

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

FEDERAL EDUCATION ASSOCIATION, STATESIDE REGION

Memorandum of Understanding

Implementation of Background Check Investigations

The Department of Defense Education Activity (DoDEA) and the Federal Education Association, Stateside Region (FEA/SR), referred to as the "parties," hereby agree to the following guidelines concerning the Implementation of 100% Background Check Audits in Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) schools in the FEA/SR bargaining unit.

- 1) Bargaining unit employees will be responsible for providing all information required by OPM. Employees will be allowed fourteen (14) calendar days from the date of original notification to initiate the investigative process in OPM's electronic system (currently e-QIP). Once an educator begins entering information into OPM's electronic system, they will have thirty (30) calendar days to complete and submit all required information. These timelines will be held in abeyance over the summer, winter, and spring break periods in each district.
- 2) Immediately upon the execution of this MOU, management will provide all bargaining unit employees with blank copies of the forms they will be required to fill out in the investigation, along with instructions clarifying how to complete the forms.
- 3) Upon a bargaining unit employee's notification of selection for investigation or reinvestigation, the employee will notify the appropriate school principal and arrange for up to four (4) hours of release time to complete the application process, including fingerprinting. If due to circumstances beyond the employee's control, the employee cannot complete the application process in the original time allotted, the school principal may provide additional release time on a case-by-case basis.
- 4) In the event that a bargaining unit employees' personal identifiable information (PII) provided as part of the background check process is lost, misused or stolen, credit monitoring service will be provided to such employees.

- 5) The parties agree that should OPM change any requirements, processes or timelines involved in this process, the parties will negotiate over the impact and implementation of those changes, and modify this agreement accordingly
- 6) Employees may request a copy of their investigation file under provisions of the Privacy Act by contacting OPM.
- 7) Subject to the requirements of item #5, this MOU constitutes the full and complete agreement between the parties

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Brad Carter
Rita Terhaar
DoDEA Acting Director Human Resources

Jane Loggins
Jane Loggins
FEA Director for DDESS

2/3/15
Date

2/2/15
Date