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**Date:** Wednesday, February 2, 2022 at 11:12 AM
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**Subject:** NOTICE: MyIT Forums Hosted by AIT

Dear Mr. Santa:

The Office of Information and Technology Services (AIT) hosts MyIT Forums three times a month, ordinarily on the 2nd Wednesday, 3rd Thursday, and 4th Tuesday of every month.  These sessions are available to all FAA employees.  The purpose of the MYIT Forums is to provide information on key IT initiatives, and for employees to provide feedback and ask questions.  Union representation is evited to attend.

Beginning with the session that is scheduled for February 22nd (the 4th Tuesday in February), IT would like to ask forum participants at the end of the session to complete a brief anonymous and voluntary survey using Survey Monkey that would include the following questions:

1. On a scale of 1-5 (1=not valuable and 5=highly valuable), how valuable is the information you receive at the MyIT Forum?
2. Which part of the forum do you find most valuable? (speaker presentation, hot items, questions/feedback) *(select all that apply)*
3. How did you hear about the MyIT Forum? (Email, Daily Broadcast, Business Partnership Manager, my.faa.gov, or Colleague)
4. On a scale of 1-5 (1=wouldn't recommend and 5=strongly recommend), how likely would you be to recommend MyIT Forum to a colleague?
5. What topic would you like to hear about at a future forum?
6. Do you have any additional comments or recommendations to improve future MyIT Forums?

The survey is voluntary and can be completed on employees duty-time.  The data collected will be anonymous in nature.  The Union will be provided with results of the survey and provided the opportunity to review and comment prior to any publication based on or derived from the results in accordance with the collective bargaining agreement (CBA).

If you have any questions or concerns, please do not hesitate to contact me.

Thank you,

***Deborah K Jackson***

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