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Description of document: Copies of web pages linked directly to the Home Page of the National Labor Relations Board (NLRB) Insider intranet website, 2016

Requested date: 10-June-2016

Released date: 30-September-2016

Posted date: 17-October-2016

Source of document: NLRB FOIA Officer
National Labor Relations Board
1015 Half Street, SE
4th Floor
Washington, D.C. 20570
Fax: (202) 273-FOIA (3642)
[E-FOIA Request Form](#)

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UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD
FREEDOM OF INFORMATION ACT BRANCH
Washington, D.C. 20570

Via email

September 30, 2016

Re: FOIA ID: LR-2016-1921

This is in response to your request, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, dated and received on June 10, 2016, in which you requested a copy of several pages linked directly to the Home Page of the NLRB Insider intranet website.

You agreed to assume financial responsibility up to \$30.00 for the processing of your request. An interim response was sent on July 30, 2016. We regret the delay in our response.

I have attached a copy of the requested webpages.

For the purpose of assessing fees, we have placed you in Category D, the "all other requesters" category, because you do not fall within any other of the fee categories. Consistent with this fee category, you will be assessed charges to recover the full reasonable direct costs for searching for the requested documents and the duplication of those documents. As a requester in this category, you will not be charged for the first two hours of search time or the first 100 pages of duplication. NLRB Rules and Regulations, 29 C.F.R. § 102.117(d)(2)(ii)(D). Charges for all categories of requesters are \$3.10 per quarter-hour or portion thereof of clerical time and \$9.25 per quarter-hour or portion thereof of professional time. 29 C.F.R. § 102.117(d)(2)(i).

Less than two hours of professional time was expended in searching for the requested material. Accordingly, there is no charge for this request.

You may obtain a review of this determination under the NLRB Rules and Regulations, 29 C.F.R. § 102.117(C)(2)(v), by filing an appeal by mail to the Division of Legal Counsel, National Labor Relations Board, 1015 Half Street,

S.E., Washington, D.C., 20570, or by email to DLCFOIAAppeal@nlrb.gov, within 90 days of the date of this letter, such period beginning to run on the calendar day after the date of this letter. Any appeal should contain a complete statement of the reasons upon which it is based. Should you have questions concerning this letter, you may contact Rosetta Lane, Acting FOIA Supervisor, at 202-568-3526 or by email at Rosetta.Lane@nlrb.gov.

Sincerely

Deirdre MacNeil

Deirdre MacNeil
Freedom of Information Act Officer

Attachment: (26 pages)



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Popular Resources

- [Admin Bulletins/ Policy Circulars](#)
- [Admin Policies and Procedures Manual](#)

Contact

Created - Andrew.Martin@nlrb.gov
 Service Desk - [OCIO Service Desk](#)

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NLRB Collective Bargaining Agreements

[New Agreement](#)

[2015 Annual Notice of Right to Request Union Representation](#)

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 - Injunction Litigation Directory

EDIT LINKS

DIVISION OF ADVICE

The Division of Advice advises the Regional Offices on significant legal and policy issues that arise in unfair labor practice cases and coordinates the litigation of injunction proceedings in federal court. The Division contains two branches:

- Regional Advice Branch
- Injunction Litigation Branch

Significant Advice Memoranda

- Click HERE to see the most recent Advice SAMs.
- Note that VPN is required to access SAMs if you are not connected to the NLRB Network.

Annual Summaries of Significant ULP Cases Decided by the Board

- Significant ULP Cases in 2015
- Significant ULP Cases in 2014
- Click here for older annual summaries

RESOURCES

- Staff Directory
- How to submit cases to the Regional Advice Branch through NxGen.
- Mandatory Submissions To Advice
- Updated Chart of Required Advice Submissions

Contact Information

If you have any questions regarding Advice web pages, please contact

Ladonna.Shorter@nlrb.gov

- The Board
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The Board has four members and primarily acts as a quasi-judicial body in deciding cases on the basis of formal records in administrative proceedings. Board Members are appointed by the President to 5-year terms, with Senate consent, the term of one Member expiring each year.

Mark Gaston Pearce



Mark Gaston Pearce was named Chairman of the National Labor Relations Board by President Obama on August 27, 2011. He was sworn in as a Board Member on April 07, 2010, following his recess appointment, and was confirmed by the Senate on June 22, 2010. On August 23, 2013 he was sworn in for a second term that expires on August 27, 2018.

Pearce was a founding partner of the Buffalo, New York law firm of Creighton, Pearce, Johnsen & Giroux, where he practiced union and plaintiff side labor and employment law. Prior to his entry into private practice Mr. Pearce was an attorney and District Trial Specialist in the Buffalo NY Regional office of the NLRB. By appointment of the Governor of the State of New York Mr. Pearce served on several commissions as well as the New York State Industrial Board of Appeals, where he ruled on appeals of wage and hour decisions of the NYS Department of Labor. He has taught at Cornell University's School of Industrial Labor Relations Extension, and is a Fellow in the College of Labor and Employment Lawyers. Mr. Pearce received his Juris Doctor from University at Buffalo Law School of the State University of New York, and his Bachelors degree from Cornell University.

Kent Y. Hirozawa



Kent Y. Hirozawa was nominated by President Obama on July 16, 2013, and confirmed by the Senate on July 30, 2013, for a term that expires on August 27, 2016. He served as chief counsel to National Labor Relations Board Chairman Mark Gaston Pearce from April 2010 until he was sworn in as a Board member on August 5, 2013. Mr. Hirozawa began his career as a field attorney in Region 2 of the Board after clerking in the U.S. Court of Appeals for the Second Circuit. Prior to returning to the Board, he represented unions, workers and employee benefit funds for more than twenty years as a member of the New York City law firm of Gladstein, Reif & Meginniss LLP. He received his B.A. from Yale University and his J.D. from New York University School of Law.

Philip A. Miscimarra



Philip A. Miscimarra was sworn in as a Member of the National Labor Relations Board on August 7, 2013 for a term that expires on December 16, 2017. Mr. Miscimarra was nominated by President Obama on April 9, 2013 and was approved unanimously by the Senate Committee on Health, Education, Labor and Pensions on May 22, 2013. He was confirmed by the Senate on July 30, 2013. Mr. Miscimarra previously was a labor and employment law partner with Morgan Lewis & Bockius LLP in Chicago, and he was a Senior Fellow in the Center for Human Resources at the University of Pennsylvania's Wharton Business School. He is the author or co-author of several books involving labor law issues, including *The NLRB and Managerial Discretion: Subcontracting, Relocations, Closings, Sales, Layoffs, and Technological Change* (2d ed. 2010) (by Miscimarra, Turner, Friedman, Callahan, Conrad, Lignowski and Scroggins); *The NLRB and Secondary Boycotts* (3d ed. 2002) (by Miscimarra, Berkowitz, Wiener and Ditelberg); and *Government Protection of Employees Involved in Mergers and Acquisitions* (1989 and 1997 supp.) (by Northrup and Miscimarra); among other publications. Before joining Morgan Lewis in 2005, Mr. Miscimarra was a labor and employment attorney with Seyfarth Shaw LLP in Chicago (1987-2005); Murphy Smith & Polk PC in Chicago (now the Chicago office of Ogletree, Deakins, Nash, Smoak & Stewart, PC) (1986-87); and Reed Smith Shaw & McClay (now Reed Smith LLP) (1982-1986). Mr. Miscimarra received his Juris Doctor from the University of Pennsylvania Law School; a Masters in Business Administration from the University of Pennsylvania's Wharton Business School; and a Bachelor of Arts degree, summa cum laude, from Duquesne University.

