National Oceanic and Atmospheric Administration
Host Agency Serving:

Bureau of Industry and Security
Economic Development Administration
International Trade Administration
Minority Business Development Agency

U.S. DEPARTMENT OF COMMERCE
Eastern Administrative Support Center
Human Resources Division
Norfolk Federal Building
200 Granby Street, Room 815
Norfolk, VA 23510

January 20, 2004

MEMORANDUM FOR: All Employees Represented by an Exclusive Union

Kathleen M. Carlson

FROM: Kathleen M. Carlson
Human Resources Manager

SUBJECT: Annual Notice of Right to Union Representation
At Certain Meetings with Management Representatives

Section 7114(a)(3) of Title 5, United States Code, requires that employees in exclusive bargaining units be informed annually of their right to union representation at certain meetings with management representatives.

Accordingly, you are hereby informed that the exclusive union shall be given the opportunity to be represented at any examination of a bargaining unit employee by a management representative in connection with an investigation if:

1. The employee reasonably believes that the examination may result in disciplinary action against the employee; and

2. The employee requests representation.