

ATTACHMENT 3J1

SAMPLE COVER LETTER FOR QUESTIONNAIRE

(Date)

Charging Party Rep.
(Name and Address)

Re: Case Name and Case No.

Dear Mr./Ms. (Name):

I am sending you a questionnaire which you must complete as part of the investigation in the captioned unfair labor case. Please complete this questionnaire promptly so that I will be able to complete the investigation expeditiously.

We often ask Charging Parties to complete this questionnaire in light of many Authority decisions that have significantly impacted the manner in which unfair labor practice charges alleging a refusal to furnish information under section 7114(b)(4) of the Federal Service Labor-Management Relations Statute should be investigated and decided.

If the Regional Director determines that your charge lacks merit after applying the law to the facts of the case as described in your answers to the questions in the questionnaire, you will be given an opportunity to withdraw the charge and to resubmit the information request to the Agency. If you resubmit your request, make sure that you follow the guidelines set forth in the Authority's decisions. Enclosed is the Guidance Memorandum that the General Counsel has issued on Investigating, Deciding, and Resolving Information Disputes. This Memorandum discusses the Authority's decisions in this area and describes ways in which the parties can narrow and resolve their dispute in lieu of time-consuming and costly litigation. We also provide sample forms both for unions when submitting information requests and for agencies when responding to those requests.

Do the best that you can in answering the questions and signing the affirmation at the bottom of page three. Feel free to contact me at the telephone number below if you have any questions about the questionnaire or any other matter related to the

investigation. In deciding the merits of the case, the Regional Director will rely upon your answers and any other documents that you present.

I ask that you submit the answers to this questionnaire by **(date)**. The failure to comply with this request would impact greatly the Region's effort to obtain the evidence necessary for the Regional Director to decide the case. Thus, should you fail to return the completed questionnaire by the required date, the Regional Director may decide the case without your answers, or the case may be dismissed for lack of cooperation if no other evidence has been submitted.

Sincerely,

Field Agent
(telephone number)

Enclosures