

1. Notice: The Department will notify all affected employees at least two weeks prior to implementing any upgrades, and shall explain the effect of the change. The information shall include a description of the changes expected in the upgrade, the use of the Excel file, the consequences for not activating the Excel file, and any expected times the system may be unavailable. **Agreed**
2. Technical Assistance: Prior to implementing the upgrade, the Department will provide a User Guide with step-by-step instructions, which will also serve as a training tool. The Department will provide all affected employees with a copy of the User Guide or a direct link to access the User Guide online. The User Guide will contain information on how to activate the Excel file, and how to use the add-in. The Department will also ensure that the HITS Help Desk and/or LexisNexis will be available to further assist employees, and will provide information on how to contact the right technical support division. **Agreed – see attached User Guides on Lexis Nexis for Microsoft Office and use of Excel file**
3. Telework Ready Employees: The Department will provide instructions for installing the upgrade on computers used by employees who telework, either as regularly scheduled telework or situational telework. The instructions will cover both government-issued laptops and privately owned computers. The Department will ensure that the upgrade is compatible with both Windows and Apple operating systems. The Department will provide the instructions for installing the upgrade on computers outside the OGC offices at the same time it issues the User Guide. The Department will ensure that employees who telework incur no additional expenses in order to implement the upgrade. **The upgrade will be installed on the HUD issued workstation (desktop or laptop) by the OCIO HUD Network contractor. OGC employees will have access to the upgrade whenever they access their HUD issued workstation, either while in the office, or when they connect to their desktop remotely when teleworking. Lexis Nexis has provided one upgrade license for each OGC Lexis Nexis account as part of the existing license agreement with OGC.**
4. No Adverse Action: The Department will not take any adverse action against employees as a result of implementing the system upgrades. The Department shall not take any adverse action against employees who are unable to access their data or perform their work due to or following the system upgrade. **Agreed**
5. Features of Upgrade: The upgrade will include all the features for Lexis Advance as well as the other features of LexisNexis for Microsoft Office. The Department will ensure that each affected employee will have the necessary username and password. **The upgrade will have no impact on the Lexis.com or Lexis Advance features currently available to OGC Lexis Nexis account holders.**
6. Reasonable Accommodations: The Department will ensure that all training, software, and other materials conform to the requirements of all employees' reasonable accommodations. **Agreed – see attached 508 compliance verification from Lexis Nexis**

7. Union Use of LexisNexis for Microsoft Office:

- a. OGC employees who are Union representatives may use LexisNexis for Microsoft Office while on official time for representational purposes. Upon request, the Department shall install LexisNexis for Microsoft Office on those employees' computers in Union offices. **The upgrade will be installed on the HUD issued workstation (desktop or laptop) by the OCIO HUD Network contractor. Lexis Nexis has provided one upgrade license for each OGC Lexis Nexis account as part of the existing license agreement with OGC. OGC does not provide licenses for employee's computers in Union offices.**
- b. In accordance with collective bargaining agreement Sections 48.05(1) and 48.06, Access to Federal Personnel Guidance, the Department shall provide the Union with Union ten (10) user accounts for access to LexisNexis for Microsoft Office, under the same terms as provided for CyberFeds. These ten accounts shall be in addition to any accounts of OGC employees who are Union representatives. **OGC does not have ten (10) additional licenses available for use by the Union.**

8. Information to the Union:

1. Upon receipt of this demand to bargain, the Department shall advise the Union of the anticipated date of implementation or the implementation schedule for installing the upgraded add-in. **The current implementation schedule is:**
  - **One Week after reaching Union Agreement:** Brief Regional and Associate General Counsel and request identification of a staff member to work with the OGC IT staff in gathering the required machine information for their Region/Office.
  - **One Week after Regional/Associate Counsel Meeting:**
    - Train the identified staff on use of the Excel file to gather required information
    - Send out the email notification to all OGC (see attached draft notification)
  - **Two Weeks after Notification Email:** Send machine names to OCIO Network Contractor for installation
  - **One Week after Network Contractor Notification:** Start the upgrade installation
  - **One Month after Network Contractor Notification:** Complete the upgrade installation effort.
2. The Department shall provide to the Union (Council and each affected Local) a copy of the notice issued to affected employees, the User Guide, and the instructions for telework-ready employees on or before the date the information is distributed to employees. The Department shall also provide to the Union a sample of the data collected by the Excel file. **Agreed. See attached. The Excel file is locked so that no employee will be able to see anyone else's data. The sample file provided has been configured for Region I.**

**The Workbook and VB Code/Developer Password is: #!BcT-482\$oc**  
**The Admin Password is: 19\*?Tep+BX>0**

## Notification Email Text to all OGC

**Subject:** Lexis for Microsoft Add-in Upgrade

Lexis Nexis has a utility that integrates with Microsoft Office software (Word, Outlook, etc.) that has been provided with OGC's Lexis Nexis legal research contract. This utility was previously installed on OGC workstations in May of 2014. Lexis Nexis has since upgraded this utility and OCIO has agreed to push the new version to all OGC employee workstations.

