

Requests for Information

Background: REQUESTS FOR INFORMATION (RFI)

- PASS has a right to request information from the agency that is:
- Normally maintained by the agency in the regular course of business.
- Reasonably available and necessary for full and proper discussion, understanding and negotiation of collective bargaining subjects.
- Not guidance, advice, counsel or training provided for agency officials or supervisors related to collective bargaining.

Elements of REQUESTS FOR INFORMATION:

- To be considered a valid request for information, the RFI must contain the following:
- **Particularized need:** Specific statement explaining exactly why the union needs the requested information and how the information will be used.
- **Information requested:** Description of information requested.
- **Date:** Date of the information request.
- **Requester:** Name of the requesting union.
- **Union contact:** Name, position, mailing address and phone number of the union contact.
- **Agency contact:** Name, position, mailing address and/or phone number of the agency representative to whom the request is being made.

References:

5 USC 7114 (b)(4)

PASS/FAA CBAs: Article 4, Section 5

