Dear Sir/Madam:

NFFE Local xxx, as exclusive representative of bargaining unit employees at (name of installation or organization), hereby requests to engage with the appropriate agency officials in pre-decisional discussion and involvement over the implementation of the three tiered management system announced by the Department on July 29th, 2014. This request is made under President Obama’s Executive Order 13522 dated December 9th, 2009.

These discussions should not be construed as a waiver of the union’s right to bargain this matter or any other matter discussed, but merely serves to foster discussion and the exchange of ideas prior to engaging in bargaining at the appropriate time.

Please contact the undersigned at (phone number) or by email at (email address) to schedule a meeting for this purpose.

Your name and Union title