Lauren McFerran



Lauren McFerran was sworn in on December 17, 2014 for a five year term ending on December 16, 2019. Ms. McFerran was confirmed by the Senate on December 8, 2014. Previous to her appointment to the NLRB, Ms. McFerran served as Chief Labor Counsel for the Senate Committee on Health, Education, Labor, and Pensions (HELP Committee) and had also served the Committee as Deputy Staff Director. She began on the HELP Committee as Senior Labor Counsel for Senator Ted Kennedy and Senator Tom Harkin in 2005 and served in that capacity until 2010. Before her work in the United States Senate, Ms. McFerran was an associate at Bredhoff & Kaiser, P.L.L.C. from 2002 to 2005. She served as a law clerk for Chief Judge Carolyn Dineen King on the United States Court of Appeals for the Fifth Circuit from 2001 to 2002. Ms. McFerran received a B.A. from Rice University and a J.D. from Yale Law School.

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- Washington, Barbara
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- Morrissey, David S.
Senior Counsel
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- Gorod, Adam J.
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- Turner, Cynthia D.
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- Loendorf, Brian
Attorney/Advisor
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- Head, Britanni
Attorney/Advisor
(202) 273-3896

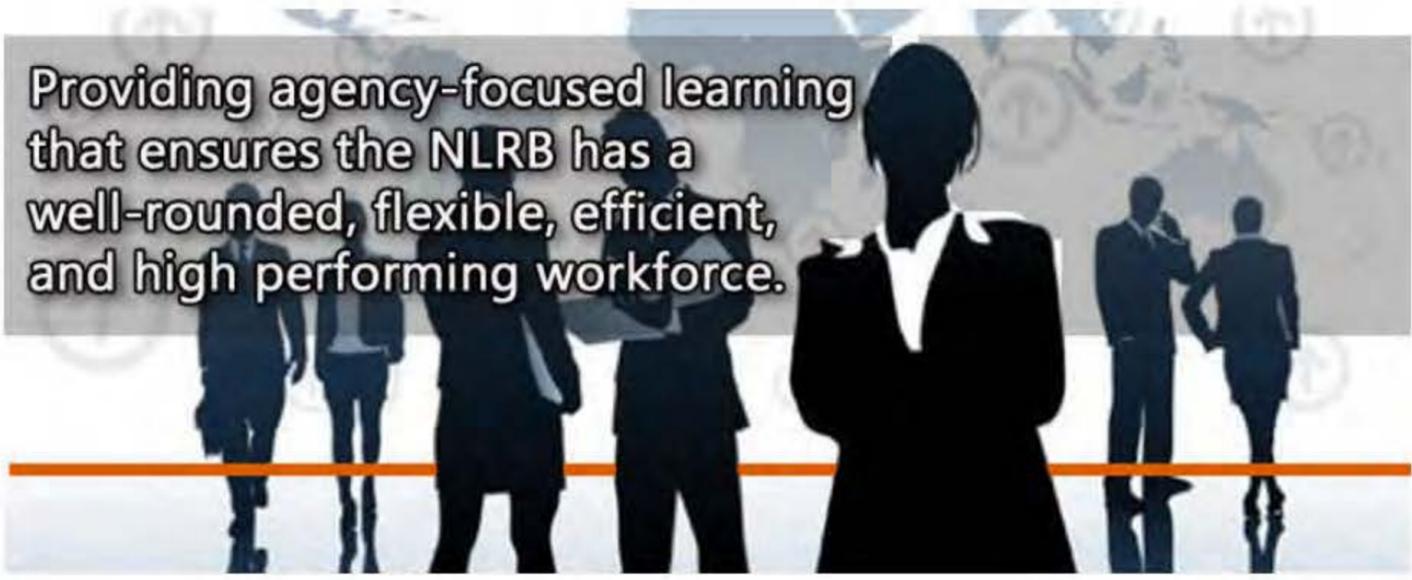
MEMBER MCFERRAN STAFF DIRECTORY

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- Bryant, Amy
Assistant Chief Counsel
(202) 273-1922
- Krafts, Andrew J.
Deputy Chief Counsel to Chairman Schiffer
(202) 273-7933

Office of Employee Development

- Employee Development
- Individual Development
- Board Agent Development Resources
- Recent
- OED Service Catalog
- Frequently Ask Questions
- RoomReservation
- Developing Your Career
- Administrative Professional Development Program
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OED ANNOUNCEMENTS

- 2016 9/29** **New Website**
 Welcome to our new site. Our goal is to get you as quickly to the resource you need. Try our new integrated se...
- 2016 9/29** **New Training Form**
 As of October 3rd, 2016, you will be required to complete all training requests using the online SharePoint form....

OED Staff

<p>Chris Bragg - Director Phone: 202-273-7592 Email: Chris.Bragg@nlrb.gov</p> <p>Chris works with Agency's executives, managers and other employees to develop the Agency's employee development goals and objectives. He guides the OED staff in accomplishing these in partnership with executives, managers and other employees.</p>	<p>Dustin Norwood - Senior HR Development Specialist Phone: 202-273-3918 Email: Dustin.Norwood@nlrb.gov</p> <p>Dustin manages Legal Professional programs. He serves as Contracting Officer's Representative on training contracts. He also designs, delivers, plans and coordinates special training programs for the Agency.</p>
<p>Theresa Horne - HR Development Specialist Phone: 202-273-3915 Email: Theresa.Horne@nlrb.gov</p> <p>Theresa approves individual training requests and handles escalated issues regarding invoices; oversees training request payment process; maintains individual records related to training; assists with budget and finance processes; designs, delivers, plans and coordinates special training programs for the Agency.</p>	<p>James McClendon - Instructional Systems Specialist Phone: 202-273-3909 Email: James.McClendon@nlrb.gov</p> <p>James is responsible for providing training design and development support for the agency, including filming of training and events, editing, distribution of recordings, and training module design and development.</p>
<p>Geraldine Singletary - HR Assistant Phone: 202-273-3919 Email: Geraldine.Singletary@nlrb.gov</p> <p>Geraldine Singletary, maintains the OED multi-media library of tapes, training materials, and course catalogues, announces and hosts CLE training in Headquarters, is the contact point for processing and payment of training requests, invoices, & training records, and announces the Small Agency Council courses in Headquarters.</p>	

RESOURCES

- Using IDP's to Leverage Strengths
- The Power of a Written Individual Development Plan
- Eight Step Guide to Developing Your Leadership Skills
- Mentoring Matters - A Handbook for Non-Supervisory Mentors and Mentees
- Additional information regarding IDP's available on the WEB
- Individual Development Planning

STAFF DIRECTORY

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- Norwood, Dustin**
 Human Resources Development Specialist
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- Singletary, Geraldine**
 Office Automation Clerk
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- McClendon, James**
 Instructional Systems Specialist
 (202) 273-3909
- Horne, Theresa R.**
 Human Resource Specialist
 (202) 273-3915

How to Contact the OCIO Service Desk or Request Service

- You may contact the Service Desk and/or Request Service in the following ways:
- Telephone 202.273.1791
 - Email ServiceDesk@nlrb.gov
 - Fax 202.273.1941
 - Service Now <http://servicedesk.nlr.gov/>

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EDIT LINKS

Division of Enforcement Litigation

John H. Ferguson, Associate General Counsel

The Division of Enforcement Litigation is responsible for representing the Board in court and for assisting the General Counsel exercise "final authority" with respect to unfair labor practice complaints. The Division is comprised of the Appellate and Supreme Court Litigation Branch and the Office of Appeals.

The **Office of Appeals** reviews all cases in which a Charging Party is urging the General Counsel to reverse a Regional Director's refusal to issue complaint. In addition, the Office reviews appeals from a Regional Director's determination that a party has satisfactorily complied with the requirements of a Board remedial order.

