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*"Rummaging in the government's attic"*

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) <a href="#">E-FOIA Request Form</a>

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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@nlr.gov](mailto:DLCFOIAAppeal@nlr.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@nlr.gov](mailto:Rosetta.Lane@nlr.gov).

Sincerely

*Deirdre MacNeil*

Deirdre MacNeil  
Freedom of Information Act Officer

Attachment: (26 pages)





[Home](#)

Page last updated: May 5, 2016

## Division of Administration

[Agency Phonebook](#)

[Employee Development](#)

[Facilities and Property](#)

[Human Capital Planning](#)

[Human Resources](#)

[Security](#)

[Dashboard](#)

[Browse By Organization](#)

[Browse By Topic](#)

[Browse By Content Type](#)



## Popular Resources

[Admin Bulletins/ Policy Circulars](#)

[Admin Policies and Procedures Manual](#)

## Contact

Created - [Andrew.Martin@nlrb.gov](mailto:Andrew.Martin@nlrb.gov)

Service Desk - [OCIO Service Desk](#)

## D of A News

**NLRB Collective Bargaining Agreements**

[New Agreement](#)

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

## D of A Resources



[Printer Friendly version](#)







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 EDIT LINKS

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:

- 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.

- Significant ULP Cases in 2015
- Significant ULP Cases in 2014
- [Click here for older annual summaries](#)

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

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

Ladonna.Shorter@nlrb.gov
























## 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

	<p><b>Bragg, Chris</b>            Director            (202) 273-7592 </p>	
	<p><b>Norwood, Dustin</b>            Human Resources Development Specialist            (202) 273-3918 </p>	
	<p><b>Singleary, Geraldine</b>            Office Automation Clerk            (202) 273-3919 </p>	
	<p><b>McClendon, James</b>            Instructional Systems Specialist            (202) 273-3909 </p>	
	<p><b>Horne, Theresa R.</b>            Human Resource Specialist            (202) 273-3915 </p>	

### 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](mailto:ServiceDesk@nlrb.gov)
- Fax 202.273.1941
- Service Now <http://servicedesk.nlrb.gov/>

Providing agency-focused learning that ensures the NLRB has a well-rounded, flexible, efficient, and high performing workforce.

## 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><b>Chris Bragg - Director</b>          Phone: 202-273-7592    Email: <a href="mailto:Chris.Bragg@nlrb.gov">Chris.Bragg@nlrb.gov</a></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><b>Dustin Norwood - Senior HR Development Specialist</b>          Phone: 202-273-3918    Email: <a href="mailto:Dustin.Norwood@nlrb.gov">Dustin.Norwood@nlrb.gov</a></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><b>Theresa Horne - HR Development Specialist</b>          Phone: 202-273-3915    Email: <a href="mailto:Theresa.Horne@nlrb.gov">Theresa.Horne@nlrb.gov</a></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><b>James McClendon - Instructional Systems Specialist</b>          Phone: 202-273-3909    Email: <a href="mailto:James.McClendon@nlrb.gov">James.McClendon@nlrb.gov</a></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><b>Geraldine Singletary - HR Assistant</b>          Phone: 202-273-3919    Email: <a href="mailto:Geraldine.Singletary@nlrb.gov">Geraldine.Singletary@nlrb.gov</a></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, &amp; training records, and announces the Small Agency Council courses in Headquarters.</p>	



https://nrb.sharepoint.com/EnforcementLitigation/SitePages/Home.aspx

Enforcement Litigation - H...

File Edit View Favorites Tools Help

NxGen NLRB SharePoint CFO Federal Sites NLRB-SP SP-AdminSys MyOneDrive In-Out Status ATLAS Pro DiscoverText eRooms FDMS GovDelivery NxGen TRAINING NxGen Office 365 schedule

NLRB Home

SHARE FOLLOW EDIT

Home

Appeals

Appellate & Supreme Court Litigation Branch (ASCLB)

Site Contents

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](mailto:Jane.Yanulis@nrb.gov)

95%



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









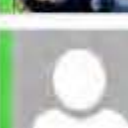

The **Editorial and Publication Section** is under the supervision of the OES, and currently is comprised of:

- **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 docketes 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.

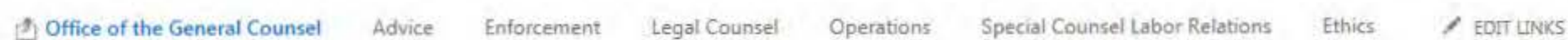
## STAFF DIRECTORY

	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@nlrb.gov](mailto:service.now@nlrb.gov)



[Home](#)

Documents

Discussion Board

Mailbox

Wiki Page Library

Recent

Work Schedule  
Calendar

OCIO/Advice-  
Enforcement-Legal  
Counsel Monthly  
Meeting

 [EDIT LINKS](#)

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.

