

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

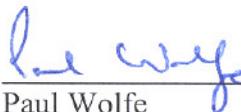
Use of Human Resources Automated Systems

The Department of Defense Dependents Schools (DoDDS) and the Federal Education Association (FEA) hereby agree that the DoDEA human resources (HR) automated systems allow employees to request and make changes in HR benefits and programs in an efficient and effective manner. Through the use of these HR systems, changes are made more quickly and errors are minimized. The parties, therefore, agree that employees will make maximum use of available DoDEA HR automated systems, such as EBIS, TOPS, and DAPS.

It is understood that, when systems are down or not functioning properly, hard copies of requests for changes will be accepted. The parties agree that the availability of online guides helps users achieve maximum proficiency in using such systems. Therefore, online guides and related training in the using automated HR systems will be made available, as appropriate.



Sheridan R. Pearce
FEA President
April 29, 2005



Paul Wolfe
Human Resources Director, DoDEA
April 29, 2005