The **Appellate and Supreme Court Litigation Branch** represents the Board in all cases involving enforcement or review of the Board's orders in all federal circuit courts of appeals. In addition, working with the Office of the Solicitor General in the Department of Justice, the Branch represents the Board in all Supreme Court litigation involving the Board and the National Labor Relations Act.

Contact Information

If you have any questions regarding the Enforcement Litigation web pages, please contact

Main Telephone Number: (202) 273-2950

Fax Number: (202) 273-4244

Jane.Yanulis@nrb.gov

Office of the Executive Secretary

Site contents

The Office of the Executive Secretary

The Executive Secretary, a position created by Congress in Section 4(a) of the NLRA, is the chief administrative and judicial management officer of the Board.

The **Office of the Executive Secretary** (OES) currently is comprised of:

- **Executive Secretary:** Gary Shinnars
- **Deputy Executive Secretary:** Roxanne Rothschild
- **Associate Executive Secretaries:** Farah Qureshi and Leigh Reardon
- **Office Manager:** Mary Meyers
- **Paralegals:** Linda Allen, La Shan Carter, and Alisa Jones
- **Attorneys:** Linda Kahn and Michael Maddox

The **Editorial and Publication Section** is under the supervision of the OES, and currently is comprised of:

- **Supervisory Legal Editor:** Christina Avent-Brown
- **Editors:** Pamela Hilliard, Jacqueline Judge, and Jalissa Nugent

The functions and responsibilities of the OES are similar to those of a Clerk of the Court. OES receives and docket all formal documents filed with the Board and issues and serves on the parties to cases all Board decisions, orders, rulings and other case documents. OES is the exclusive point of contact for communications by the parties to cases pending before the Board and, particularly with regard to questions or guidance sought on Board procedure and case status inquiries, is the principal point of contact for employers, unions, employees, Congressional offices, other Federal agencies, and the public. OES, in its role of facilitating case issuance, ensures that documents filed and those issued are included in the electronic case file, and monitors the progress of cases throughout the casehandling process. OES also tracks overall Board case production. Specifically, OES responsibilities include:

- **Docket all incoming documents** related to casehandling, including decisions and reports of Regional Directors, Hearing Officers, and Administrative Law Judges, exceptions and briefs, requests for extensions of time, motions and other requests;
- **Check incoming documents** for timeliness of filing (whether e-filed, faxed, or submitted in hardcopy), the filer's statement of service of the document on the other parties, and other compliance with the Board's Rules and Regulations;
- **Rule on timeliness** of the filing of documents, requests for extensions of time, and filing of additional briefs based on delegated authority of the Board;
- **Prepare memos and proposed orders** to the Board with respect to various types of procedural motions that are issued under Board Member signature or are issued by direction of the Board;
- **Designate** the composition of Board panels;
- **Assign cases** to Board Member staffs, the Solicitor's Office, and the Office of Representation Appeals (R-Unit);
- **Schedule** full Board agendas; scheduling and arranging oral arguments In conjunction with the Board, formulating and implementing internal management GPRA and other performance goals;
- Assist in the processing of **FOIA requests** with regard to Board-side information;
- Prepare and/or assist in the processing of **Agency notices for publication** in the Federal Register;
- Represent the Board in **administrative matters** with the General Counsel's offices, and on various Agency-wide or Headquarters-wide committees;
- **Provide procedural and casehandling guidance** to the Regional Offices in representation cases, including whether the processing of cases should be deferred on the invocation of dispute settlement procedures;
- Through the Editorial and Publications Section, **format and edit** Board decisions for inclusion in bound volumes, and, for both the Board and the General Counsel, format and edit manuals, guides, research tools and other materials;
- **Serve as a resource on procedural issues**, decisional format and and case processing matters for the Board and its staff;
- Engage in continuous **process improvement** by working with Board offices and OCIO to recommend enhancements or modifications to the case handling process and the electronic case management system;
- **Track** Board case data and statistics;
- **Liaison** with individuals or groups who wish to visit the NLRB, conduct meetings and make presentations on the NLRB and the Act to foreign delegations and other visitors to the Agency, including representatives from other agencies.

STAFF DIRECTORY

	Kahn, Linda Counsel (202) 273-1854	
	Judge, Jacqueline Legal Editor (202) 273-3929	
	Meyers, Mary Office Manager (202) 273-1767	
	Qureshi, Farah Z. Associate Executive Secretary (202) 273-1949	
	Allen, Linda Legal Clerk (202) 273-1952	

CONTACT INFORMATION

Service Desk - service.now@nrlb.gov



Office of the General Counsel

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- Mailbox
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 - Work Schedule Calendar
 - OCIO/Advice-Enforcement-Legal Counsel Monthly Meeting

EDIT LINKS

The Office of the General Counsel

The General Counsel, appointed by the President to a 4-year term, is independent from the Board and is responsible for the investigation and prosecution of unfair labor practice cases and for the general supervision of the NLRB field offices in the processing of cases.



Richard F. Griffin, Jr.

Richard F. Griffin, Jr. was sworn in as General Counsel of the National Labor Relations Board on November 4, 2013 for a four year term. Prior to becoming General Counsel, Mr. Griffin served as a Board Member from January 9, 2012 through August 2, 2013.

Mr. Griffin previously served as General Counsel for International Union of Operating Engineers (IUOE). He also served on the Board of Directors for the AFL-CIO Lawyers Coordinating Committee, a position he held since 1994. Since 1983, he has held a number of leadership positions with IUOE from Assistant House Counsel to Associate General Counsel. From 1985 to 1994, Mr. Griffin served as a member of the Board of Trustees of the IUOE's central pension fund. From 1981 to 1983, he served as a Counsel to NLRB Board Members. Mr. Griffin holds a B.A. from Yale University and a J.D. from Northeastern University School of Law.

Quick Links

+ new link or edit this list

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- Recent GC Memos

OFFICE OF THE GENERAL COUNSEL STAFF DIRECTORY			
OFFICE	NAME	ROOM	PHONE
General Counsel	Richard F. Griffin, Jr.	4099	273-3705
Deputy General Counsel	Jennifer Abruzzo	4100	273-3704
Confidential Assistant to General Counsel	Mildred Corthon	4101A	273-3702
Administrative Assistant to Deputy General Counsel		4101B	273-3701
GENERAL COUNSEL MAIN NUMBER			273-3700
GENERAL COUNSEL FAX NUMBER			273-4483

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Office of the Inspector General

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Report violations of Laws and Regulations relating to NLRB Programs

Call:

- [\(800\) 736-2983](tel:(800)736-2983)
- [\(202\) 273-1960](tel:(202)273-1960)

Write:

- David P. Berry, Inspector General
National Labor Relations Board
1099 14th Street NW, Suite 9820
Washington, DC 20573

Email:

- OIGHOTLINE@nlrb.gov

Online

[Click here to go to the online OIG form](#)

Calendar/Events

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Contact

Created - David.Berry@nlrb.gov

Service Desk - [OCIO Service Desk](#)

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Welcome to the Division of Judges

The Division of Judges docket, hears, settles and decides unfair labor practice cases throughout the country. There are 40 Administrative Law Judges that hear cases nationwide, organized through four offices in Washington, Atlanta, New York, and San Francisco. [Click here for a Division of Judges Office Directory.](#)

The Division assigns cases approximately 3 weeks before the trial date, at which time the judges contact all parties in an attempt to settle the case and to resolve certain pre-trial or subpoena issues. For cases that do not settle, the judges make arrangements for the hearing. Upon close of the hearing, the judges consider the trial records and briefs, and write their decisions. A small number of cases result in bench decisions, which are delivered orally by the judge at the conclusion of the hearing.

