



To whom it may concern:

I _____, request to participate in a
_____ Alternate Work Schedule with
_____ as my RDO, Starting at _____,

IAW the Local Supplement Agreement and Title 5 which states:

Section 3. BUEs may request to participate in an AWS as defined in Title 5 USC § 6127 through § 6131. This request shall normally be submitted in writing to the BUE's immediate supervisor. When Management denies a request to participate in an AWS, documentation showing the following shall be provided to the BUE(s) and the Union, within 15 calendar days of the written request (consideration shall be given to requests for extension):

a. Documented proof that participation in an AWS is likely to cause a reduction in the productivity of the Agency;

b. Documented proof that participation in an AWS is likely to cause a diminished level of services furnished to the public by the Agency; or

c. Documented proof that participation in an AWS is likely to cause an increase in the cost of Agency operations (other than a reasonable administrative cost relating to the process of establishing a flexible or compressed schedule).

Date: _____

Employee's Signature _____

Approved: _____

Disapproved: _____

Date: _____

Supervisor's Signature _____