

I&I Bargaining Worksheet

General Description of the Change			
Part 1. Proponent of Change:			
Office Name:			
Manager's Name:		Phone:	
Technical POC1 Name:		Phone:	
Technical POC2 Name:		Phone:	
Proponent's Proposed Implementation Date:			
Proponent's Principal Objective:			
Part 2. Impact Assessment			
Working Conditions Likely Impacted	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	Likely Impact	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
If mandated, by who? Statutory or regulatory citation.			
OPM or other agency guidance available? Cite source or location.			
What is the purpose of the change?			
What is the problem to be solved/benefit to be gained?			

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How is it intended to work?			
Advantages of Change?			
Disadvantages of status quo?			
Scope of implementation?			
Single or multi unit bargaining anticipated?			
Is principal effect on unit or non unit employees? Why?			
Overall Organizational Impact?			
Contract Article, If Any, Affected	Art____Sec____	How Affected?	
Contract Article, If Any, Affected	Art____Sec____	How Affected?	
Contract Article, If Any, Affected	.Art____Sec____	How Affected?	
Management Rights Involved	7106_____	How involved?	
Management Rights Involved	7106_____	How involved?	
Are There 7106(B) Permissive Issues Anticipated?		How involved?	
Part 3. Bargaining Preparation			
Anticipated Union Issue 1		Why important?	
Anticipated Union Issue 2		Why important?	

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Anticipated Union Issue 3		Why important?	
Information Available	Document 1 Title:	Description	To be Provided to Union? Yes No
Information Available	Document 2 Title:	Description	To be Provided to Union? Yes No
Information Available	Document 3 Title:	Description	To be Provided to Union? Yes No
Information Available	Document 4 Title:	Description	To be Provided to Union? Yes No
Information Available	Document 5 Title:	Description	To be Provided to Union? Yes No
Is there a component affecting:		Describe	
Cost	Yes No		
Past Practice	Yes No		
Number of Employees	Yes No		
Employee Assignments	Yes No		
Organizational Structure	Yes No		
Impasse decisions on similar changes/issues?	Yes No	Citation/Gist of Case(s)	
Staffing:	Job	Name	Phone
	Chief Negotiator		
	Table Team		

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	Table Team		
	SME		
	SME		
Draft MOU attached to propose to union at bargaining	Yes No	Key Components	
Range of Agreement			
Issue 1			
Issue 2			
Issue 3			
Impasse Position			
Issue 1			
Issue 2			
Issue 3			
Part 4. Information for Notice to the Union:			
Addressee:		Date:	Agency Signatory:
Description of change:			
Proposed Implementation Date:	Person to whom notice is to be provided:		

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