

ATTACHMENT 3E1

SAMPLE LETTER REQUESTING OFFICIAL TIME

(Date)

Charged Party Rep.
(Name and Address)

Re: Case Name and Case Number

Dear Mr./Ms. (Name):

As we discussed last week when I spoke with you by telephone regarding the captioned unfair labor practice charge, I will be coming to your facility next week to conduct an investigation. This investigation will take place on (date) at (time). Pursuant to section 7131(c) of the Federal Service Labor-Management Relations Statute, I am requesting that the Agency make the following unit employees available on official time for an interview at the following times:

(Name) 8:00 A.M.

(Name) 10:00 A.M.

(Name) 12:00 P.M.

I anticipate that each interview will last for approximately two hours. Once I am on-site, it may be necessary to arrange for the interview of an additional witness(es). I will notify you should that occur. Please call or contact me at (telephone # and e-mail address) to confirm that the individuals will be released and to let me know of the location that will be made available for the purpose of the interviews. In addition, please inform the employees' supervisors to ensure their release at the appointed time for the interview. Should another on-site investigation be necessary after next week, I will contact you to make the necessary arrangements.

Thank you for your cooperation.

Sincerely,

Field Agent