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**National Association Of Air Traffic Specialists**

www.naats.org

May 25, 2005

Received by: Jessie Bunley Date/Time: 5/25 4:15 pm HAND DELIVERED

Melvin Harris, Director AHL-1  
Office of Labor and Employee Relations  
Federal Aviation Administration  
800 Independence Avenue, S.W.  
Washington, D.C. 20597

Re: Information Request

Dear Mr. Harris:

In accordance with 5 USC 7114 (b) (4) and Article 40, Section 15 of our collective bargaining agreement, the following information is requested and required by NAATS to properly represent the bargaining unit employees.

This information is considered "necessary and relevant" in evaluating the actions and/or inactions of the Agency in complying with law, rule, regulation, and contractual requirement. The information will be used to determine if a grievance and/or other legal remedy is required to protect the rights of bargaining unit employees and/or the Union. Lastly, the information will hopefully assist NAATS to understand the Agency's position on these issues.

Information requested:

1. Rating criteria used to rate and rank NAATS Bargaining Unit candidates for the generic bids for ATC-6, 7, and 8 facilities that closed April 25, 2005, as well as the selection process used to fill each specific position.

NAATS needs this information to ensure fair treatment of our workforce with regards to the Agency's efforts to mitigate any need for a Reduction-in-Force action involving our bargaining unit.

2. A list of all FAA vacancies filled since February 1, 2005 from all sources, including but not limited to CTI, VRA, and internal bids nationwide. This listing must include, at a minimum, the position(s) filled, the source used in filling the position(s), and the date the firm offer of employment was given to the selected individual.

Sent via email  
Chief Negotiator

3. A copy of every firm offer of employment made to any FAA employee since the effective date of the Agency's Preferred Placement Program (HRPM Policy Bulletin #29), January 12, 2005, along with the date of the job vacancy announcement, which resulted in a job being offered to a candidate.
4. The number of vacancies the agency intends to fill with surplus AFSS controllers **prior** to the planned date of issuance of the RIF separation notice.
5. The number of vacancies the agency intends to fill with displaced AFSS controllers **after** the planned date of issuance of the RIF separation notice.
6. A copy of all waivers granted in accordance with Policy Bulletin #29 and #32 to allow a line of business the ability to place a non-affected employee in lieu of a surplus/displaced FSS employee.
7. A copy of all job vacancies in which qualifications were waived and training plans were developed for those employees who have "the capacity, adaptability, and special skills needed to perform the duties of the position within a 90-day period and management determines the offer is in the best interest of the agency."
8. A copy of all job vacancies where jobs were restructured to accommodate displaced employees in accordance with Policy Bulletin 32a, paragraph 3d.
9. With respect to the entire Flight Service workforce, the number of FSS employees to date placed/not placed into jobs within the FAA, categorized by Bargaining Unit/non-Bargaining Unit.

NAATS needs this information to determine if the Agency is making "every reasonable effort to place surplus employees in other jobs or regions of the agency with the least possible interruption to their careers and personal lives." Information provided may be sanitized, as necessary, to protect any legitimate privacy concerns.

We need and expect to receive this information no later than June 24, 2005. If you believe that you cannot provide me with any of the requested information because of legal impediments, or if there are questions concerning the content of this request, please contact me by close of business the day of receipt. We can discuss and hopefully resolve any problems so as to remove the impediment(s) and enable you to provide the information.

Sincerely,



Scott A. Malon  
Chief Negotiator