In order to target just OGC employee workstations, OCIO needs technical specifications from each workstation. We have created an Excel file that automatically captures this information after you open the file and click on the **Get OGC Computer Information** button (see the attached instruction file).

Your Regional or Associate General Counsel (or their designee) will send you the specific J drive location for the file prepared for your Region/Office. If you would like the upgraded utility, please complete the attached instructions by COB Friday, [date provided will be two weeks after the date of the email]. The file will not collect any personal information, only technical specifications of your computer. Each new row of information is automatically hidden so that no one can see anyone else's information. The file is password protected so that only the IT staff involved with pushing the upgrade will have access to this information. Your Regional or Associate General Counsel (or their designee) will return the file to the OGC Field Management and IT Division Staff.

## How to Use the Excel File to Capture Machine Information for the Lexis for Microsoft Office Add-in

There is a new version of the LexisNexis for Microsoft add-in currently available to OGC Lexis account holders. In order for the upgraded version to be pushed to OGC workstations by the HUD Network Contractor, OGC needs a list of workstation machine names for all OGC employees receiving the upgrade. The Excel file named *OGC Lexis for MSO.xls* will gather this information automatically.

Each employee locates the Excel file provided to their Region or HQ Office and saved on their J drive and completes the following steps:

1. Open the file from your HUD issued workstation.
2. Click on the **Get OGC Computer Information** button (see Figure 1). Note that the example in Figure 1 has been configured for Region I.

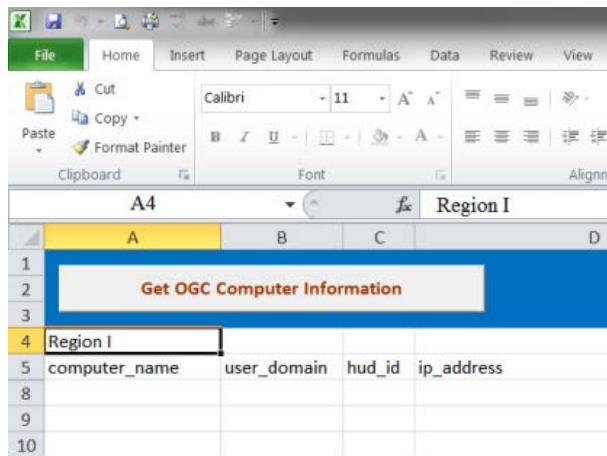


Figure 1: Get OGC Computer Information Button

2. The machine information is captured and then the row hidden (so no one can see anyone else's information). A confirmation message will appear when the process is finished (see Figure 2).

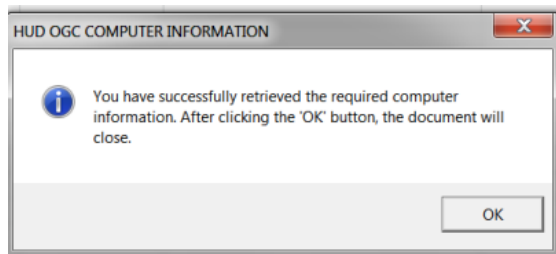


Figure 2: Confirmation Message

3. Click OK on the message to close the file.

**SECTION 1194.21 SOFTWARE APPLICATIONS AND OPERATING SYSTEMS –  
DETAIL  
VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE (VPAT)**

**Product Tested:** LexisNexis for Microsoft Office (LMO)

**Date Tested:** 6/2012

**Date Expires:** 6/2013

**Software:** Jaws v. 7-10

<i>Criteria</i>	Supporting Features	Remarks and explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Supported with exceptions	<p>Most commands can be access via the ribbon at the top by holding down the ALT key.</p> <p>Focus is placed within the LexisNexis pane when it opens and can be navigated. However, if the user leaves the pane, attempting to re-access the pane cannot be accomplished.</p> <p>Some functions cannot be accessed via the keyboard.</p> <p>Accessing the “Research Browser” content could not be accomplished via a keyboard.</p>
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Supported	
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supported	
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be	Supported	

<i>Criteria</i>	Supporting Features	Remarks and explanations
available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.		
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supported	
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supported	
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	N / A	
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	N / A	
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supported	
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	N / A	Windows display attributes are used.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	N / A	Application does not use flashing or blinking elements.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supported with exceptions	<p>Accessing some of the fields cannot be accomplished via keyboard or screenreader.</p> <p>Accessing the "Research Browser" content could not be accomplished via a keyboard.</p>

**SECTION 1194.31 FUNCTIONAL PERFORMANCE CRITERIA – DETAIL  
VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE (VPAT)**

<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supported with exceptions	See Section 1194.21
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supported	
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	Supported	
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	N / A	
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Supported	
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supported	

**SECTION 1194.41 INFORMATION, DOCUMENTATION AND SUPPORT – DETAIL  
VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE (VPAT)**

<b><i>Criteria</i></b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supported	
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supported	
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supported	