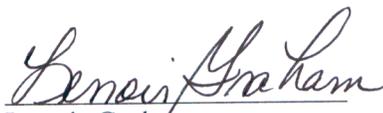


**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
FEDERAL EDUCATION ASSOCIATION
Memorandum of Understanding**

**Common Access Card (CAC) log-on to DoDEA Outlook Web Access (OWA) in the
FEA DoDDS bargaining unit**

The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA), hereafter referred to as the "parties," hereby agree to the following concerning the Common Access Card (CAC) log-on to DoDEA's Outlook Web Access (OWA) sites in the FEA-DoDDS bargaining unit.

1. DoDEA will purchase a CAC reader for each educator and staff member, along with the necessary software, both at no expense to employees and provide technical support for the software and/or reader install on the employee's home computer. DoDEA IT will establish a centrally-based email support mailbox. Support will be delivered in a Federal Acquisition Regulation (FAR) compliant manner through the mailbox. Users can expect to receive a response within a day.
2. DoDEA will replace malfunctioning or lost CAC readers and/or software at no expense to employees.
3. DoDEA will centrally fund the acquisition of a limited number of laptop computers (or tablet-type devices) for teachers who are on official travel orders to an alternate work site. This does not guarantee that all teachers will be able to acquire a laptop for every trip.
4. DoDEA will purchase an additional supply of CAC card readers and software for the FEA DoDDS bargaining unit, sufficient to provide educators new to DoDEA with a CAC reader upon entry into DoDEA and to replace CAC card readers that are non-functional. The stockpile of these readers will be shipped to and maintained at the school level.


Lenoir Graham
HR Director

Date 7 Jan 2011



Michael Priser
FEA President

Date 6 Jan 2011