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## Info request

1 message

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Sal Viola <salafge@outlook.com>

Wed, Mar 18, 2026 at 3:45 PM

To: Antonio Gaines

, Kimberly Hortor

, James Flynn

Patty Petry

### **Subject: Formal Request for Information – Bargaining on Official Time Pool Adjustments under Article 47.03(5)c(3)**

**Pursuant to 5 U.S.C. § 7114(b)(4), the Union requests the following data, which is normally maintained by the Agency in the regular course of business, reasonably available, and necessary for the Union to bargain effectively.**

**This request is limited to the narrow scope of Article 47.03(5)c(3) of the Collective Bargaining Agreement, which states:**

**“If a substantial change in the number of bargaining unit employees, relative to the size of the affected pool, through attrition, hiring, RIF, transfer of function, office closure, or other condition, occurs in any of the pools for which official time is allocated, the change in the amount of official time allocated to that pool shall be negotiated by the parties promptly upon either party’s request.”**

**To evaluate whether any adjustment to the Headquarters or Field Offices pools is warranted, the Union specifically needs data showing the actual impact (or lack of impact) of any BUE changes on representational workload and official time usage.**

**Please provide the following:**

- 1. The verified number of bargaining unit employees (BUEs) assigned to each official time pool (Headquarters and Field Offices) for every quarter from FY 2023 through the present (or the earliest available data), including a breakdown of Field Office BUE counts by region or major office where available.**
- 2. The total official time hours actually used and approved (not merely allocated) for each pool (National, Regional Vice Presidents, Headquarters, and Field Offices) on a quarterly basis from FY 2023 through the present.**

- 3. The same usage data in #2 above, further broken down specifically by Field Offices (by region or major location where possible).**
- 4. A clear side-by-side comparison of the average quarterly official time hours used in the Headquarters and Field Offices pools before any significant reduction in BUEs versus after any such reduction.**
- 5. Any internal Agency reports, analyses, memoranda, or studies that discuss the relationship between changes in BUE counts and the Union's representational workload or official time requirements.**

**Format: Provide all data in electronic Excel spreadsheet format with clear column headers, dates/quarters, pool names, and totals.**

**Deadline: We request this information no later than close of business on March 27, 2026 (7 business days from the date of this request).**

**This information is relevant and necessary for the Union to determine whether a "substantial change" in BUEs has occurred that actually affects representational capacity under the limited scope of Article 47.03(5)c(3), and to prepare counterproposals based on facts rather than assumptions.**

**Thank you for your prompt attention. If you have any questions, please contact me directly.**