

USE OF OFFICIAL FACILITIES AND COMMUNICATIONS

SECTION 1. OFFICE SPACE: Office Space at FBCH and WRNMMC will continue to be provided.

A. Office Space at Office Space at DiLorenzo Tricare Health Clinic (DTHC): Office Space at DTHC will be provided. If a permanent office is not available, use of a shared space equipped with a telephone, such as a conference room, interview room or vacant office, will be made available to the Union, with the provision of a locking cabinet to store files. For meetings of a sensitive nature, the Agency will find alternative space if the shared office is not available. If In this instance, any suitable space that becomes available in the future, deemed excess by the Agency at that location, will be provided to the Union.

B. Additional Office Space:

1. The Agency agrees that the Union may request additional office space as needed and will be provided due consideration through the Space Allocation Committee.
2. When the Agency does any major reconfiguration of space, such as realignment or closure of a clinic or department, the Space Allocation Committee or any other designee, shall consider Union requests during the preliminary phase and before final allocation.

C. Office Equipment and Supplies: The Agency will provide, at a minimum, the following office equipment and supplies at FBCH and WRNMMC without cost to the Union:

1. Two (2) desks;
2. Two (2) computers;
3. Two (2) active telephones;
4. Printer (with copy, scan, fax capabilities)
5. Locking file cabinets
6. Four (4) office keys for access to the office;
7. Office signage for AFGE Local 1410 IAW Agency policy.

D. Union Hand Receipt: The Union President or designee will maintain hand receipt for all items IAW Agency policy.

E. Cleaning and Maintenance: The Agency will provide routine cleaning and maintenance service in Union occupied space where is located in Agency facilities. The Union is responsible for ensuring accessibility to its space during normal cleaning and maintenance schedules.

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SECTION 2. USE OF SPACE EQUIPMENT:

A. Computer Equipment: Computer equipment will have access to the Agency's network, e-mail, Intranet and internet. In addition, the Agency will provide the Union with high-speed internet connection, separate from the Agency's network for the Union to connect its own computer. The Union will be responsible for maintaining its own equipment.

B. Telephones: Telephones will have access to long distance network and local calling. The Agency will provide conference calling capability including codes for Agency conference line, voicemail, and caller ID commensurate with what is provided in other Agency work space.

C. Smartphones for Union Officers: The Agency will provide up to five (5) Union officers with a smart phone (e.g. Blackberry or iPhone) with e-mail capability, commensurate with what the Agency provides its managers. Providing this phone does not change the Union officer's work schedule, duty status, or on-call/stand-by status.

D. Copy Machine: Union representatives may use the Agency's self-service copying machines in connection with their representational activities. Union representatives will use the government copy machines in a reasonable, prudent, and cost-conscious manner.


E. Office Supplies: The Agency will continue to provide the Union officials with routine office supplies commensurate with what is generally used in that work location.

SECTION 3. CONFERENCE ROOMS AND AUDITORIUMS:

A. Conference Rooms: The Union will be given access to conference rooms and auditoriums for meetings requiring that size space. The Union will follow the same reservation and use procedures as all other users.

B. Utilization Policy: The Union agrees to comply with normal safety, security, and utilization policies and regulations concerning facilities made available when occupying space provided by the Agency. The Agency will, on an as needed basis, provide conference rooms as available for discussions between employees and Union officials. The Union will exercise reasonable and prudent care in use of such space. Neither employees nor Union representatives shall use any Agency facilities to conduct personal business enterprises or outside employment

SECTION 4. USE OF AGENCY'S COMMUNICATION SYSTEMS: The Agency's electronic communications systems, including computers with e-mail and fax machines, are to be used in accordance with Agency and Federal policies and regulations.