[Click here to view a list of recent Administrative Law Judge decisions.](#)

[View the Judges Bench Book here.](#)

[Click here to view a history of the Division of Judges \(pdf\).](#)

RESOURCES

✓	📄	URL	Notes
		Case Search	Find NLRB cases on agency public web site.
		Board Decisions	Decisions on the agency public web site.
		Regional Office Locator	The Regional Office page on the agency web site.
		Rules & Regs (Cornell)	The Rules & Regulations on the Cornell web site.
		Google Search	The Google search engine.
		NxGen Training Materials	NxGen Training Materials

Division of Judges NxGen Training Materials

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- TAB 7 Identifying Sensitive Personally Identifiable Information (SPII)
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Division of Legal Counsel

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- Ethics
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- Special Counsel
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- Browse By Organization**
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Welcome to the Division of Legal Counsel

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- Cassandra Coleman**
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e-Litigation

- Rachel See**
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- Joe Davis**
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- Shelly Skinner**
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- Greg Musselman**
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- Kathy Burow**
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 202.273.0903 [\(S\)](#)
- Joe Gilman**
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 202.273.1923 [\(S\)](#)

Contempt, Compliance, and Special Litigation Branch

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- Dawn Goldstein**
 Deputy Assistant General Counsel
 202.273.2936 [\(S\)](#)
- Phyllis Jones**
 Secretary to Assistant General Counsel
 202.273.3735 [\(S\)](#)
- Yolanda Waters-Burnett**
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- [Attorneys](#)
- Michael Berkheimer** **Portia Grant** **Kevin Hobson**
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- Sarah Posner** **Polly Misra** **Dean Owens**
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- Marissa Wagner** **Kwame Samuda** **Paul Thomas**
 202.273.2957 [\(S\)](#) 202.273.2872 [\(S\)](#) 202.273.3788 [\(S\)](#)
- Igor Volynets** **William Warwick** **Michael Ellement**
 202.273.1947 [\(S\)](#) 202.273.3849 [\(S\)](#) 202.273.3847 [\(S\)](#) [\(S\)](#)
- David Boehm** **Aaron Samsel**
 202.273.4202 [\(S\)](#) 202.273.3839 [\(S\)](#)

Freedom of Information Act (FOIA) Branch

- Deirdre MacNeil**
 Assistant General Counsel
 202.273.3842 [\(S\)](#)
- Diane Bridge**
 Deputy Assistant General Counsel
 202.273.3851 [\(S\)](#)
- Jolynne Miller**
 Supervisory Attorney Advisor
 202.273.1088 [\(S\)](#)
- Dollie Wilson** **Kim Baggatts**
 Secretary to Assistant General Counsel Legal Assistant
 202.273.3843 [\(S\)](#) 202.273.3845 [\(S\)](#)
- [FOIA Specialists](#)
- Lalitta Gillis** **Susan Stokenbury** **Alvera (Vera) Stevenson** **Teresita Sanabria**
 202.273.0101 [\(S\)](#) 202.552.9451 [\(S\)](#) [\(S\)](#) 202.273.3841 [\(S\)](#) 202.568.3531 [\(S\)](#)
- Jodi Breirather**
 202.368.1927 [\(S\)](#)
- [Attorneys](#)
- Tim Bearose** **Synta Keeling** **Rosetta Lane** **Denise Meiners** **Jose Ortiz**
 202.273.3752 [\(S\)](#) 202.273.2995 [\(S\)](#) 202.568.3526 [\(S\)](#) [\(S\)](#) 202.273.2935 [\(S\)](#) [\(S\)](#) 202.273.2722 [\(S\)](#) [\(S\)](#)
- Patricia Weth** **Theresa Westover**
 202.273.2929 [\(S\)](#) [\(S\)](#) 202.273.2847 [\(S\)](#) [\(S\)](#)



Office of the Chief Financial Officer (OCFO)

- OCFO Home
- Office of Acquisition
- Office of Budget
- Office of Finance
- Office of Strategy & Perf Mgmt
- Recent

EDIT LINKS

The principal objective of the Chief Financial Officer is to assure the effective management and financial integrity of the National Labor Relations Board programs, activities, and resources by developing, implementing and monitoring Agency-wide policies and systems in the areas of budget administration, program analysis and evaluation, finance and accounting, internal controls, corporate financial systems, strategic planning, and acquisitions.

ANNOUNCEMENTS FROM THE CFO

2016
8/1

OCFO Newsletter - August 2016

I'm pleased to announce the first Office of the CFO (OCFO) newsletter. I have now been at the NLRB for approximately four months. I have learned a lot already from many of you, who have taken the time to educate me on the ways of the agency. Most importantly, I appreciate that the agency has a very important mission. We accomplish it with a great deal of passion and determination. Many of the discussions we have had around the cost of our functional areas have been around true business needs that would improve the way we carry out our business and accomplish our mission.

While being more diligent about how well we determine our holistic, end-to-end requirements and costs would benefit all of us, we are faced with the reality of our program management having to reach depths not seen in a long time. In order to maximize the funds that we have, we will need even more creativity and innovation. We will need to work together to further identify efficiencies and leverage each other's knowledge and experience to carry the agency forward.

As we enter the fourth quarter, we have a busy season ahead. We are conducting a review of our obligations and expenditures, working to award the remaining contracts, and are preparing for the end of year close out with our financial statements and audit documentation. Just as importantly, while we are working on figuring out what funding we have left in this fiscal year (FY), we are putting together the plan and detail for what we are planning to do in FY17, FY18 and five years out. There is a lot happening on the political scene that will impact our appropriations in the future including: starting fiscal year 2017 with a continuing resolution (CR) with the possibility of a full year CR, putting together the FY18 Congressional Justification, and ensuring our resources align with the NLRB strategy. We'll take this journey together in facing these challenges and celebrating our successes.

You can access the OCFO Newsletter by clicking the link below:

<https://nlrb.sharepoint.com/OCFO/Pages/Newsletter/August-2016.aspx>

2015
5/19

Welcome to the New OCFO Intranet

Welcome to the Office of the Chief Financial Officer's new intranet site. This new site provides valuable information and tools that can be used to answer many of your financial, budget, acquisition, and performance management questions.

ANNOUNCEMENTS FROM THE OCFO OFFICES

2016
1/5

Office of Finance 2016 POV Mileage Reimbursements Rate

The 2016 Privately Owned Vehicle (POV) Mileage Reimbursements Rates have been updated. The announcement bulletin from GSA can be found under the 'Travel' section below. For a complete list of rates please visit: <http://www.gsa.gov/portal/content/100715>

2015
10/22

Office of Budget FY16 Lines of Accounting Update

Welcome to the Office of Budget intranet site. The FY16 Lines of Accounting have been updated and posted to the Oracle Guidance Page. Please click here to view the FY16 Lines of Accounting.

2015
10/20

Office of Acquisition Fiscal Year 2016 P-Card/Requisition Process

NLRB Management has made the decision to keep the Agency's Purchase Cards suspended throughout the Continuing Resolution (*with the exception of purchase card transactions for UPS shipping requirements*). During this time the CFO Office understands that your office may have requirements for limited supplies or other miscellaneous purchases. As such, the CFO Office stands ready to support you to ensure mission needs are met. In doing so, we have updated the NLRB Form 13 - Requisition/Procurement Request Form. Please utilize this form for your requisition requests during this time.

CALENDAR

Start Date Title Location All Day Event

There are no items to show in this view of the "OCFO Calendar" list.



