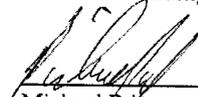


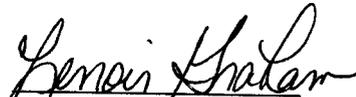
MEMORADUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
AND  
FEDERAL EDUCATION ASSOCIATION

Privacy Act Training

The Department of Defense Dependents Schools (DoDDS) and the Federal Education Association (FEA) agree to the following in the implementation of the Privacy Act training within DoDDS:

1. All FEA bargaining unit members will participate in Privacy Act training to be provided by management at the school level.
2. Privacy Act training for School Year 2007-2008 shall be done in lieu of the monthly faculty meeting.
3. Beginning with School Year 2008-2009, Privacy Act training shall be done during early release days and incorporated with other mandatory training required by management. Such training will normally be accomplished within the first six weeks following the first eight duty days of the school year.
4. Management-directed training will normally be conducted during the duty day. If management-directed training cannot be accomplished during the duty day, the parties agree that management and the appropriate union representative will consult about the time, place, and length of the training at the appropriate organization level. Educators will be compensated for the time spent in management-directed training outside of the duty day in accordance with the established practice at the local, district or area level.
5. In attempting to resolve any disputes that arise, the parties agree to make every effort to resolve such disputes at the organizational level where they arise prior to forwarding them to the next level.

  
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Michael Piser  
FEA President  
March 14, 2008

  
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Lenoir Graham  
Human Resources Director, DoDEA  
March 14, 2008

## Information Paper

**Topic:** Mandatory Privacy Act Training.

**Date Decision Needed:** At Your Earliest Convenience.

**Background:** In order to develop and increase continued awareness of the Privacy Act (PA) and the handling of PA materials, the Department of Defense requires that all employees complete annual PA training. This training is mandatory for all Department of Defense Education Activity (DoDEA) employees, managers, supervisors, contractors, and teachers. The first portion of the training covers the technical and practical application of the Privacy Act in our day-to-day operations. The second portion covers new guidance about safeguarding Protected Personal Information (PPI) and Personally Identifiable Information (PII) to minimize the number of breaches and violations.

**Current Status:** All DoDEA Headquarters personnel have completed the training. The next step is to have all the employees, managers, supervisors, contractors, and teachers complete the training for each of the areas and their perspective districts and schools.

**Process for Implementation:** The training slides will be available on the DoDEA Intranet at <https://webapps.dodea.edu/Privacy/index.cfm>. Employees are asked to log in with their username and password - the one you use to log on to your computer. After slides are reviewed and training is completed, certificates at the end of each of the slide shows (PA and PPI/PII training) are printed and presented to supervisors. As an alternative, principals may dedicate a faculty meeting to complete this training in lieu of the online training. (Note: The training satisfies a 2007 requirement, so certificates will be dated accordingly.) Supervisors will ensure that everyone in their group completes the training, and then report the completion to the next level of management. All will report to their Area offices with the total number of completed training certificates. Area offices, in turn, will report to the HQ Privacy Office by April 18, 2008, to ensure that all their employees have completed the training. Teachers may take the training during official duty hours. For SY 2008-09, principals will accomplish this required Privacy Act training in conjunction with other annual required training.

**Scope:** Area, district, and school employees, managers, supervisors, teachers, and contractors. The training must be completed no later than April 18, 2008.

**Point of Contact:** Norma Conroy, Executive Services office.  
[Norma.Conroy@hq.dodea.edu](mailto:Norma.Conroy@hq.dodea.edu)



Telephone: 703 588-3207