

MEMORANDUM OF UNDERSTANDING (MOD) BETWEEN NATIONAL TREASURY
EMPLOYEES UNION (NTEU) AND NATIONAL CREDIT UNION ASSOCIATION (NCUA)
REGARDING THE IMPLEMENTATION AND IMPACT OF THE AGENCY'S INSTRUCTION
SECURITY OF EXTERNAL PARTY'S DOCUMENTATION

This Memorandum of Understanding (MOU) between the National Treasury Employees Union (NTEU) and the National Credit Union Administration (NCUA) is entered into between the parties to address the impact and implementation of the NCUA Instruction on Security of External Party's Documentation, dated March, 2008.

THE PARTIES HEREBY AGREE AS FOLLOWS:

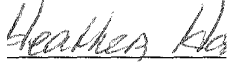
1. Employees will be provided with time to review the Security of External Party's Documentation instruction and any other related material. Field examiners may charge up to 60 minutes of central office time (code 43) to review the Security of External Party's Documentation instruction and other related material.
2. Within 4 months of the implementation of this agreement, each SE group will provide a one-time shredding service for examiners to destroy unneeded confidential documents.
3. Field Employees will be allowed to charge up to one hour of central office time (code 43) time to assemble the materials, noted in 2 above, for disposition.
4. Employees may, at their election, purchase a shredder, scanner, or locking file cabinet with their own funds or in accordance with NCUA's supply instruction, NO. 1770.1 0 (REV).
5. Upon request to the employee's supervisor, NCUA will provide appropriate locking storage devices at the Agency's expense to any field employee who does not possess a storage device meeting the requirements of the Security of External Party's Documentation instruction.
6. In the event that non-NCUA establishments or persons send confidential or secure information to an NCUA employee without the direction of the employee, the employee will not be held responsible for the shipment or the receipt of said information. Once in possession of the information, employees will be held accountable for the use, storage, and destruction of such information in accordance with the Security of External Party's Documentation instruction.
7. Until adequate training is received, NCUA staff will not be held responsible for clearing the memory of a copy machine.

3.

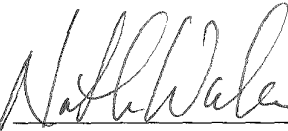
- 8. When the Instruction requires the completion of a Document Security Log, NCUA staff will be allowed to charge the time it takes to complete the Log and send to the appropriate NCUA parties as a part of the exam time. The approval of extra time should not be unreasonably withheld.
- 9. This MOU will become effective upon the signatures of the parties and will remain in effect until such time as the identified corresponding instruction is rescinded or replaced.

For NTEU:

For NCUA:



Heather Hammes, President
NTEU-Chapter 303


for
Lucy Vargas, Director
Eabor Relations
NCUA

Date: 3/20/2008

Date: 3/20/08