Mehul Parekh
Chief Financial Officer

Organization Chart
OCFO Staff Directory

Oracle Federal Financials (OFF)

Travel System

Ask the CFO

NEWSLETTERS

- OCFO Newsletter - August 2016

REPORTS

- Strategic Plan FY14-18
- 2015 Performance Accountability Report (PAR)
- 2014 Federal Employee Viewpoint Survey Results
- 2015 Performance Accountability Report (PAR)

DIRECTIVES

- Guidance for Purchasing Food with Appropriated Funds

RESOURCES

- Federal Acquisition Regulations (FAR)
- Federal Travel Regulations (FTR)
- OMB Circular A-11 (Federal Budget Process)
- OMB Circular A-123 (Mgmt Responsibility for Internal Control)
- OMB Circular A-136 (Financial Reporting Requirements)
- Principles of Federal Appropriations Law (Red Book)



- Unified Communication
- Office 365 Applications
- SharePoint
- Infrastructure
- IT Security

EDIT LINKS



Do you ever ask yourself...

- How can I **communicate** more effectively with my team and hold more **productive** meetings?
- How can I better **manage my emails** and **calendar**?
- What does a **Ribbon** have to do with **word processing**?

Get the answers to these questions and more on the **Office 365 page**.



Visit the **Unified Communications** page for details.

CIO BLOG POSTS

- 2015 12/18** OCIO 2015 Annual Awards
OCIO 2015 Annual Awards Listed below are the OCIO's second annual awards recipients. Please join me in congr...
- 2015 9/23** UCC Network Update [9/23/2015]
OK... it's been a long time since my last UCC Network Update and there is a lot of progress to bring you up to da...
- 2015 6/1** UCC iPhone Cases [06/01/2015]
We are providing three choices for iPhone 6 cases: Speck CandyShell Grip OtterBox Symmetry Griffin Survivor Co...
- 2015 5/10** UCC Demonstration Lab [05/11/2015]
A demo room has been set up on the 11th floor (11219) so that people can check out the new phone devices an...
- 2015 5/10** UCC Network Update [5/10/2015]
23 offices are now live on the new network (Phoenix and San Antonio). The remaining 29 offices now are all in th...

OCIO STAFF DIRECTORY

7

- Torres, Patricia
NxGen Analyst
(202) 273-1764
- Pelham, Phyllis J.
IT Specialist
(202) 273-3880
- Aburvasamy, Prem
Chief Information Officer
(202) 273-3925
- White, Rob E.
Telecommunications Specialist
(202) 273-4000
- Mira, Robert
Email Manager
(202) 273-0201

IT SUPPORT

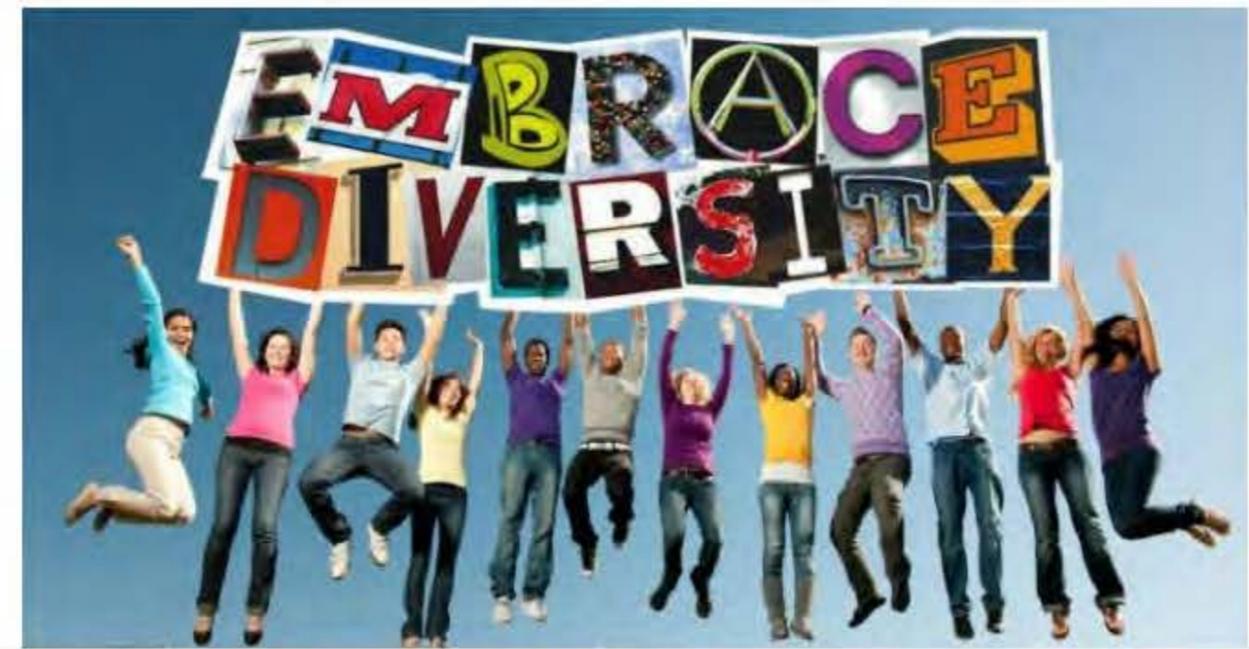
If you have any questions, the OCIO Service Desk is available **8am** until **9pm EST** Monday through Friday, except federal holidays.

How to Contact the OCIO Service Desk or Request Service
You may contact the Service Desk and/or Request Service in the following ways:

- Telephone 202.273.1791
- Email ServiceDesk@nlrb.gov
- Fax 202.273.1941
- ServiceNow <http://servicedesk.nlrb.gov/>

- OEEO Home
- AEP Program
- Agency Policies
- Alternative Dispute Resolution Program
- Complaint Process
- Helpful Links
- Executive Orders
- Forms/Letters
- Fundamentals of Antidiscrimination Laws
- No Fear Act
- On Site Visits
- Recruitment Tools
- Reports
- EEO Counselors Community
- Site contents

Welcome to Office Of Equal Employment Opportunity



OUR MISSION

To assist the National Labor Relations Board in their effort to develop a diverse workforce that reflects the public we serve and to educate all employees on the prevention of discrimination in the workplace.

OUR COMMITMENT

To give you, managers, supervisors, and employees, timely professional assistance and advice in understanding and promoting diversity in the workplace and to avoid or resolve employment situations that can lead to discrimination and harassment complaints.

WE BELIEVE

In a fresh approach, renewed outreach activities, establishing new and/or improved relationships and building bridges to make the Agency's EEO program a success.

Click [here](#) to see an overview of the EEO Program



STAFF DIRECTORY

- Harris, Brenda V. Director (202) 273-3897
- Middlebrook, Anna A. Deputy Director (202) 273-3894
- Anderson, Shirley Office Manager (202) 273-1733
- Rossen, Leslie Attorney Advisor (202) 273-1749
- Nguyen, Bich-Quyen N. Attorney Advisor (202) 273-3997

CONTACT INFORMATION

If you have any questions regarding NLRB OEEO webpages, please contact:

Cendora.Hudson@nlrb.gov

Welcome to the Division of Operations Management

[Annual Notice for Receipt of Charges and Petitions](#)
[Coordinated Cases](#)
[Fitness Challenge 2015](#)
[Frequently Referenced GC, ICG, and OM Memos](#)
[Inter-Agency Memoranda](#)
[Nationwide Remedies](#)
[Noel Canning Cases](#)
[Notices of Vacancy](#)
[Quality Review Checklists](#)
[SMART Boards](#)
[Submissions to Headquarters \(Operations/Advice\)](#)
[Dashboard](#)
[Browse By Organization](#)
[Browse By Topic](#)
[Browse By Content Type](#)

 There is new syndicated content from [USAJOBS](#).

