

Memorandum of Understanding (“MOU”)
Between
The U.S. Customs and Border Protection (“CBP”)
And the
National Treasury Employees Union (“NTEU”) NTEU

CBP will begin implementation of Personal Identity Verification (PIV) requirements for NTEU bargaining unit employees using single sign-on technology **in June of 2013**.

Whereas, CBP and NTEU (“the parties”) agree to the following:

1. CBP will notify employees of this requirement via normal communication methods as appropriate for this topic, for example, by CBP Central. Reference materials, such as this MOU will be available via a specific link. In addition, there is posted to this link a document titled “Frequently Asked Questions (FAQs). In the event there are questions not addressed in FAQs, these questions can be submitted to the PIV email address, which will allow the FAQs to be updated (which will be done at least weekly).
2. Bargaining unit employees will be provided information via FAQs on utilizing PIVs to, for example sign onto their computer systems or how to reset their specific PIV access number (Personal Identification Number – PIN).
3. PIVs will not be utilized to track bargaining unit employee attendance or performance, nor will it otherwise be used as a tool to monitor bargaining unit employees.
4. The implementation of the mandatory PIV requirement will not be enforced for those employees who telework to access their workstations while using a Mobi-key or on any other approved CBP remote access device required for an employee to telework until an alternative PIV enabled remote access process is provided.
5. The information referenced in item 2 above will include procedures for employees to follow in the event they do not bring their PIV cards to work on a particular day so as to access their building and CBP computer systems.
6. It is the responsibility of each employee to renew his/her PIV card prior to expiration. Employees who currently possess a PIV card will be required to renew the card within 3 years of issuance. Employees provided a new PIV card or a PIV card for the first time will be required to renew the card within 5 years of issuance.
7. Finger/thumb print biometric information supplied as part of the PIV card process will only be used in order for an employee to reset his/her PIN, obtain a PIV card or to renew their PIV card, in addition to any other uses identified in the System Of Record Notification (SORN), law, policy or other regulation.

