

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**

**AND**

**FEDERAL EDUCATION ASSOCIATION**

**Memorandum of Understanding**

**DoDEA SOFTWARE VALIDATION AND APPROVALS PROCESS**

The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA), hereafter referred to as the "parties," hereby agree that, beginning with SY 2011- 2012, DoDEA shall conduct an annual ninety (90) day Software Approval "Open Season" window, from 1 October to the 31<sup>st</sup> of December. This annual "Open Season" shall provide DoDEA educators with the opportunity to submit software titles for DoDEA's Software Approval and Validation.

However, the parties also recognize that the need for software approval and validation might not always be identified during the annual 90 day window to submit requests, and that a separate approval process is necessary for "out-of-cycle" requests. The parties agree that when an educator identifies a problem or need outside of the annual 90 day window, and no software on the DoDEA Approved Software Listing directly resolves this need, an educator submits requests through their principal for initiation of an out of cycle software approval request to resolve the problem/need. The parties agree that the principal will review the request and provide their written rationale for concurrence or denial for the requested/needed software. If a request is denied, training will be provided on software that has already been approved.

The title will then undergo DoDEA Information Assurance and System Compatibility Testing and will be submitted for final Designated Approval Authority approval or denial. An automated system will be brought online within 60 days of this MOU that will provide automatic e-mail and web based feedback to users about their position in the testing queue and their estimated wait time for testing. The wait time for testing and approval/denial will not exceed 2 months except during the first three months following the close of open season when the wait time may be extended. The requestor can obtain web-based feedback about their position in the testing queue and their estimated wait time. The parties hereby understand that full scope testing is a 6 to 8 hour minimum process per title (in accordance with Department of Defense standards). All parties agree that the Software Approval Application shall serve as the entry point for both "Open Season" and "Out of Cycle" requests. All parties agree to revisit this process six months after this MOU is signed to identify possible refinements.

All parties agree that the software review process shall include reviews of applicable regulatory requirements, such as those identified in the Federal Acquisition Regulation. All parties herein agree that FAR regulations and requirements will be adhered to within the framework of approving software for installation and/or license acquisition. This includes, but is not limited to, FAR Part 6, Competition Requirements and FAR Part 6, Subpart 6.3, Exceptions to Full and Open Competition.

  
Lenoir Graham  
HR Director, DoDEA  
Date 31 Jan 2011

  
Michael Priser  
FEA President  
Date 31 Jan 2011