Division of Operations-Management


[Operations Staff Directory](#)
[Recent Field Promotions](#)
[Upcoming NxGen Training](#)
[Fitness Challenge 2015](#)

Memos and Guidance

[GC Memoranda](#)
[Internal Casehandling Guidance \(ICG Memos\)](#)
[OM Memoranda](#)

- [Field Manual of Casehandling Memoranda](#)
(an indexed and searchable reference to information and guidance to matters related to casehandling in the Regional Offices)

[Hot Topics](#)
[Emails Concerning Regional Casehandling of Noel Canning Issues](#)
[Coordinated Cases](#) (updated July 20, 2016)

[Deferral Flow Charts](#)
[Hearing Officer Script](#) under new R Case Rules (updated March 24, 2015)

[Frequently Referenced GC, OM, and ICG Memos and Clarifying Emails](#)
[Inter-Agency Memoranda of Agreement](#) and National Agreements with Foreign Nations

Manuals

- [Field Manual of Casehandling Memoranda](#)
- [Regional Managers' Materials \(Access limited to Field Managers\)](#)
- [Regional Supervisory and Managerial Materials \(Access limited to Field Supervisors and Managers\)](#)

[Nationwide Remedies](#) **NEW**
[Submissions to Advice and Operations](#)

Other Resources

[Annual Notice for Receipt of Charges and Petitions \(Form 4702\)](#) (Updated 9/1/16)

[Bilingual Field Employee List](#)
[CATS Historical Performance Reports](#)
[Contractual Programs](#)
[Foreign Language Translations](#)
[Quality Review Checklists](#)

Training and Outreach

[Trial Advocacy Conference 2015](#)
[Compliance and Remedies](#)
[10\(i\) / ILB Manuals & Training Resources](#)
[Immigrant Worker Materials](#) (updated 8/17/16)

[Points of Contact](#)

- [AGC Aaron Karsh](#) (202-273-3828) . . .
- [DAGC David Kelly](#) (202-273-2878) . . .

[NxGen Training Library](#)
[Other Guidance / Training Resources](#)
[Outreach Resources](#)
[Quality Committee Materials](#)
[SMART Boards](#)
[NxGen Improvement Suggestion Box](#) **NEW**
[List of Regional Managers](#)
[Performance Plans and Related Documents for Field Attorney, Field Examiner and Compliance Officer](#)
[Special Counsel Materials \(Field Supervisors and Managers Only\)](#)
[Unvouchered Travel Spreadsheet for FY 2016 \(updated 10/09/15\)](#)
[Collective Bargaining Agreement FY 2014](#)
[Onboarding and Exiting Procedures for Employees, Contractors and Volunteers](#)

Position Descriptions:

- [Managers and Supervisors](#) Effective 7/1/16-6/30/17 Appraisal Year
- [Professionals](#) Effective 6/1/16-5/30/17 Appraisal Year
- [Administrative Professionals](#) Effective 6/1/16-5/30/17 Appraisal Year

Popular Resources

[Casehandling Manuals](#)
[Mandatory Submissions to Advice](#)
[Injunction Litigation Manuals & Training](#)
[Inspector General - Online Form](#)
[Board's Rules and Regulations](#)
[Computer Help Desk Service Desk](#)
[OED - Training Tuesdays](#)
[OED - Board Agent Development Resources](#)
[ECF List of Certified Attorneys U.S. Bankruptcy Courts](#)
[ECF List of Certified Attorneys U.S. District Courts](#)
[Law Clerks, Pathways Interns, Externs & Bridge Program Participants Program](#)
[Nationwide Remedies](#)

Staff Directory

[Alexander, Lendon J.](#)

Student Volunteer

202-273-3703

[Baniszewski, Joseph](#)

Deputy Assistant General Counsel

202-273-2897

[Bock, Richard](#)

Assistant General Counsel

202-273-2894

[Boda, Dolores](#)

Deputy Assistant to the General Counsel

202-273-2887

[Collony, Dan](#)

Contact

 Created - Christina.Ford@nlrb.gov

 Service Desk - [OCIO Service Desk](#)

- Home
- Web Management Structure
- Regional Web Page Editors
- Site Contents

EDIT LINKS

Welcome to the Office of Congressional and Public Affairs

The **Office of Public Affairs** is dedicated to helping journalists and the general public understand the mission and activities of the Agency. We work closely with every office to tell the Agency's story.

ANNOUNCEMENTS

2015 10/13 Welcome to New Sharepoint Public Affairs Intranet site.

CALENDAR

+ new event or edit this list

✓ [Refresh] [Add] Title Location Start Date End Time All Day Event

There are no items to show in this view of the "Calendar" list.

STAFF DIRECTORY

- Lane, JoVonne
Public Affairs Specialist
(202) 273-1948 [S] [Email]
- McNicholas, Celine
Director, Office of Public Affairs
(202) 273-0808 [S] [Email]
- Kahaneck, Jessica
Press Secretary
(202) 273-0222 [S] [Email]

RESOURCES

- Out Reach



Representation Appeals

Representation Appeals Home

Site contents

Welcome to the Office of Representation Appeals

Office of Representation Appeals
 1015 Half Street SE, Washington, D.C. 20570-0001
 Fax number: 202-273-1962

Beverly A. Oyama, Acting Director
 Terence G. Schoone-Jongen, Acting Asisstant Chief Counsel

WHAT WE DO

The Office of Representation Appeals (R-Unit) handles all pre- and post-election requests for review of Regional Directors' decisions and orders in representation cases. These include requests for review from Directions of Elections, Decisions and Orders dismissing petitions, Amendment of Certification (AC) and Unit Clarification (UC) decisions, administrative dismissals, and Supplemental Decisions on objections and challenges (cases in which a post-election hearing is held on objections and challenges are handled by Board staffs). In addition, the R-Unit handles some special appeals filed in Representation cases.

The R-Unit currently has a permanent staff of 6:

- Acting Director: Beverly Oyama
- Acting Assistant Chief Counsel: Terence G. Schoone-Jongen
- Senior Counsel Expert: Tom Clark
- Senior Counsels: Laurie Dubrow, David Schwartz
- Administrative Assistant: Carrie DuBose

The anticipation is that permanent staff will increase in the very near future. In addition to permanent staff, the R-Unit typically has at least one headquarters detailee (often an attorney in the Board-side Honors Program) at any given time, and frequently hosts regional detailees.

The R-Unit receives a steady intake of approximately 150 cases a year. These cases involve a wide range of issues, most of them related to petitions for representation elections. For example, the R-Unit handles many cases relating to unit determination issues (including whether the petitioned-for unit is appropriate), employee status issues (including whether particular individuals are statutory employees, statutory supervisors, managerial employees, independent contractors, guards, etc.), jurisdictional issues (including whether the Board has jurisdiction over particular religious organizations, tribal enterprises, and charter schools), and joint employer issues. The R-Unit also handles numerous cases involving challenges to particular voters' eligibility, as well as objections to the conduct of the election (including allegations of Board agent misconduct, threatening or coercive conduct by the parties to the election, and even coercive conduct by third parties). The R-Unit also handles a myriad of procedural issues, such as whether there is a procedural bar to an election, whether an election should be "blocked" by intervening unfair labor practice charges, and whether an election should be conducted by mail ballot. Recently, the R-Unit has handled a number of cases involving procedural issues related to the Board's amendments to representation case procedures that took effect in April 2015.

Most R-Unit cases are scheduled for consideration by a 3-Board Member panel (designed on a rotational basis by the Executive Secretary) at a Wednesday "Superpanel." The staff attorney handling an R-Unit case researches and prepares a legal memorandum summarizing the relevant facts, analyzing the pertinent legal issues, and recommending a disposition for each issue. The staff attorney also prepares a proposed Board Order. Once the memo and proposed Order are approved by the staff attorney's supervisor, the staff attorney circulates them to the participating Board Members' staffs (usually on the Wednesday before the Superpanel for which the case is scheduled). The staff attorney commonly answers questions that the Board Members' staff representatives have about the case prior to Superpanel. In many cases, the Board Members will formally vote on the case before Superpanel, but if the case is formally considered at Superpanel, the staff attorney orally presents the case to the 3 Board Members on the panel-of-the-month. After the Board Members have approved the proposed Order (with any desired modifications, the staff attorney prepares a final copy of the Order, which the Executive Secretary formally issues. The staff attorney then prepares a summary of the case for the Board's website and a post-Superpanel screen that is placed in the R-Unit's research system. In cases where the panel grants review, the staff attorney will read the transcript, prepare a supplemental memo, and draft a proposed Decision on Review for consideration by the panel (or, if appropriate, the full Board).

