[Date]

[Name of Agency Official]

[Agency Official’s Title]

[Agency Address]

 Re: Request for Information: Bargaining Unit List

Dear [Name]:

This is a request for information by AFGE in connection with its representational duties, pursuant to 5 U.S.C. Section 7114(b)(4). Information requested in this correspondence will provide adequate and effective representation, determining whether a grievance should be filed, or whether other actions (e.g., unfair labor practices) may be appropriate in accordance with applicable laws, rules, regulations, and policies from higher authority. The Union requests that the information be provided within 14 days of receipt.

Particularized Need: AFGE has a particularized need for the information requested in order to identify the employees who are part of the bargaining unit. This information will allow the union to ensure its meeting its responsibilities as the exclusive representative of the bargaining unit.

Information Requested: AFGE requests a copy the most recent personnel record properly within the Agency’s statutory requirement responsive to the following:

A list of bargaining unit employees (must be Excel or CSV format) that includes the following

* + 1. Full Name of the employee
		2. Position title
		3. Pay plan
		4. Occupational Series/Grade
		5. Bargaining Unit Status Code,
		6. Duty Station location
		7. Work Location (if different)
		8. Facility (if different)

If any of the information requested is denied in whole or in part, please inform the Union, in writing, the name, position title and grade of the official making the decision and the specific statutory, regulatory, or contractual citation(s) which the decision is based.

Please provide the requested information to [Name of Union official] at [Union official’s email address] and to [any other person you want to receive this information].

AFGE retains the right to submit further information requests if the need for more information arises. If you have any questions concerning this matter, please do not hesitate to email at [Union official’s email address].

 Respectfully,

 [Name of Union official]