

NOV 22 2010

MEMORANDUM OF AGREEMENT (MOA)  
Concerning  
Common Access Card (CAC) Required Web-Enabled Applications

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 subject as it applies to AFGE bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the parties.
2. As of January 2010, most Air Force Personnel Center websites, the Air Force Portal and other Air Force websites have initiated CAC logon procedures. The option of user-ID/password logon was eliminated primarily as a network security measure, but also to simplify and standardize access methods and eliminate the need to memorize and reset numerous passwords.
3. This change requires computers, including employee personal computers at home, to have a CAC reader in order to access most Air Force sites. Air Force-purchased computers on military installations already mandate the use of CAC readers and there is no change to access procedures for employees at work.
4. Management agrees to allow the check-out of CAC readers to employees upon request. To support this requirement, management agrees to purchase 10,000 CAC readers and distribute them to the bases proportionately based upon the population of each base. The communication organization at each base will take delivery of the readers and will load drivers on each reader for both Microsoft Vista and Windows 7 operating systems. The base communication organization will determine how they will allocate these to employees based upon local processes. Government-issued CAC readers used for continued access from home will require a hand receipt for tracking and accountability.
5. PKI-enabled web applications can be accessed by booting Lightweight Portable Security (LPS) on home computers or by installing middleware for CAC-enabling home computers. LPS and instructions for its use can be found at <http://spi.dod.mil/lipose.htm>. Instructions for obtaining, installing and using CAC middleware for home use can be found in the AFMC Pandemic Event Telecommuting Guide at [https://cs.eis.afmc.af.mil/sites/eis/eim/EIMDocs/2\)%20Requirement%20and%20Design%20Documentation/AFMC%20Pandemic%20Event%20Telecommuting%20Guide.docx](https://cs.eis.afmc.af.mil/sites/eis/eim/EIMDocs/2)%20Requirement%20and%20Design%20Documentation/AFMC%20Pandemic%20Event%20Telecommuting%20Guide.docx)
6. Government help desks can support the use of government laptops at home or off-base up to the point of the employee's Internet Service Provider (ISP). Due to resource limitations and potential contractual/legal constraints, government help desks cannot assist with personal home computers in any capacity nor can they assist with the installation or use of the CAC readers, LPS, or middleware on home computers.

7. Employees are encouraged to set up their Enterprise Information Management (EIM) MySites to list various links to simplify access to the government web-enabled applications they use the most. EIM training can be found at <https://cs.eis.afmc.af.mil/sites/eisusersupport/eimsupportcenter/default.aspx> and the employee's MySite can be found at <https://my.eis.afmc.af.mil/>. Training is generally offered to instruct employees on how to use any individual government web-enabled application on that particular application's web site.

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.

FOR MANAGEMENT



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