STAFF DIRECTORY

	Oyama, Beverly Acting Director of Office of Representation... (202) 273-1973	
	Schwartz, David Attorney (202) 273-1779	
	Dubrow, Laurie Attorney (202) 273-1983	
	DuBose, Carrie Staff Assistant (202) 273-1943	
	Schoone-Jongen, Terence G. Acting Assistant Chief Counsel (202) 273-1971	



Solicitors Office

Office of the Solicitor

Site contents

Welcome to the Office of the Solicitor

The Solicitor serves as the chief legal adviser and consultant to the Board on all questions of law arising in connection with the Board's general operations and on major questions of law and policy arising in connection with enforcing and defending Board orders in the Courts of Appeals and the U.S. Supreme Court and in regard to achieving compliance with Board Orders. The Solicitor also serves as the Board's legal representative and spokesperson in liaison contacts with the General Counsel's office and other offices of the Board's organization, and with the Board's Division of Legal Counsel, the White House, Members of Congress, and Congressional Committees.

The Office of the Solicitor currently has a staff of 6:

- **Solicitor:** William B. Cowen
- **Associate Solicitor:** Susan Leverone
- **Assistant Solicitors:** Deneen Tavares, Courtney Murchison, Cathleen Perry
- **Office Manager:** Katherine Lesesne

The Office of the Solicitor advises the Board on a wide range of legal and policy matters, including:

- Administrative Procedure Act (5 U.S.C. §500)
- Freedom of Information Act (5 U.S.C. § 552)
- Sunshine Act (5 U. S. C. § 552b)

The Office of the Solicitor also acts as a liaison between the Board and the Office of the General Counsel. As part of this function, the Office reviews, researches relevant case law, precedent, and Board policy, and provides written recommendations for action to the Board with respect to requests from the General Counsel to institute various types of litigation requiring authorization by the Board:

- Seeking Injunctions under Section 10(j) of the Act
- Petitioning the Supreme Court for certiorari in cases in which a circuit court has denied enforcement of a Board order
- Filing contempt petitions
- Seeking to intervene in certain types of non-Board litigation

The Office of the Solicitor processes, reviews, researches, provides written recommendations to the Board, and drafts appropriate orders with respect to various unfair labor practice case matters that require expedited consideration, including:

- Motions for Summary Judgment on the merits
- Motions for Summary Judgment in technical 8(a)(5) cases
- Motions for Default Judgment
- Special Appeals (from rulings by Administrative Law Judges or Regional Directors)
- Formal Settlement Agreements (settlements that provide for issuance of a Board Decision)
- Petitions to Revoke Investigative Subpoenas

When necessary, the Office of the Solicitor proposes changes to the Board's procedural rules, provides written recommendations for Board action with respect to requests from "interested persons" for Board rulemaking, and prepares drafts of final rules for publication in the Federal Register. In addition, the Office provides written recommendations to the Board concerning petitions raising jurisdictional matters, including petitions for Advisory Opinions, and processes referrals to the National Mediation Board (airline and railway cases) and referrals from the Office of Management and Budget for possible Board comment, including making written recommendations for possible Board action when appropriate.

The Solicitor serves as the Board's representative on various NLRB permanent and ad hoc committees, including the Rules Revision Committee, EEO Procedures Committee, Management Bargaining Committee, Workforce Planning Committee, and Information Technology Coordination Committee.

STAFF DIRECTORY

	Cowen, William B. Solicitor (202) 273-2914	
	Leverone, Susan Associate Solicitor (202) 273-1777	
	Tavares, Deneen M. Assistant Solicitor (202) 273-1774	
	Murchison, Courtney V. Assistant Solicitor (202) 273-4134	
	Perry, Cathleen Assistant Solicitor (202) 273-1710	
	Lesesne, Katherine Office Manager (202) 273-2910	



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[PACER](#)

[Westlaw Next](#)

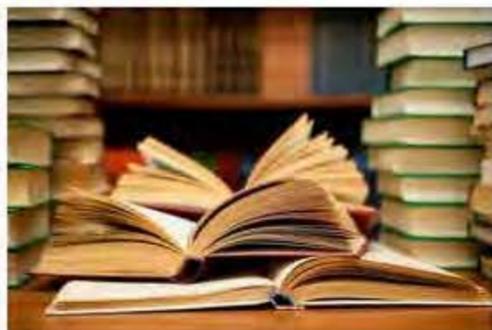
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Welcome to Research



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[Library](#)

[Hein Online](#)

[Pacer](#)

[WestlawNext](#)

Note: Westlaw Classic and Westlaw4NLRB have been discontinued.

Contact

Created - administrator@nlrb.gov

Service Desk - [OCIO Service Desk](#)

[Printer Friendly version](#)





Research

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Case Processing

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[R Case: Elections](#)

[Legal Ethics](#)

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Welcome to Case Processing



Popular Resources

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Support Services

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- Outreach Resources
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- Travel/Transportation
- Dashboard

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- Browse By Content Type

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Calendar/Events

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Agency Publications

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Miscellaneous Publications

- [All Aboard](#)
- [Foreign Language Publications](#)
- [Citenet Classification Index](#)
- [10\(i\) Manual \(2014\)](#)
- [Rules & Regulations](#)
- [Regional Office Support Staff Procedures Manual](#)
- [Representation Case Outline of Law \(April 2013\)](#)
- [2012 Supplement to Outline of Law and Procedure in Representation Cases](#)
- [Guide to Board Procedures \(proposed\)](#)
- [NLRB Guide for Hearing Officers \(2003\)](#)
- [A History of the NLRB Judges Division](#)
- [Judges Bench Book \(2015\)](#)
- [Pleadings Manual \(2014\)](#)
- [NLRB Style Manual Word PDF](#)
- [FOIA Manual \(2011\)](#)
- [NLRB Style Manual \(2000\)](#)

Other NLRB Publications, including those in Spanish, can be found on the [NLRB public Internet](#)

Case Handling Manuals

- [NLRB Casehandling Manual, Part 1, Unfair Labor Practice Proceedings \(January 2015\)](#)
- [NLRB Casehandling Manual, Part 2, Representation Proceedings \(August 2007\)](#)
- [NLRB Casehandling Manual, Part 3, Compliance Proceedings \(November 2013\)](#)

Pro Bono Forms

[Volunteer Application Form](#)

[Advice and Referral Descriptions](#)

Contact

Created - Andrew.Martin@nlrb.gov

Service Desk - [OCIO Service Desk](#)

[Printer Friendly version](#)



Board Agent Development Resources

Dashboard

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Law Clerks, Pathway Interns, Externs and Bridge Program Participants Program	Personal Effectiveness & Interpersonal Skills	General Legal Skills	Legal Writing Program
Training Modules	Representation Casehandling	ULP Casehandling 10(j) Injunctions & Trial Training	Resources for Frontloading Compliance
Software Apps & Technology	Continuing Legal Education	Complete a Training Request	Resources for Training Coordinators

[Submit an Instructor's Report](#) (have sign-in sheet & participant evaluations ready to email with report).