## 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

## Quick Links

[+ new link](#) or [edit this list](#)

✓	URL
---	-----

Recent GC Memos



[Research](#)[Case Processing](#)[Support Services](#)[Staff Directory](#)[Home](#)Page last updated: October 17, 2014 [A](#) [A](#) [A](#)

## Office of the Inspector General

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- [General Audits](#)
- [Investigations](#)
- [Reports](#)
- [Ongoing Reviews](#)
- [Peer Review](#)
- [Contractor Reporting](#)

### Report violations of Laws and Regulations relating to NLRB Programs

#### Call:

- (800) 736-2983
- (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](mailto:OIGHOTLINE@nlrb.gov)

#### Online

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

### Calendar/Events

[More Calendar/Events](#)

### Contact

*Created* - [David.Berry@nlrb.gov](mailto:David.Berry@nlrb.gov)*Service Desk* - [OCIO Service Desk](#)[Printer Friendly version](#)





## Division of Judges

Search this site

Site contents

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 \(pdf\).](#)

## Division of Judges NxGen Training Materials

- TAB 0 Table of Contents
- TAB 1 Overview and Navigation
- TAB 2 Working with Case Participants
- TAB 3 Viewing Participant Lists
- TAB 4 Processing Incoming E-Filed Documents
- TAB 5 ALJ Action Types and Action Closing Guide
- TAB 6 ALJ Document Types and Subtypes
- TAB 7 Identifying Sensitive Personally Identifiable Information (SPII)
- TAB 8 Creating Due Dates
- TAB 9 Scanning Documents into NxGen
- TAB 10 Scanning Checklist
- TAB 11 Uploading Electronic Documents into NxGen
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- TAB 13 Using Check Out and Quick Edit
- TAB 14 Finalizing a Document
- TAB 15 Moving a Document to Another Action
- TAB 16 Deleting a Document
- TAB 17 Processing Incoming EOT Requests
- TAB 18 How ALJ Hearings Work in NxGen
- TAB 19 Processing an ALJ Hearing Request
- TAB 20 Assigning a Judge to an Action
- TAB 21 Scheduling a Conference Call
- TAB 22 Concluding a Conference Call
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- TAB 24 Opening and Closing a Hearing Session
- TAB 25 Postponing an ALJ Hearing
- TAB 26 Hearing Closes - Finalizing the Hearing Action
- TAB 27 Creating an ALJ Action
- TAB 28 Reassigning an Action to Another Office
- TAB 29 Issuing a Judges Decision
- TAB 30 Issuing Errata for ALJ Decisions
- TAB 31 Using Reports
- TAB 32 Using the ALJ Scheduling Dashboard
- TAB 33 Recording Judges Leave
- TAB 34 Helpful Tips
- TAB 35 NxGen Glossary of Terms
- TAB 36 How to Contact the IT Help Desk

## 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 Legal Counsel

- CCSLB

Ethics

FOIA

Labor Relations

Special Counsel

Dashboard
- Browse By Organization

Browse By Topic

Browse By Content Type

Welcome to the Division of Legal Counsel

- Barbara O'Neill

Associate General Counsel

202.273.2958
- Nancy Platt

Deputy Associate General Counsel

202.273.2937
- Cassandra Coleman

Staff Assistant

202.273.2954

e-Litigation

- Rachel See

Lead Technology Counsel

202.273.3848

Ethics Employment and Administrative Law Branch

- Michele S. Brown

Staff Assistant

202-501-8624
- Special Counsel

Barry Smith

Senior Special Counsel

202.273.2898

Ethics

Lori Ketcham, Acting DAEO

Special Ethics Counsel

202.273.2939

Labor Relations

Harry Jones

Assistant General Counsel

202.273.2886
- Elizabeth Bach

Special Counsel

202.273.2875
- Kym Heinzmann

Deputy Designated Agency Ethics Official

202.273.3887
- Joe Davis

Special Counsel

202.273.2892
- Jamal Allen

Ethics Counsel

202.903.8972
- Jennifer Kovachich

Special Counsel

202.273.0057
- Shelly Skinner

Ethics Counsel

202.374.5932
- Greg Musselman

Special Counsel

202.273.2940
- Kathy Burow

Senior Ethics Specialist

202.273.0903
- Joe Gilman

Ethics Counsel (Government)

202.273.1923

Contempt, Compliance, and Special Litigation Branch

- CCSLB

William Mascioli

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202.273.3746
- Dawn Goldstein

Deputy Assistant General Counsel

202.273.2936
- Phyllis Jones

Secretary to Assistant General Counsel

202.273.3735
- Yolanda Waters-Burnett

Staff Assistant

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- Supervisory Attorneys

Diana Embree

202.273.1082

David Mori

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- Kevin Flanagan

202.273.2938
- Helene Lerner

202.273.3738
- Attorneys

Michael Berkheimer

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Portia Grant

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- Sarah Posner

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- Polly Misra

202.273.3744
- Dean Owens

202.273.2934
- Marissa Wagner

202.273.2957
- Kwame Samuda

202.273.2872
- Paul Thomas

202.273.3788
- Igor Volynets

202.2731947
- William Warwick

202.273.3849
- Michael Ellement

202.273.3847
- David Boehm

202.273.4202
- Aaron Samsel

202.273.3839

Freedom of Information Act (FOIA) Branch

- Deirdre MacNeil

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202.273.3851
- Jolynne Miller

