

**MEMORANDUM OF UNDERSTANDING REGARDING  
THE IMPLEMENTATION OF HSPD-12, PIV-1  
IN THE NOAA OFFICE OF GENERAL COUNSEL**

This Memorandum of Understanding constitutes the agreement between the NOAA Office of General Counsel (NOAA GC) and the Union regarding the implementation of HSPD-12, PIV-1 in the NOAA Office of General Counsel. The terms of the parties' agreement are as follows:

1. If NOAA GC is notified that an employee in the NOAA GC bargaining unit is denied a PIV card because of missing or incorrect information in an identity source document, then NOAA GC shall notify that employee that he or she may seek the assistance of a union representative in resolving the matter.
2. If NOAA GC is notified of any new requirement for employees to provide additional personal information to the PIV issuer, NOAA GC will notify the union in writing. Currently the only requirement is for an employee to notify the PIV issuer of a name change when the employee's badge has expired and must be reissued.
3. Once each year, NOAA GC or its representative will (a) notify employees in writing that they must monitor their PIV card expiration dates, and (b) provide instructions to employees on how to renew the PIV card.
4. If an employee does not have a current NACI on file, then the Union and NOAA GC will negotiate appropriate arrangements for that employee.
5. NOAA GC will ensure that an affected employee is notified as soon as reasonably possible after NOAA GC management becomes aware of or is notified of a breach of PII security.
6. When an employee leaves NOAA employment, WFMO prepares a clearance form documenting that the employee has turned in NOAA PIV credentials. If timely requested by that employee in writing with a copy to his/her immediate supervisor, NOAA GC agrees to make best efforts to provide the employee with a copy of the completed clearance form from WFMO.

For the NOAA Office of General Counsel

4/29/08  
Date

Jane C. Luxton  
Jane Luxton, General Counsel

For the Union

4/21/2008  
Date

Marguerite Matera  
Marguerite Matera, Chair, NOAA Attorneys Guild