

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

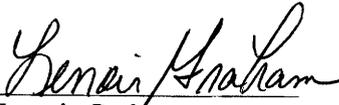
FEDERAL EDUCATION ASSOCIATION

Memorandum of Understanding

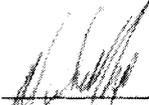
TRAVEL ORDER PROCESSING SYSTEM (TOPS)

The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA), hereafter referred to as the "parties," hereby agree to implement access changes to the Travel Order Processing System (TOPS) in accordance with the information below:

- a. When the change is effective, employees may access TOPS by log-in using their Common Access Card (CAC) or their DoDEA log-in user ID.
- b. Management will provide a general notification to employees in the HR Advisor and in the Weekly Packet to Teachers letting them know of the access change to TOPS. Once implemented, management will update the TOPS splash screen so that everyone using it will see the information. If requested training will be made available.
- c. Transitional and area problems will be submitted to the IT Help Desk in the local areas for further assistance.
- d. System problems or questions will be handled by the local IT Help Desk.
- e. Employees who forget their password will be able to obtain a new one with the assistance of the IT Help Desk. Employee passwords are connected to the DoDEA network computer access, therefore a reset or obtaining a new password is done through the IT Help Desk.
- f. Employees who need further assistance with travel orders will contact their local Human Resources Representative or work directly with the Defense Logistics Agency to complete travel orders.


Lenoir Graham
HR Director, DoDEA

Date 31 Jan 2011


Michael Priser
FEA President

Date 31 Jan 2011