

Petry, Patricia M

Subject: FW: Mid Term Bargaining "New Remote Access Requirements"

From: Norton, Sherry K
Sent: Monday, August 13, 2012 11:36 AM
To: Mesewicz, Norman; Reynolds, James M; Milazzo, Mike
Cc: Biggs, William L; Eitches, Edward E; Federoff, Carolyn; Norton, Sherry K
Subject: Mid Term Bargaining "New Remote Access Requirements"

Norman, JR and Mike:

It has been brought to the HUD Council of Local's attention that there is a new "Remote Access Requirements" are being implemented in Region IV and there are plans to implement the requirements nationwide. While we understand that the Department does not have to bargain security requirements , it has an obligation to bargain the impact and implementation requirements of the change for BU employees that result from the security change.

I have confirmed that an Article 5 Notice has not been received at either the National Council or Region IV level despite the fact that by the message below it is clear that the process and procedures will take place effective August 17, 2012.

Therefore, this serves as a demand to bargain at either the National or Regional level. Until the applicable bargaining is completed the Department must cease and desist from any further communications with employees.

Below are our preliminary proposals based solely on the information that employees received. The Union reserves the right to amend, add or delete proposals.

- 1) **No Adverse Action:** No adverse action will be taken against an employee who
 - a. Does not have access to the Entrust Card due to the card being, lost, damaged or stolen;
 - b. Who's card is compromised
 - c. Who is unable to access HUD's systems due to this change.

- 2) **Replacement Cards:** Replacement cards shall be issued to employees at no cost and shall be sent to employees who are out of the office and require cards or replacement cards.

Since both President Eitches and Executive Vice President Federoff are out of the office this week please communicate your intent to conduct National bargaining to myself at 218-746-3661 or Regional bargaining to RVP William Biggs at 615-515-8546.

Thank you in advance for your earliest response.

Sherry Norton
Mid Term Bargaining Co-Chair

From: Hayes, Mark S

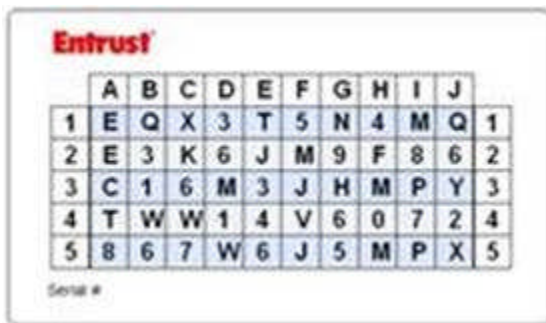
Sent: Tuesday, July 31, 2012 11:29 AM

To: Alzate (Ctr), Jaime; Harris, Gale L; Bouknight, Douglas L; Chilcott, Albert F; Kinney (Ctr), Stephanie D; Perrone, Robert G Jr; O'Neil (Ctr), Telly S; Sappenfield, Jenna; Frazier, Donzaleigh D; Cazanias, Michelle S; St Pierre, Gerald; Quick (Ctr), Jeffory A; Ferrer, Gabriel; Selvy, Roberta L

Cc: Rosales, Jacquelyn M; Surplus, Lisa; Whitehouse, Patty C; Levi, Tomyko L

Subject: New Remote Access Requirements

Due to the increased use of telework and new federal security requirements from NIST and OMB, the Office of the Chief Information Officer will be deploying a new two-step login process to access <http://hudmobile.hud.gov>, <http://webcast.hud.gov> and <http://email.hud.gov>. To enable this, each employee will receive a unique plastic 3 1/2" x 2" grid card (picture below) that will be used to enter the challenge response after entering H ID and password credentials.




We need your support to distribute these grid cards to the employees located in your office.

The grid cards will be shipped to your office this week. We are requesting distribution to be completed by August 10th prior to the user migration. Please track distribution of the grid card for each employee at your office in the [Grid Card Distribution SharePoint Site](#).

All employees in the Atlanta Region will be notified of the transition to grid cards in a separate email.

Here are the guidelines/instructions for Grid Card Distribution:

1. Receive grid card shipment from Lockheed Martin.

2. Navigate to http://hudsharepoint.hud.gov/sites/HUDLMP/R2F/Lists/R2F_Deployment/AllItems.aspx
3. Expand Region 4 and then expand the office you are responsible for
4. There you will see a list of all the field office employees that need to pick up their grid card.
5. When the employee picks up the card, verify their H-ID and name is correct. Ensure the serial number on the grid card matches the serial number in SharePoint.
6. Once you have distributed the card to the employee, on the SharePoint site, click the “Edit” button to the left of the employee’s name: 
7. On the screen that displays, click the radio button “Given to User” under the Grid Card Status section.
8. Enter any notes if necessary.
9. Click OK to save the record.
10. Repeat the process for each employee in your office.
11. The new two-step login process is currently scheduled to be effective **August 17th** so it’s important to complete grid card distribution before this date!

If you have any questions or concerns about this process, please call Mark Hayes, 678-941-9354.

Thanks for your assistance.

Mark Hayes

Director
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