

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

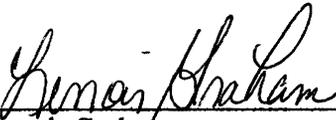
FEDERAL EDUCATION ASSOCIATION – STATESIDE REGION

Memorandum of Understanding

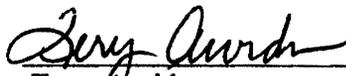
Windows 7 and Office Suite 2010 Implementation

The Department of Defense Education Activity (DoDEA) and the Federal Education Association – Stateside Region (FEA-SR),” hereby agree to the following concerning the implementation for “Windows 7”:

1. At every location where FEA-SR bargaining unit employees are located and expected to use Windows 7, a Memo will be provided informing the employees of the proposed implementation/transition date.
2. There will be a brief overview during a meeting showing what Windows 7 looks like and how it is different from what is currently being used.
3. The Agency will provide online tutorials and/or quick reference guides for the bargaining unitmembers.
4. If any bargaining unit employee needs assistance with the transition or with the Windows 7 system, they should notify their immediate supervisor. The bargaining unit employee will be provided training to become familiar with the differences in the system.



Lenoir Graham
Human Resources Director
Date 9/30/12



Terry Arvidson
FEA Director for DDESS
Date 9-14-2012