



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
ATLANTA, GA 30308

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WAGE AND INVESTMENT DIVISION

MEMORANDUM FOR ALL EMPLOYEES LOCATED AT  
AUSTIN SUBMISSION PROCESSING CENTER  
CONNECTION BUILDING  
BUILDINGS J AND K  
SAN ANTONIO SATELLITE

FROM: BECKY GERTGEN  
ACTING AUSTIN SITE COORDINATOR

SUBJECT: KEY CARD SYSTEM MOU

Attached is the local agreement between NTEU, Chapter 72 and David Boose, SCR and Director at the Austin Submission Processing Building. This memorandum of understanding (MOU) details the local agreement on use of the Key Card System.

If you have any questions regarding the development of this agreement or how it may affect you, feel free to contact your NTEU Chapter 72 area steward.

**IRS and NTEU Chapter 72  
Memorandum of Understanding  
Key Card System**

**Preamble**

This agreement outlines provisions agreed upon between the Internal Revenue Service (IRS) and the National Treasury Employees Union (NTEU) Chapter 72 governing the use of the current and future Key Card System at the Austin Submission Processing Center, Building J, Building K, the Connection Building and San Antonio satellite.

IRS and NTEU Chapter 72 recognize that the Key Card System is intended to be used to enhance the security and safety of IRS employees, other building occupants, and IRS property and materials. Management has determined that the Key Card System is not intended for routine use as a tracking device for time and/or attendance purposes.

**Provisions**

1. Management will provide NTEU Chapter 72, to the extent allowed by law, any work product, records, reports, or other written documents, including any on computer; with the exception of information collected as a result of an investigation that could lead to a disciplinary or adverse action. The release of information will be in accordance with the provisions of the National Agreement or 5 U.S.C. 7114, as appropriate.
2. Management will provide the Chapter with a list of the type of information that will be collected from the security system, along with an explanation of its intended use.
3. Management will notify the Chapter of any changes to the type of information collected by the system in accordance with notification provisions of the National Agreement.
4. The Chapter agrees to provide a list of Union stewards and their specific access needs to management. As appropriate, access to bargaining unit areas will be provided to NTEU.

**Duration**

This MOU will become effective thirty-one (31) days from the date of the latest signature of the parties or upon Agency Head approval, whichever occurs first, and will remain in effect until the expiration of the National Agreement.

If any provision of this MOU is disapproved during Agency Head Review, the remaining provisions will remain in effect.

This MOU will be distributed to all affected employees within (30) days of the effective date. Management can brief employees on the MOU at regularly scheduled team meetings. Pursuant to the provisions of Article 8 of the National Agreement, NTEU will be invited to the meetings.

Jan Smith 10-22-04  
Date:  
Jan Smith  
President, NTEU Chapter 72

David Boose 10/25/04  
Date:  
David Boose  
Senior Commissioner's Representative (Austin IRS Campus)