

The following should only be considered a general guide and is based upon the information available as of the date of this correspondence. This guidance is subject to change.

Sample Request for Information “RFI”

VIA E-MAIL ONLY

[DATE]

[AGENCY LER/HER OFFICIAL]

[ADDRESS]

Reference: Request for Information – SUBJECT MATTER

Dear [AGENCY OFFICIAL],

NAGE/IBPO hereby requests the following information pursuant to 5 U.S.C. 7114 (b)(4) of the statute. NAGE has a particularized need for the information and documents requested to engage in bargaining, administer its obligations the Collective Bargaining Agreement and the Statute.

NAGE respectfully requests a response to this Request for Information and Documents be sent to [Full Name, via email [email address]] within ten (10) days of this request.

Request for Information and Documentation

1. A copy of the Agency’s proposed return to work plans to include a copy of any/all information submitted to OPM/OMB in compliance with the requirement in the OPM Memorandum “Agency Return to Office Implementation Plans” dated January 27, 2025.
2. A list of all NAGE/IBPO Bargaining Unit Employees (BUE) with a telework and or remote work agreement to include the BUE’s position of record.
3. A list of all NAGE/IBPO Bargaining Unit Employees (BUE) with a reasonable accommodation agreement that includes telework or remote work to include the BUE’s position of record.
4. Any approval or denial from OPM/OMB of the Agency’s proposed return to work plans.
5. A schematic of all of the desk layouts for those returning.
6. Any plans for shared desk space, or the creation of multiple shifts, to address the influx of personnel back into the workplace.

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Should you have any questions regarding this request, please respond to the unobjectionable portions of this request and contact this office at [email address]. Thank you in advance for your cooperation in this matter.

Sincerely,