

Union's List of Relevant Information

1. Documentation, such as organizational charts, of the GAO, locating employees and supervisors in all job classifications and pay schedules/pay bands, and the general hierarchy of the agency.¹
2. Evidence and documentation as to the actual duties of employees and supervisors in all job classifications and pay schedules/pay bands, focusing on the tasks that allegedly result in supervisory status for any employees within the proposed bargaining unit, including:
 - a) Position descriptions of all employees and supervisors in all job classifications and pay schedules/pay bands.
 - b) Performance standards for all employees and supervisors in all job classifications and pay schedules/pay bands.
 - c) All documents relating to the performance evaluation process for all employees and supervisors in all job classifications and pay schedules/pay bands.
 - d) All documents relating to required and elective training for all employees and supervisors in all job classifications and pay schedules/pay bands.
 - i) In particular, all documents relating to the Band II training course "Supervision at GAO" listed in "Learning Tracks @ GAO, Required and Elective Learning Programs for Analysts as of 2/23/2007," including but not limited to course curriculum, lists of attendees, criteria used to determine which employees receive the training, all dates this course has been given, and all revisions, supplements and updates for this course or related courses since December 1, 2004.
 - e) All documents relating to hiring, promotion and reassignment criteria for all employees and supervisors in all job classifications and pay schedules/pay bands.

¹ The term "all job classifications" as used in this Document Request includes Analysts-in-Charge, Auditors-in-Charge, Band I employees, Band IIA employees, Band IIB employees, Band III employees, Professional Development Program employees, Regional Directors, Assistant Directors, Directors, Managing Directors, and Designated Performance Managers.

- f) All documents relating to the procedures, protocols or policies for approving time records, travel, vacation, leaves of absence, transfers, reductions in force, layoffs, recalls, furloughs, suspensions or removals, and rewards or bonuses for all employees and supervisors in all job classifications and pay schedules/pay bands.
- g) All documents relating to the procedures, protocols or policies for adjusting grievances by all employees and supervisors in all job classifications and pay schedules/pay bands.
- h) All documents relating to the restructuring of Band II to create Bands IIA and IIB.
- i) All documents relating to the criteria used to determine which employees would be placed in Band IIA and which in Band IIB at the time of the restructuring referred to in (h) above.
- j) All documents relating to the methodologies, protocols or policies regarding how Analysts-in-Charge (or Auditors-in-Charge) are to lead engagements, and to the scope of their authority to lead engagements, including such documents relating to the Electronic Assistance Guide for Leading Engagements (“EAGLE”) program and/or Policy Manual.
- k) All documents relating to the “scope of authority” of Band IIB employees, as that term is used on page 14 of the October 2006 document entitled “Band IIB GAO Analyst, Specialist and Investigator Performance Standards.”
 - i) State the date that this document was created and how long it has been in effect.
 - ii) Provide copies of (and the dates of) all predecessor versions, if any, and all subsequent revisions thereto.
- l) All documents relating to the methodologies, protocols or policies regarding the roles played by Assistant Directors, Directors and Managing Directors in the performance and supervision of engagements, including the written expectations for engagements, documents relating to the finalization of GAO products, final sign-off authority on GAO products, and final issuance authority for GAO products.
- m) All documents relating to the discipline process for all employees and supervisors in all job classifications and pay schedules/pay bands.
- n) All documents relating to the process by which engagements are assigned to Mission Teams.

- o) All documents relating to the process by which an individual Analyst-in-Charge (or Auditor-in-Charge) is assigned to lead an engagement.
 - p) All documents relating to the process by which other employees are assigned to work on a particular engagement.
 - q) All documents related to any risk assessments of engagements.
3. A listing showing the number of employees in the following categories:
 - SES
 - Managing Director
 - Director
 - Assistant Director
 - Band I
 - Band IIA
 - Band IIB
 - Band III
 - Professional Development Program
 - Analyst-in-Charge (or Auditor-in-Charge) (broken down by those in Band I, Band IIA, Band IIB, and Band III)
 4. The total number of current active engagements.
 5. The total number of employees currently acting as supervisors for employees in the proposed bargaining unit and identify the employees they supervise. Include all supervisors who have a responsibility to exercise any type of supervisory authority over any particular employee.
 6. A list of all Mission Teams within GAO, as well as all other teams, divisions or departments (such as Applied Research Methodology, Office of General Counsel) whose employees are assigned to work on engagements.
 7. All documents reflecting the mission of GAO.
 8. All documents related to the pay systems used at GAO to compensate employees, including but not limited to documents reflecting the amounts paid (*e.g.*, pay schedules), documents explaining criteria used to place employees in different pay bands and subcategories thereof, and related information.
 9. All documents requested above should be provided as they relate to mission teams, field offices as well as GAO-wide; this includes supplements, addendums or revisions that are developed and used by any of the aforementioned entities in the application of GAO policies and procedures.

10. All other documents that the GAO believes are relevant with respect to the hearing on the issues raised by the Petition for representation filed by the GAO Employees Organization, IFPTE.