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A. Electronic Communications: Both the Union and employees may use the Agency's electronic communication systems to communicate with Union representatives, Agency officials, other employees, and appropriate third parties. In accordance with applicable law, Agency electronic communications systems may be used for Union Representatives to present the Union's views to Members of Congress, but may not be used for activities that constitute grassroots lobbying or lobbying that concerns pending legislation. Employees who are not Union officials will not use Agency computer systems including e-mail and fax machines or telephones to lobby Congress.

B. Email Etiquette: The Union will be judicious in the use of attachments to e-mail messages. Information sent on e-mail or electronic media or posted on a bulletin board or website will not contain libelous or slanderous statements pertaining to the federal government, to the Agency, or to any Agency supervisor or management official or employee. Messages shall not include any items or information in violation of the Hatch Act. The Agency shall have the right to request that the Union recall or remove any e-mails or electronic media that contain any such information.

C. Communication Directories: Agency telephone directories or listings published and/or posted on the Agency's website and/or Microsoft Outlook e-mail after the execution of this Agreement will contain the name and phone number of the Local President and all other officers for whom dedicated official time is provided for under this CBA. The Union shall provide the Agency's designee having control over such directory or listing, with the name and phone numbers. Local President, officers and shop stewards, for inclusion in the next publication of the directory or listing.

SECTION 5. PUBLICATION OF UNION INFORMATION:

A. Membership Campaigns: The Agency will provide adequate facilities for membership drives at a location that will provide access to unit employees during non-duty time and lunch periods. The Union may conduct periodic membership campaigns in non-duty areas during the non-duty time of the employees involved. Agency telephones and computer systems (e.g. emails, fax, etc.) may be used by the Union only to send notice of the date, time and location, and representational topic(s) of the membership campaign and only to the same extent as the Agency allows other non-Agency entities to post such notices.

B. Access for Union Representatives: Upon request, the Agency will authorize Union representatives, who are not Agency employees, access to the Agency's premises to participate in membership campaigns in accordance with this Article.

C. Distribution Of Union Literature: The Union may distribute Union literature that constitutes internal Union business to employees during the work day, provided that the Union representative distributing the material is in a non-work/non-duty status at the time of

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distribution, and the employee receiving the literature, if present at the time of the distribution, is also on lunch periods, leave, or other non-duty time.

D. Bulletin Boards: Where bulletin boards are utilized by the Agency, the Agency will provide the Union with a bulletin board in the same manner as utilized by the Agency. The parties will meet to determine a mutually agreeable arrangement at each location where bulletin boards are not utilized by the agency. Such bulletin board space shall be used for the posting or displaying of materials pertaining to communications to Union members. The Agency shall have the right to request the Union to remove any libelous or slanderous material it finds posted on Union bulletin boards. Messages shall not include any items or information in violation of the Hatch Act.


E. Newsletter Distribution: The Union's newsletter may be distributed to the employees via the Agency's computer systems including e-mails or personal delivery during non-duty hours. Newsletters shall not include any items or information in violation of the Hatch Act.

F. Agency Intranet: The Agency will allow AFGE to establish a SharePoint site IAW Agency policy, in addition to providing a quick link or icon to the AFGE Local 1410 Webpage at each MTF site. AFGE will submit materials to the designated office for posting on the intranet banner announcements. Union items posted on the intranet may also be posted on Union bulletin boards or displays.

SECTION 6. MAIL SERVICES:

A. Use of Inter-Office Mail: The Union's mail should not be opened by the Agency. Local Union officials and representatives may use the inter-office mail system for regular representational communications (e.g., grievances correspondence or memos to Management). The Union shall have use of Agency metered mail, with such use limited to representational matters. Mass mailings are inappropriate under this Section.

B. Use of Contracted Delivery Service: Upon Office Head approval, the Union may also be allowed to use the Agency's contracted delivery services for submissions to Agency officials and appropriate third parties for representational purposes. Such use is allowed only when material must be filed or delivered in an expedited manner, and when electronic or fax transmissions or personal delivery are not acceptable methods of delivery or filing. If the office head does not grant approval, the Union will request review by successively higher levels of Agency management.

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