

**Read this notice carefully.** This document constitutes guidance, advice, and counsel provided to management under the provisions of 5 U.S. Code 7114(B)(4). Release of the information included in this document without authorization may result in disciplinary action up to and including removal from Federal service.

## Bargaining Preparation Worksheet

<b>Issue:</b>						
<b>Current Agreement Language</b>						
<b>Location</b>	Article		Section		Agreement Page	
<b>Proposed Union Change, if any</b>	Key Points or Language					
<b>Proposed Agency Change, if any</b>	Key Points or Language					
<b>Language History</b>	When Bargained?		Where there prior changes?			
	Past Versions if any	Date	Prior version			
		Date	Prior Version			
	Who proposed current language? U___ M___					
<b>Claimed Practices Involved</b>	Who's Claim?	Nature of the Claimed practice	Claimed Scope	Claimed Duration		
	U___M___					
	U___M___					

**Read this notice carefully.** This document constitutes guidance, advice, and counsel provided to management under the provisions of 5 U.S. Code 7114(B)(4). Release of the information included in this document without authorization may result in disciplinary action up to and including removal from Federal service.

Arbitration Cases on This Language if any	Case Name	Decision Gist
Scope	Organizations Affected	How Affected?
What Mgmt. Wants/Needs	Management Goal	Rationale
What Union Claims to Want	Claimed Goal	Rationale
Reasons articulated to support or oppose the change?	Union	Management
Agency Policy References	Tab	
	Tab	
	Tab	
Negotiability Issues: 7106(a)	Issue	Basis – Stat. Citation/ Rationale

**Read this notice carefully.** This document constitutes guidance, advice, and counsel provided to management under the provisions of 5 U.S. Code 7114(B)(4). Release of the information included in this document without authorization may result in disciplinary action up to and including removal from Federal service.

Negotiability Issues: 7106(b)			
Negotiability Issues: Other			
Related FLRA Decisions	Case No.	Gist of the decision	Tab
			Tab
			Tab
Definitions Required			
Specific Employees Covered or Eligible			
Key Arguments:	Explanation	Questions for the Union	
<i>Demonstrated Need</i>			
<i>Comparability</i>			
<i>Administrative Problems</i>			
<i>Direct Costs</i>			
<i>Indirect Costs</i>			
<i>Organizational Effect</i>			
<i>Mission/Work Effect</i>			
<i>Productivity Effect</i>			
<i>Customer Service Effect</i>			
<i>Morale Effect</i>			
<i>Message Given</i>			
<i>Benefits</i>			
<i>Locus of Responsibility</i>			

**Read this notice carefully.** This document constitutes guidance, advice, and counsel provided to management under the provisions of 5 U.S. Code 7114(B)(4). Release of the information included in this document without authorization may result in disciplinary action up to and including removal from Federal service.

<i>Creation of Rights and Duties</i>			
<i>Effect on Flexibility</i>			
Impasse History of language, if any			
Related FSIP Decisions	Case ID	Gist of decision	Tab
Agency Limits (Agreement Range)	Preferred Outcome Key points or language		Maximum Give before Impasse Key points or language
SMEs Key Technical Advisors	Name	Organization	Contact info
Stakeholders Key Managers Affected by the Issue	Name	Organization	Contact info