

**ADDENDUM TO  
MEMORANDUM OF UNDERSTANDING  
Between  
THE NATIONAL CREDIT UNION ADMINISTRATION (NCUA)  
and  
THE NATIONAL TREASURY EMPLOYEES UNION (UNION)**

Due to the on-going changes and upgrades in wireless technologies, NCUA (agency) and NTEU hereby agree to the following modification to the April 8, 2010 communications memorandum of understanding regarding the Sprint Wireless Card ("card"):

**1. Notification and Selection of Replacement**

Employees will be notified by a jointly developed email and survey of the planned upgrade of the current wireless card to a mobile HotSpot. Employees will have a choice amongst the following options:

- Option 1: Blackberry and tethering
- Option 2: Blackberry and Sprint HotSpot
- Option 3: Blackberry and Verizon HotSpot

This survey will be sent no later than August 15, 2011. Employees will have at least 10 business days to complete the survey. OCIO will email one reminder to those employees that do not complete the survey in the allotted time.

**2. Issuance of HotSpots**

- A. At least 10 business days prior to commencing distribution, the Agency will notify employees of the intent to distribute and allow the employees the option of having the device shipped to an address other than their residences or delay shipment in the event of scheduled leave.
- B. Employees who currently have a wireless card and select to upgrade to the HotSpot will have their devices replaced the week of September 12, 2011. Employees will have 10 business days to test the device's connectivity and notify OCIO of any problems. Each employee's card will be disabled September 27, 2011.
- C. Employees who currently have tethering and opt to switch to a HotSpot will receive their devices beginning September 12, 2011. Employees will have 10 business days to test the device's connectivity and notify OCIO of any problems. The tethering function will be disabled no sooner than 10 business days after the employee receives the HotSpot. There will be no need to return the tethering cable to OCIO.
- D. Employees who currently have a wireless card and opt to convert to tethering will be notified when the tethering function has been enabled. Employees will have 10 business days to test the device's functionality and notify OCIO of any problems. The wireless card will be disabled no sooner than 10 business days after the tethering function has been enabled.

- E. Employees who do not respond to the survey will be handled as follows:
- i) Employees with a card will receive the Sprint mobile HotSpot in accordance with 2(A) and (B) above.
  - ii) OCIO will do one follow- up email to employees who do not respond to the survey within the allotted time frame. If there is still no response from the employee to the survey, OCIO will await notification from the employee and handle issuances on a case-by-case basis.
  - iii) Employees currently tethering will have no change in device or service.

### **3. Card Disposal**

Employees should dispose of the disabled cards. Do not return the card to OCIO.

### **4. Reimbursement for Home Broadband**

Employees opting for tethering will receive reimbursement for home broadband access in accordance with the April 8, 2010 Communications MOU. Employees switching from tethering to a HotSpot will receive reimbursement for home broadband for the month in which the conversion occurs. Thereafter, the employee will not be entitled to reimbursement. Employees switching from the card to tethering will begin receiving reimbursement for home broadband in the month of conversion.

### **5. Effective date and Termination**

This agreement will take effect no sooner than thirty-one (31) days from execution or upon Agency head approval and will remain in effect until superseded.

Heather Hammes \_\_\_\_\_  
For NTEU

8-15-2011 \_\_\_\_\_  
Date

John Kutchev \_\_\_\_\_  
For NCUA

8-15-11 \_\_\_\_\_  
Date