

ATTACHMENT 3J2

SAMPLE QUESTIONNAIRE: INFORMATION CASE

If your answer to any question does not fit in the space provided, you may attach additional sheets. Please indicate which sheet corresponds to which question.

Case Name and Number: _____

I, _____, in cooperation with an official investigation being conducted by the Federal Labor Relations Authority pursuant to the Federal Service Labor-Management Relations Statute, supply the following information voluntarily.

My full name is _____

My Union position/title is _____

My mailing address is _____

My phone number is ()- _____

1. On what date(s) did you make the information request? _____

2. What is the name of the requesting union? _____

3. If not you, what is the name, position, mailing address and phone number of the union representative who submitted the request?

4. What is the name, position, mailing address and phone number of the agency representative to whom the request was made? _____

5(a). How was the request made: _____ in writing; _____ orally; or _____ both in writing and orally?

5(b). If in writing, please attach a copy of the request.

5(c). If orally, either instead of a written request or in addition to a written request: state to whom you spoke; the date of the conversation(s); and, as closely as you can, exactly HOW YOU DESCRIBED the information what you were requesting. _____

6(a). Did you specifically request that the agency either include or delete personal identifiers (such as names, social security numbers or other matters identifying individual employees)? Yes No.

6(b). Was this done: in writing; orally; or both in writing and orally?

7(a). Did you explain why the union needed the requested information: in writing; orally; or both in writing and orally?

7(b). If in writing, please attach a copy of the request.

7(c). If orally, either instead of a written request or in addition to a written request: state to whom you spoke; the date of the conversation(s); and, as closely as you can, exactly WHAT YOU SAID to explain why the union needed the information you were requesting.

8(a). Do you know if the requested information is contained within a system of records under the Privacy Act? Yes No. If you do know, please identify that system of records. _____

Only answer the next two questions, 8(b) and 8(c), if your answer to number 8 is Yes.

8(b). If you know that the requested information is within a system of records under the Privacy Act, why doesn't the Privacy Act bar disclosure of the requested information, including any personal identifiers? _____

8(c). Did you state this to the agency representative? ___ Yes ___ No. If yes, describe as best you can exactly WHAT YOU SAID, to whom and when.

9(a). Did the agency respond to your request: ___ in writing; ___ orally; ___ both in writing and orally; or ___ not at all?

9(b). If in writing, attach a copy of the written response.

9(c). If orally, either instead of a written response or in addition to a written request; state to whom you spoke; the date of the conversation(s); and, as closely as you can, exactly what the agency representative SAID TO YOU.

10(a). Does the Union still want copies of the information as requested? ___ Yes ___ No.

10(b). If yes, please explain how the Union intends to use the information?

11. Have the parties attempted to resolve this dispute themselves?

___ Yes ___ No. If yes, please describe as specifically as you can what efforts have been undertaken, by whom, when, and the results. _____

12. Discuss any other matters not listed above which relate to the union's information request and any agency response. _____

I have read the information above consisting of (number) pages, including any attachments, and affirm to the best of my knowledge and the belief that it is true.

(Date)

(Name)