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PROFESSIONAL AIRWAYS SYSTEMS SPECIALISTS

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May 15, 2002

VIA FAX and CERTIFIED MAIL

Mr. Christopher P. Bertram
Assistant Administrator for
Financial Services/CFO
Federal Aviation Administration
800 Independence Ave., SW
Washington, DC 20591

RE: Request For Information

Dear Mr. Bertram:

In accordance with Section 7114(b)(4) of the Federal Service Labor-Management Relations Statute, the Professional Airways Systems Specialists (PASS) request the following information for fiscal years 1998, 1999, 2000, 2001, and 2002:

1. A copy of the process used by the FAA to conduct reviews of commercial activities, in accordance with OMB Circular A-76.
2. A copy of any other process used by the FAA to conduct reviews of commercial activities, outside OMB Circular A-76.
3. A copy of the process used by the FAA to conduct "Best Value Studies" of commercial activities, in accordance with OMB Circular A-76.
4. A copy of any other process used by the FAA to conduct "Best Value Studies" of commercial activities, outside OMB Circular A-76.
5. A copy all commercial activities identified by the FAA to meet the goal of competing 15% of the agency's commercial activities by the end of FY-03. The documents should be coded to reflect the line of business where the activities reside, the job series that perform the activities, the facilities where the activities

are performed, and whether or not the employees performing the activities are PASS bargaining unit members.

6. A copy all commercial activities identified by the FAA to meet the goal of competing 50% of the agency's commercial activities by the end of FY-06. The documents should be coded to reflect the line of business where the activities reside, the job series that perform the activities, the facilities where the activities are performed, and whether or not the employees performing the activities are PASS bargaining unit members.
7. Copies of all requests for A-76 reviews or "Best Value Studies" made by Integrated Product Teams, other FAA organizations, or management officials.
8. Copies of all decisions regarding requests for A-76 reviews or "Best Value Studies" made by Integrated Product Teams or other FAA organizations, including any documents used to formulate or support those decisions.
9. A copy of the process and criteria used by the FAA to decide whether or not to conduct A-76 reviews or "Best Value Studies" when requested by Integrated Product Teams, other FAA organizations, or management officials.
10. A copy of the process and criteria used by the FAA to determine whether or not an activity or function is "commercial" when preparing the FAA's annual FAIR Act Inventory.
11. Copies of all Performance Work Statements (PWS) developed by the FAA for activities or functions performed by PASS bargaining unit members.
12. Copies of all Quality Assurance Surveillance Plans (QASP) developed by the FAA for activities or functions performed by PASS bargaining unit members.
13. Copies of all Management Plans developed by the FAA for use in cost estimates for activities or functions performed by PASS bargaining unit members.
14. Copies of all Most Efficient Organization (MEO) developed by the FAA for use in cost estimates for activities or functions performed by PASS bargaining unit members.
15. Copies of all budget documents and service expenses used by the FAA to develop Management Plans, including MEO's, and all financial data used to determine the FAA's cost of providing services, activities or functions performed by PASS bargaining unit members.
16. Copies of all Requests for Proposals (RFP's) developed by the FAA for use by prospective bidders for services, activities, or functions performed by PASS bargaining unit members.

17. Copies of all responses to agency RFP's from prospective bidders for services, activities, or functions performed by PASS bargaining unit members, excluding proprietary or confidential information.
18. Copies of all reports prepared by the FAA, or prepared for the FAA by external consultants, regarding contracting of services, activities, or functions performed by PASS bargaining unit members.
19. Copies of all impact studies prepared by the FAA, or prepared for the FAA by external consultants or performed internal, regarding contracting of services, activities, or functions performed by PASS bargaining unit members.
20. Copies of all project schedules showing dates for specific agency events and decisions regarding contracting, or maintaining in-house, services, activities, or functions performed by PASS bargaining unit members.
21. Copies of all "Official Notices" relating to FAA decisions regarding contracting, or maintaining in-house, services, activities, or functions performed by PASS bargaining unit members.

PARTICULARIZED NEED:

The Union needs the requested information to determine if the agency is following federal laws, rules, regulations, and the Parties' Collective Bargaining Agreements (Agreements) regarding contracting out of services, activities, or functions performed by PASS bargaining unit members. The requested process and/or criteria will enable the Union to determine if the agency is properly following required OMB guidelines.

The Union requires a copy of all activities identified by the agency to meet its goal of competing 15% of the agency's commercial activities by the end of FY-03, or 50% by the end of FY-06, so the Union can fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action is warranted.

Copies of requests for A-76 reviews or "Best Value Studies," and decisions on those requests, are necessary so the Union can fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action is warranted.

Copies of process and criteria used by the agency to decide whether or not to conduct A-76 reviews or "Best Value Studies" are necessary so the Union can fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action is warranted.

The Union requires copies of the process and criteria used by the agency to decide whether or not an activity or function is "commercial" so the Union can fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action is warranted.

The Union requires copies of the PWS's, QASP's, Management Plans, MEO's, and RFP's developed by the agency so the Union can fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action are warranted.

The requested documents used to support agency decisions regarding contracting of services, activities, or functions performed by PASS bargaining unit members will enable the Union to fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action are warranted.

The Union also requires the information to determine if services, activities, or functions performed by PASS bargaining unit members are, intentionally or unintentionally, being treated differently than services, activities, or functions performed by non-PASS bargaining unit members for possible conversion to contractor performance. Coding the documents for PASS bargaining unit member and non-PASS bargaining unit member will allow the Union to make the comparison. This will allow the Union to fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action are warranted.

The Union Requires copies of all reports and impact studies prepared for the agency internally, or by a consultant, regarding contracting out of services, activities, or functions performed by PASS bargaining unit members to allow the Union to fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action are warranted.

The Union Requires copies of all project schedules showing dates for specific events or decisions regarding contracting, or maintaining in-house, services, activities, or functions performed by PASS bargaining unit members to allow the Union to fulfill its representational responsibilities under the statute and to administer the Parties' Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action are warranted.

The Union Requires copies of all "Official Notices" relating to agency decisions regarding contracting, or maintaining in-house, services, activities, or functions performed by PASS bargaining unit members to allow the Union to fulfill its representational responsibilities under the statute and to administer the Parties'

Agreement(s) by allowing the Union to determine if grievances under the Agreement(s) or other action are warranted.

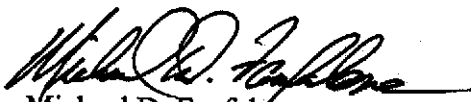
The time period encompassed by the request tracks the time period in which the FAIR Act has been in place.

PUBLIC INTEREST:

Disclosure of the requested information is in the public interest because it would enable the public to monitor the manner in which the FAA determines those activities that will be performed in-house and those that will be performed by contractor's. It will also allow the public to determine if the agency is exercising sound judgment in making decisions regarding in-house or contractor performance of services, activities, or functions currently performed by PASS bargaining unit members. Disclosure would also serve the public interest by allowing the public to determine if the agency is discriminating against public servants for exercising rights provided in federal law, such as the right to join, form and assist a union, and whether the agency is complying with its legal contractual requirements with the Union. The time period requested is limited to the time in which the FAIR Act has been in place and thus serves the public interest by allowing the public a reasonable timeframe upon which to base its determinations.

Please contact Michael Derby, PASS Counsel, or Tom Brantley, PASS National Vice President if the agency requires further clarification of our request or wishes to discuss the request, or the format or means of furnishing the information to the Union.

Sincerely,



Michael D. Fanfalone
PASS National President

cc: Steven J. Brown, ATS-1
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