


**Memorandum of Understanding between
the American Federation of Government Employees Local 3607 (the Union) and
the Environmental Protection Agency Region 8 (EPA)
regarding the implementation of the "3N" employee notification system**

"3N" is an internet based computer (web) application EPA will use to contact employees in emergency situations. The 3N system has the capability to contact employees by automated telephone calling, sending text messages ("texting") and sending email messages. EPA will continue to use its existing Staff Emergency Information System (SEIS) to collect and maintain emergency contact information for employees. EPA will transfer employee contact information from the SEIS system to the 3N system.

1. EPA agrees that except for the COOP Implementation Team, the COOP Response Team, and employees with specific emergency response duties, bargaining unit employees' entry of personal information, including emergency contact information, into the SEIS system is voluntary. Whenever EPA makes a "written request" to bargaining unit employees to enter or update personal information into the SEIS system, EPA will include a statement indicating that entering information into SEIS is voluntary. "Written requests" include electronic and printed messages, email messages, EPA hosted web pages, printed or electronic employee manuals or orientation materials that solicit employees to enter their personal information into the SEIS system.
2. EPA will only enter employees' personal information into the 3N system by transferring employees' information from the SEIS system to the 3N system. EPA will only transfer:
 - employee names
 - telephone numbers
 - email addresses
3. EPA will NOT enter employees' mailing addresses, social security numbers, PeoplePlus identification numbers, medical information, employee personal emergency contact information nor any other information that may be in SEIS, now or in the future, into the 3N system. Consistent with its obligations under the Privacy Act, EPA has included a Privacy Act clause in the 3N contract. EPA shall not transfer any employee personal information from EPA's PeoplePlus computer system to the 3N system. EPA shall not allow any EPA payroll services provider, such as the Defense Accounting Service (DFAS), to provide any employee personal information to the 3N system.
4. At least 30 days prior to transferring any bargaining unit employees' personal information to the 3N system, EPA shall modify its SEIS system to:
 - Clearly distinguish which information in the SEIS system will be transferred to the 3N system.

- Provide an "opt out" option within SEIS to allow employees to opt-out of providing individual elements of contact information (e.g. cell phone number, home phone number, email address, etc.) to the 3N system.
 - Provide an "opt in" feature for employees wishing to receive text messages by telephone.
 - Include a message indicating that submission of employees' personal information into the SEIS system is voluntary.
5. At least 30 days prior to entering any bargaining unit employees' personal information into the 3N system, EPA shall provide employees notice of their option not to allow their personal information to be kept in the SEIS system. This notice shall include a description of EPA's intended use of the 3N system, including EPA's planned transfer of employees' personal information from the SEIS system to the contractor owned 3N system.
 6. For any recorded voice messages that the EPA sends to employees by telephone using the 3N system, EPA shall include in the message a call back number so that employees receiving the message by voice mail or answering machine may acknowledge receipt of the 3N message.
 7. This agreement will be effective upon Agency head approval or on the thirty first day after signature, whichever is earlier, and will continue in effect for the life of the 2007 MCBA. This agreement will be rolled over for the life of the subsequent MCBA with the exception of any language that conflicts with the new MCBA.
 8. This agreement may be re-opened at any time by mutual consent of the parties.



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3/17/09