

ARTICLE 12: REPORTS

The following reports will be provided, according to reporting schedule, to AFSA/FAS by the office indicated:

- 12.1 The Bargaining Unit Listing, by name, position title, series and class/grade, on a semiannual basis. The report will be provided electronically by April 30 and October 31 by the SPO.
- 12.2 The FAS Staffing Pattern on a quarterly basis. The report will be produced for the quarters ending December 31, March 31, June 30, and September 30 and will identify each employee by organizational subdivision, name, position title, series and class/grade. The staffing pattern will be provided electronically by the SPO.
- 12.3 The Union Activity Report showing the amount of official time used for representational activities by bargaining unit members. This report will be provided electronically within three weeks of the close of each pay period by the SPO.
- 12.4 The Bargaining Unit Personnel Activity Report listing employees who have had a personnel action processed during the last two pay periods. The report will contain the employee's name, position title, pay plan, series, class/grade, type of action, bargaining unit status, agency, division, and effective date. The report will be provided electronically by the SPO within three weeks of the end of the pay period in which the activity took place.
- 12.5 Civil Rights Complaints Monthly Report from the Office of Civil Rights, FAS, listing the number of EEO complaints received by the agency and the basis for the complaint. The report will be provided in hard copy or electronically (when available).
- 12.6 Grievance information will be provided by the SPO, when requested. The report will show the number of grievances filed and the nature of the complaint.
- 12.7 The Summary of Offenses Report will be provided by the SPO on a quarterly basis. This is a report of bargaining unit member offenses (absent any information protected by the Privacy Act) and the discipline imposed for that offense. The report will be produced for the quarters ending December 31, March 31, June 30, and September 30.
- 12.8 Copy of all decisions (absent any information protected by the Privacy Act) issued by EEOCR in cases brought by Foreign Service employees. The report will be forwarded when received by the SPO.