

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 88-21

March 21, 1988

TO: All Regional Directors and Officers-in-Charge

FROM: Joseph E. DeSio, Associate General Counsel

SUBJECT: NLRB Union Information Request

Recently the NLRB Union made an information request for sanitized appraisal information for all unit employees. The Union asserts that it needs the information for purposes of investigating employee complaints regarding the appraisal system and the awards system and to prepare for future consultations and negotiations.

In order to respond to the copious nature of the request, we need your assistance. For each employee who has been appraised under the Performance Management System (PMS), would you please provide a copy of the appraisal rating form prepared by the first-line supervisor(s) (not the narrative) along with any memoranda written by managers above the first-line supervisor. Please provide a copy of the same documents from the employee's last pre-PMS appraisal.

Each appraisal package should be sanitized as follows: delete the employee's name, the month and day of the appraisal date, and the name of the first-line supervisor; delete any case names and numbers which may appear in the document; and, state on the appraisal the employee's gender and whether he or she is full or part-time, and whether the appraisal is under the PMS or the previous system.

We recommend, based upon our experience, that you use two layers of correction tape to cover the deletions so that the sanitized material will not show through when the document is copied. If you will then provide us with the taped copy for our records, as well as the copy which you have made, we will provide the copy to the Union.

I regret very much that we could not handle this information request in Washington. The sheer magnitude of the request, however, forces us, most reluctantly, to ask for your assistance in providing the requested information. We anticipate that one month should provide sufficient time to produce the information in the form requested. If you have any problems in providing the information on or before April 25, please contact your Assistant General Counsel. Meanwhile, we appreciate your help in this matter.

J. E. D.

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