



# Member Update

## NATCA Update on OPM Email Response for Indigo Book BUEs

Dear NATCA Family,

This message contains guidance on your response to the February 22, 2024 email from [hr@opm.gov](mailto:hr@opm.gov) with the subject line “What did you do last week?” The email states, “Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.” The deadline for response was set as Monday, February 24 at 11:59 p.m. **The DOT/FAA has informed us that it expects its employees, including NATCA BUEs, to respond to this email. All employees should be afforded sufficient duty time to respond. Employees on RDO and leave are expected to respond when they return to duty.**

For our diverse workforce in Region X, we are actively creating templates for each bargaining unit to use. You may fill out the example below with your own individual comments if you choose. However, we will be sending out templates via a separate message for our Region X members.

Please keep a record of when and for how long you worked to prepare your response. If you were on leave, on your regular days off, or did not receive the email until after the deadline, please respond when you return to duty. The [templates page](#) will include specific language to use in your email if this situation is applicable to you.

Please reach out to your Regional leadership with any questions or concerns about this issue.

In Solidarity,

The National Executive Board

### Email Response Template

I am writing in response to HR@opm.gov email below, which instructed me to

list approximately five things I accomplished in my position as a [JOB TITLE] last week. The bullets in response to the [HR@opm.gov](mailto:HR@opm.gov) email are below.

- [Bullet in past tense from position description that best describes work you did last week]
- [Bullet in past tense from position description that best describes work you did last week]
- [Bullet in past tense from position description that best describes work you did last week]
- [Bullet in past tense from position description that best describes work you did last week]
- [Bullet in past tense from position description that best describes work you did last week]

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