

**MEMORANDUM OF AGREEMENT (MOA)  
CONCERNING  
Implementation of the Common Access Card (CAC)  
As the means for logging on to workplace computers**

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this MOA regarding the above matter as it applies to AFGE bargaining unit employees covered by the Master Labor Agreement (MLA) between the Parties.
2. The Parties agree that if a bargaining unit employee loses their CAC, *the employee will report and seek a replacement CAC no later than the second full workday from the time of the loss. (For example, an employee who lost their CAC on a Thursday would report and seek a replacement CAC not later than the following Monday.)* If an employee forgets to bring their CAC to work, the employee may be allowed to logon to the network with a User ID and password. *If an employee forgets their CAC Personal Identification Number (PIN), employees will follow applicable local routine procedures to have their CAC PIN reset. Recurring requests for PIN resets by an individual will normally be handled by employee counseling. However, this does not preclude possible discipline in egregious situations or where previous counseling has occurred.*
3. It is the responsibility of the employee to safeguard the possession and proper use of the CAC. The 25 Jul 02 MOA between the Parties provides that Management will advise employees of personal security measures for carrying and safeguarding the card. Any Management action relating to an employee's failure to safeguard or properly use the CAC will be taken consistent with appropriate regulations and the Parties' Master Labor Agreement.
4. In addition to a visual reminder to remove one's card from the computer at the time of shutdown, Management will pursue the development and implementation of an audible reminder for those computers having sound devices and speakers telling bargaining unit employees to remove their CAC card *from the reader.*
5. The Parties recognize that individual bases may establish local policies and procedures concerning this subject provided such policies and procedures are not in conflict with this MOA, and only after local bargaining obligations have been satisfied.
6. The Parties agree that if any local union and its base management have entered into any agreements relative to the use of the CAC as a means for logging on to workplace computers prior to the signing of this MOA, those agreements will remain in effect as long as they do not conflict with the terms of this MOA or subsequent MOAs on this

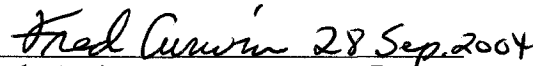
subject negotiated by the Parties to this MOA. Those local provisions which conflict will not be enforceable.

7. *Union representatives using government provided computers (equipped with CAC readers) must use the CAC based logon method in order to access the base computer system network. However, Management agrees to exempt those users who qualify for any exemption provided for in applicable subject matter guidelines (e.g. certain handicapped individuals).*

8. All remedies available under the MLA or 5 U.S. C. Chapter 71 are available to the Parties if either Party believes the other has failed to comply with any of the requirements of this MOA.



Kenneth A. JETER, COL, USAF 28 Sep 04  
For Management Date



Fred Curwin 28 Sep. 2004  
For the Union Date



Michael J. Madges 28 Sep 04  
For Management Date