

NATIONAL SUPPLEMENT
Between
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
And
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
NATIONAL COUNCIL OF HUD LOCALS 222

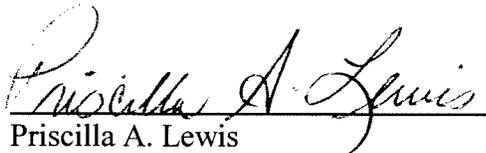
Subject: Employee's mandatory entry of information into the Emergency Contact Information component of HIHRTS

Scope: The scope of this Supplement encompasses the impact and implementation of management's decision to require employees to enter Emergency Contact Information in HIHRTS on bargaining unit employees.

1. **Emergency:** For the purpose of the HUD Emergency Contact System (ECS), emergency means a disastrous or life-threatening condition or situation (e.g., natural disaster, terrorist attack, security breach, building reliability or integrity, etc.) that would have a harmful affect on the state of affairs or continuity of operations of the Department, either on a local or national level.
2. **Emergency Contact Information:** Employees may choose which person(s) are entered into the Emergency Contact Information module. This information may not be used in the event of a medical emergency, development of a cascade, etc.
3. **Protection of Information:** All information contained in HIHRTS is confidential and requires the procedures of secure documents. Any information obtained from HIHRTS used to develop/produce written notes, documents, reports, etc., shall be destroyed in accordance with HUD regulations.
4. **Reporting Violations:** Employees may contact the Inspector General Hotline at 1-800-347-3735 or by fax at (202) 708-4829, email is hotline@hudoig.gov or by mail at HUD OIG Hotline (GFI) 451 7th Street, SW, Washington, DC 20410, to report any improper/misuse of HIHRTS information.
5. **Contacts Outside Geographic Area:** It is encouraged, but not mandatory, for employees to provide emergency contact information of someone outside the employee's geographic area.
6. **Waivers for Mandatory Information:** An employee may request a waiver for providing the Department with Emergency Contact Information. The employee shall request a waiver and justification to the Assistant Secretary for Administration. Until a decision has been obtained from the Assistant Secretary for Administration, the employee is not required to enter information into HIHRTS.
7. **Private Information:** All contact information placed into HIHRTS is considered private and confidential.
8. **Use of HIHRTS Information:** HIHRTS Emergency Contact Information shall be used for locating, confirming employees safety, office status, and ability to report to work.

9. **Deadline:** Mandatory Emergency Contact Information should be entered into HIHRTS within 30 days of the approval of this Supplement, or October 31, 2006, whichever is later.
10. **HUD Work:** HIHRTS is a Departmental program and the input of initial information and the maintenance of HIHRTS information is an assignment of work.
11. **System Responsibility:** Management agrees they are fully responsible for the control, access, security and workings of the HIHRTS system.
12. **ESS Content:** Emergency Contact Information is the only module of the ESS content that is required. All other provisions of Supplement 65 and 65A remain in effect.
13. **System Failure:** Employees will not be held responsible or subject to disciplinary action if information cannot be entered into the system due to system failures or system maintenance issues.

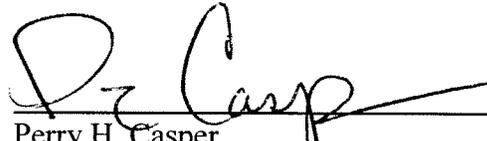
MANAGEMENT

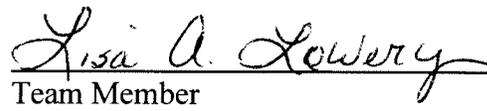

Priscilla A. Lewis
Chief Negotiator


Joann T. Robinson
Team Member

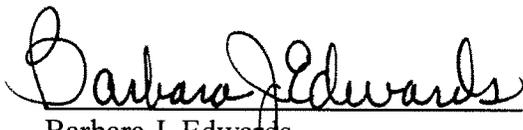
UNION


Timothy J. Oravec
Chief Negotiator


Perry H. Casper
Team Member

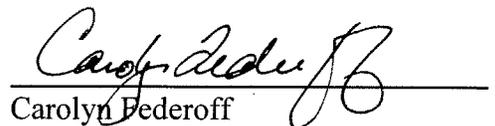

Team Member
Lisa A. Lowery

APPROVED


Barbara J. Edwards
Deputy Assistant Secretary
for Human Resource Management

Date: 9/25/06

APPROVED


Carolyn Federoff
President, AFGE National Council of
HUD Locals 222

Date: 9/24/06