

Date: ^

TO: Robert Fawcett and Sabrina Taylor

RE: Proposed RIF, Record Verification, and Privacy Act Request

Given the proposed RIF and the request that I verify data management has amassed about me in its files, I am asking for a complete copy of my Official Personnel Folder (5 CFR 293, Subpart C), my Employee Performance Folder (5 CFR 293, Subpart D), and any other files that contain information related to the data involved with the RIF. I want complete copies of these files before responding to management request for verification (and any verification that you might have to date is withdrawn by me until I have these records and review them). It is not enough that I simply review files management has (and retains sole possession of) because I want more time to study them and I want the opportunity to review them with my representatives. Consequently, I ask that you deliver me a complete copy of the listed files and after such delivery give me a reasonable period of time to review them to verify the data you have. At the conclusion of that period, I want to have a meeting with a management representative to discuss any data inconsistencies I find and to answer any questions I may have. I will be accompanied by and represented at that meeting by Mr. Mitchell Front, a representative of NTEU. Please send him copies of any response to this letter and work through him if you have any questions about this matter. However, only I am to receive copies of the requested files.

Should this request for a copy of my files not be honored, I do not want to lose valuable time. Consequently, I am simultaneously making a formal Privacy Act request for my Official Personnel Folder, my Employee Performance Folder, and any other records containing data to be used in the pending RIF. My representative in this matter is Mr. Mitchell Front of NTEU as well. If you are not the person who handles Privacy Act requests, please forward my request to the appropriate person and advise me of the name of that person.

Thank you for your prompt attention to this matter.

To the extent that the Agency believes there is a cost for providing the information, I am requesting a waiver of the fee charged. If this request is denied and there is a charge for providing this information, please inform me before you fill the request if the fee will exceed \$10.00.

Sincerely,

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cc: Mr. Howard Friedman, President, NTEU Chapter 245
Mr. Mitchell Front, Secretary, NTEU Chapter 245

