labor Agreement.

This agreement constitutes the full understanding of the parties. The provisions of this Memorandum of Agreement may be changed only with the mutual agreement of the parties.

  
For the Union                      Date      3-21-07

  
For the Agency                      Date      3-21-07