

or adverse action or the issuance of a disciplinary or adverse action.

26. The Parties agree that, before the Agency contracts, or begins the process of contracting, for any service which includes AI, the Agency will make a written determination that the services do not include any amount of work currently or last performed by bargaining unit employees. The written determination should be made available to the Union and included as part of the official contract file required by Federal Acquisition Regulation (FAR) Part 4.803.

Model Request for Information Template for AI from Field Services

Date:

From: Name and title of Union Officer

To: Name and title of Agency official

Subject: Request for Information

1. This is a request for information by AFGE *local or council number* _____ 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.
2. Particularized Need: AFGE has a particularized need for the information requested in order to analyze the Agency's use of Artificial Intelligence (AI) programs and their impact on the conditions of employment of bargaining unit employees. This analysis will allow the *local/council* to (a) Adequately determine whether the Agency has misapplied laws, rules, regulations, agency policies, executive orders, and the collective bargaining agreement in its use of AI and the impacts on the conditions of employment of bargaining unit employees; (b) Adequately prepare for both substantive and Impact and Implementation negotiations regarding any changes the *name your agency* has made to conditions of employment of bargaining unit employees.
3. Information Requested: AFGE *Local or Council number* ____ request a copy of all records, from the last two years within the Agency's statutory requirement responsive to the following:
 - a. A list of any AI program(s) currently being used or that the agency has decide to implement but is noy yet being used in performing agency functions or managing the work force.
 - b. Description of the work done by the AI program(s), the data collected, and the occupational codes of employees in related functions.
 - c. Names and version or edition number(s) of the AI program(s).
 - d. The dates the Agency began using or intents to start using the AI program(s) and any rollout schedules.
 - e. Any vendor or other third-party guidance provided to the Agency on the use of the AI program(s).

- f. Any Agency guidance, policies, or practices on the use of the AI program(s)
 - g. Names of any bargaining unit employee(s) who have been educated on the AI program(s).
 - h. When bargaining unit employee(s) were educated on the AI program(s)
 - i. Scheduled education sessions for bargaining unit employees and/or supervisors on the AI program(s).
 - j. Names of any supervisor(s) who have been educated on the AI program(s).
 - k. When supervisor(s) were educated on the AI program(s).
 - l. A copy of the contract(s) between the Agency and the vendor providing the AI program(s). Specifically, any contract(s) that contains a liability waiver between the parties.
4. 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.
 5. Partial/Denial. In the event you deny any portion of the request, please provide the remaining information.
 6. Possession. If any material responsive to a particular request is known to exist, but is not currently in the agency's, custody, or control, please identify the material and the person or entity who has possession, custody, or control thereof.
 7. Please provide the Information Requested to _____ at _____.
 8. 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 _____