Featured Content



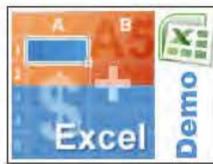
[The National Labor Relations Board's 80th Anniversary Commemorative book](#)

This special publication commemorating the eightieth anniversary of a ground-breaking law: the National Labor Relations Act. This is a great resources for learning about the history of the National Labor Relations Act, the people who are committed to carrying out this important law, and the part it has played in shaping our country. Copies are available for significant outreach events, please contact DAGC David Kelly to discuss.



[The Hand That Feeds - NLRB Screening Including Q&A with the Filmmakers](#)

This film about undocumented workers trying to organize a union at the bakery/restaurant where they work in NYC highlights the efforts to obtain a Board election and their struggle to become recognized. Includes welcoming remarks by Chairman Mark Gaston Pearce; an introduction by MC Peter Winkler, Chief Counsel, Board Member Hirozawa; screening of the film; brief remarks about the election by Geoffrey Dunham, R-2 Outreach Coordinator; a question and answer session with filmmakers Rachel Lears and Robin Blotnick; and closing remarks by Peter Winkler & Chairman Pearce. To view the film itself in high definition, you'll need to view the parts individually:
[Introduction The Hand That Feeds \(HD\) Q&A with Directors - Website](#) (11/18/14, 113 min)



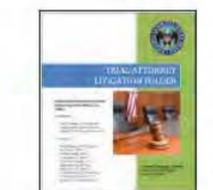
[Getting Started with Excel: A Beginner's Tutorial on Excel Spreadsheets](#)

This 22 minute demonstration/tutorial introduces beginning Excel users to managing large amounts of information (e.g. lists, tables, NxGen data, etc.) and producing simple, great looking, reports using Excel. You'll also find everything needed to keep growing your Excel skills including recommended Beginning Excel courses and more tips & quick demos from Microsoft, Skillssoft, YouTube, and our own Tech Tips. (7/14/14, 22 min)



[Lane Goldstein's Trial Technique through WestlawNext!](#)

Lane Goldstein Trial Techniques is an all-encompassing guide for the development, improvement, and refinement of trial skills successful attorneys need, whatever their courtroom experience. It helps both the novice attorney to develop effective trial skills and the experienced trial practitioner to enhance and redefine his or her technique. The treatise describes litigation methods and techniques; provides expert commentary on all stages of the trial process; and includes sample interview sheets, motions, pleadings, and checklists. Topics covered include preparation for trial, pretrial, jury selection, opening statements, examination of witnesses, and closing argument. If you have any questions, don't hesitate to call the West Reference Attorneys at 1-800-REF-ATTY (733-2889) at any time of the day or night, or contact the NLRB Library at libraryinbox@nlrb.gov or 202-273-3724.



[Trial Attorney Litigation Folder](#)

A PROJECT OF REGION 7-DETROIT WITH THE HELP OF FRIENDS IN OTHER REGIONS

Thanks go to Joanna Silverman, Supervisory Attorney, Region 31 Los Angeles who updated the folder April 2014. Many thanks to all the contributors for this project: Joseph A. Barker, former RA-R-7; Amy Bachelder, former DRA-R-7; Richard M. Whiteman, former SA-R-7; Richard Czubaj, FA-R-7 retired; Patty Daum, SFA-R-6; Robert Drzyzga, FA-R-7; Linda Hammell, FA-R-7; John Ferrer, former FA-R-5; Aggie Kapelman, FA-R-29; Erikson Karmol, DRA-R-7; Michael O'Hearon, former FA-R-7; Kristen Niemi, former FA-R-7; and Mike Poprick, DRA-R-6 retired



[Pre-Election Hearing Issues](#)

This video on affidavit taking is part of the [PowerPoint show](#) the that accompanies the [2011 Quality Committee Report \(ICG 12-12\)](#) Section 4 on Pre-Election Hearing Issues. These issues include: the hearing officer's failure to get factual stipulations; failure to control the hearing; and failure to follow-up on conclusionary testimony. This mock hearing video is intended to heighten sensitivity to these issues. [Mock Hearing Key Issues Video Transcript](#) (2011, 10 min)



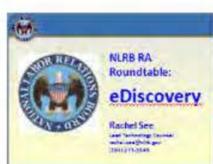
[Taking an Affidavit: What Can Go Wrong?](#)

This video clip on affidavit taking is part of the [PowerPoint show](#) the that accompanies the [2011 Quality Committee Report \(ICG 12-12\)](#) Section 2 on Affidavits. It is intended to show the importance of the affidavit and how things can go wrong if the Board agent is not attentive and does not probe the affiant sufficiently. [Video transcript](#) See also: [Module 19: Taking Affidavits](#) and [additional materials related to taking affidavits](#)



[Bloomberg BNA's 2014 Outlook on Labor & Employment: Expert Perspectives on NLRB in the Year Ahead](#)

National Labor Relations Board General Counsel Richard F. Griffin was joined in a lively discussion by Craig Becker, a former NLRB member who is now general counsel at the AFL-CIO, and Ronald Meisburg, a former NLRB general counsel and board member who is now a partner at Proskauer Rose LLP. (1/30/14, 96 min)



[eDiscovery with Rachel See, Lead Technology Counsel](#)

During this RA Roundtable, Rachel reviews: reminders about ICG 12-02 (January 3, 2012); form-of-production considerations and the availability of the Relativity document review platform; and preservation demand considerations. (2-12-2014, 17 min) [Slides](#) & related memos: [ICG 12-02 Quality Committee's Report on Selected FY 2010 Litigation Wins and Losses](#) [OM 10-48 Revised Direction Regarding Litigation Hold](#) [OM 07-64 - Impact of E-Discovery on Regional Offices](#)
 See also: [E-trials and-Ediscovery Training Page](#)

Hot Topics

[Hot Topics](#) is a blog maintained by Headquarters supervisors and managers that provides General Counsel-side professionals with timely information about cases and legal developments in the Divisions of Advice, Enforcement, and the litigating branches of the Division of Legal Counsel. The site is a valuable resource for leading discussions about new cases. You can subscribe to receive new posts every time the site is updated. If you have questions, contact Deputy Assistant General Counsel Fred Jacob, 202-273-2971.

LAW REVIEW

Law Review Articles - available through the Library Andrew Martin, our Law Librarian, sends E Mail notifications about current law review articles that deal with the Board, the Act and other labor law topics. The articles are a valuable and thought-provoking resource for presentations and discussions at Regional office training sessions. To receive notifications, send an E Mail request to andrew.martin@nlrb.gov or call him at 202.273.3724 and he will add you to his mailing list.

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Memo Number

GC 16-xx ▾

Memo Number	Subject	Memo Date
GC 16-03	Seeking Board Reconsideration of the Levitz Framework	May 9, 2016
GC 16-02	Revised Report on the Midwinter Meeting ABA	March 28, 2016
GC 16-01	Mandatory Submissions to the Division of Advice	March 22, 2016





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[NLRB Casehandling Manual Part 1 Unfair Labor Practice Proceedings \(February 2016\)](#)

[NLRB Casehandling Manual, Part 2, Representation Proceedings \(September 2014\)](#)
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[NLRB Casehandling Manual, Part 3, Compliance Proceedings \(April 2016\)](#)

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[Division of Judges Bench Book](#)

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[Guide for Hearing Officers in Representation and 10\(k\) Proceedings](#)

[Guide to Board Procedures \(proposed\)](#)

[Pleadings Manual - 2014](#)

[Regional Office Administrative Support Procedures Manual \(June 2014\)](#)

[Regional Office Administrative Support Procedures Manual \(2015 draft revisions\)](#)

[Representation Case Outline of Law](#)

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OPERATIONS-MANAGEMENT (OM) MEMOS

Table with columns: Title, Memo Number, Publish Date, Sent Published Email, ID, Created, Created By, Modified, Modified By. Rows are grouped by Fiscal Year (2016-2019, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991, 1990).