

AFGE and EPA PIV Card Agreement

This agreement is between AFGE Council 238 and the Environmental Protection Agency. This Agreement covers the PIV card recertification for AFGE Council 238 employees nationwide.

1. Individualized communications will be sent to employees to notify employees of the date of the expiration of their PIV certificates. Instructions on scheduling your appointment will be included in the email notifying you that your certificates are ready to be updated.
2. At appointments, employees will enter the badge office and put their cards into a card reader. A system or badge office personnel will provide step-by-step prompts for them to enter their PIN to unlock their card. Once their cards are unlocked, the USAccess system will update their certificates. When the update is complete, employees will be prompted to remove their cards.
3. The process is contactless and takes about 15 minutes. COVID-appropriate measures are in place and EPA badge office personnel have supplies to clean and disinfect equipment after each appointment.
4. Employees must bring their laptops with them to their appointments at the EPA badge office. Before they leave the building, to ensure continued network access, employees must synchronize their laptops on the agency network, using the new PIV card certificates.
5. Employees may coordinate the update of their PIV card certificates with the packing of their personal and professional materials upon their return to the office if they are affected by an agency consolidation and the date of their PIV certificate and move date coincide.
6. Employees may come into the office and renew their certificates once they become eligible and they are notified, i.e. up to 180 days before their certificates expire.
7. **For employees whose certificates expire in the months of April, May, June or July of 2021**, then in circumstance where an individual has serious health concerns or dependent care issues that they document through self-certification, the agency agrees to process temporary Virtual Smart Cards. Employees should note that Virtual Smart Cards will not allow them access to a non-EPA system or application (like MAX or USAccess) or digitally sign documents.
 - a. These employees are obligated to obtain new cards in-person 90 days from their original PIV card certificate expiration date in April, May, June, or July.
 - b. Employees must request this extension and follow the process detailed by the agency.
 - c. Requests must be received at least two weeks before the expiration of the employee's certificate.

8. It is incumbent on employees to know the date their PIV certificate expires.
9. All AFGE employees whose PIV certificates expire August 1, 2021 or later are responsible for updating their PIV certificates in person.
10. All time traveling to renewal centers and the renewal of PIV certifications will be considered duty hours.
11. EPA has the capability for PIV certificate recertification in 38 locations nationwide, i.e. anywhere there are 25 or more employees stationed, including the following locations:


MONTGOMERY	AL	CHICAGO	IL	DURHAM	NC	GUAYNABO	PR
LOS ANGELES	CA	LENEXA	KS	EDISON	NJ	NARRAGANSETT	RI
RICHMOND	CA	BOSTON		MALAS VEGAS	NV	DALLAS	TX
SAN FRANCISCO	CA	NORTH CHELMSFORD		MACINNATI	OH	HOUSTON	TX
DENVER & LAKEWOOD	CO	ANNAPOLIS	MD	WESTLAKE	OH	PORT ORCHARD	WA
WASHINGTON	DC	FORT MEADE	MD	ADA	OK	SEATTLE	WA
GULF BREEZE	FL	ANN ARBOR	MI	CORVALLIS	OR	WHEELING	WV
ATHENS	GA	DULUTH	MN	NEWPORT	OR		
ATLANTA	GA	HELENA	MT	PORTLAND	OR		
BOISE	ID	GULFPORT	MS	PHILADELPHIA	PA		

12. The agency will examine whether it is able to reimburse for parking fees. In addition, the agency will note where parking is available at each location and relay that information to the Union as soon as possible.
13. The agency will examine whether it is able to reimburse mileage fees and relay that information to the Union as soon as possible.
14. The agency will reach out to its transit offices to facilitate the re-implementation of reimbursement procedures.
15. This Agreement will come into effect upon Agency Head approval or on the thirty-first (31st) calendar day after execution, whichever comes first. The Agency agrees to take all measures to ensure an expedited review.

16. This agreement will remain in effect through calendar year 2021. It may be renewed by mutual agreement of the parties.



John Howard Date
For the Union



Robert Coomber Date
For the Agency