

<p>Making a Request</p>	<p>Send a request letter via e-mail to our Congressional Relations office. Requests from the chair or ranking member of a committee or subcommittee have priority.</p> <p>The topic should fall within the jurisdiction of their committee or subcommittee.</p>	<p>Our Congressional Relations office will let you know we have received your letter.</p>	<p>If we accept your request, we will e-mail a letter telling you who you can contact and when we expect to start work.</p>
<p>Initiating the Audit</p>	<p>GAO assembles the team and initiates the work.</p> <p>The timing of initiation depends on staff availability.</p>	<p>We will contact you within 20 days of initiating your job for additional information.</p>	<p>We will tell you when we think we can deliver a finished product, but the issuance date isn't set until after agency review.</p> <p>This schedule is based on many factors, including the scope of the questions being asked.</p>
<p>Designing the Audit</p>	<p>The team meets with GAO experts, stakeholders, and management to design an audit method—one that is fact-based and can support our findings and potential recommendations.</p> <p>This process typically takes about 3 months.</p>		<p>After the team has committed to an audit method, we will contact you to explain how we plan to answer your request.</p>
<p>Providing Briefings</p>	<p>You can ask for a briefing on the status of our work or for preliminary findings at any point during our audit.</p>	<p>The only information about your request that we will share with others are the questions, scope, and methodology of the audit.</p> <p>If you want others to have access to briefings, consider making them co-requesters.</p>	<p>If there is work we are doing that is of interest to you, you may ask to become a co-requester. Check Watchdog for ongoing work.</p>
<p>Agency Review</p>	<p>We will send our draft report to the agencies we audited for comment.</p> <p>At this time, you will also receive an informational copy.</p>	<p>Agencies get up to a month to review and respond to our findings and recommendations.</p>	<p>Agency review and comments do not affect the independence of our review or the report we release (although we may make technical corrections).</p> <p>We will publish written agency comments, if provided, in an appendix to the report.</p>
<p>Issuing the Report</p>	<p>We typically issue the report about 14 days after receiving agency comments.</p> <p>We will contact you to confirm this date.</p>		<p>When a report is issued, the original requester(s) (but not co-requesters) can restrict public release of the report for up to 30 days.</p>

To find your request on



HouseNet (House):

- hover over “Legislative” mega menu
- click on Congressional Websites
- scroll down to GAO Watchdog

Webster (Senate):

- under the Legislative Branch Sites links
- click Government Accountability Office (Congressional Site)