Supervisory Attorney Advisor

202.273.1088
- Dollie Wilson

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202.273.3843
- Kim Baggatts

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- FOIA Specialists

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- Jodi Breirather

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- Attorneys

Tim Bearose

202.273.3752

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Rosetta Lane

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Denise Meiners

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- Patricia Weth

202.273.2929
- Theresa Westover

202.273.2847





## Office of the Chief Financial Officer (OCFO)

 EDIT LINKS

## ANNOUNCEMENTS FROM THE CFO

OCFO Newsletter - August 2016

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>

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 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>

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.

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
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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**.

### CIO BLOG POSTS

- 2015  
12/18

OCIO 2015 Annual Awards  
OCIO 2015 Annual AwardsListed 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...





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



### OCIO STAFF DIRECTORY

- 



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](mailto:ServiceDesk@nlrb.gov)
- Fax 202.273.1941
- ServiceNow <http://servicedesk.nlr.gov/>





## Equal Employment Opportunity

**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

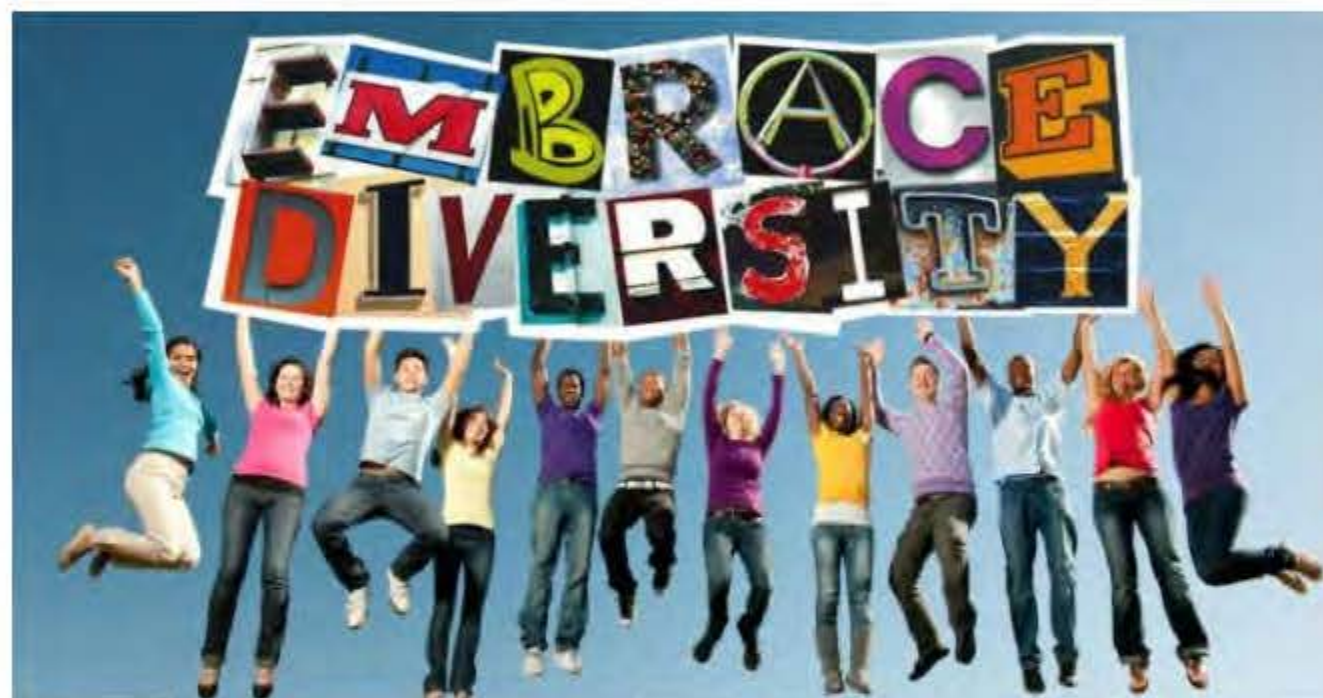
## Recruitment Tools

## 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



## CONTACT INFORMATION

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

- [Cendora.Hudson@nrlb.gov](mailto:Cendora.Hudson@nrlb.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

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[Boda, Dolores](#)

Deputy Assistant to the General Counsel

202-273-2887, 

[Collopy, Dan](#)

### Contact

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Service Desk - [OCIO Service Desk](#)

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# 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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## Research

[Archivalware](#)[BNA](#)[Board and ALJ Decisions](#)[Citenet](#)[FOIA Tracking System](#)[Library](#)[Hein Online](#)[PACER](#)[Westlaw Next](#)[Dashboard](#)[Browse By Organization](#)[Browse By Topic](#)[Browse By Content Type](#)

### Welcome to Research

[Archivalware](#)[BNA](#)[Board and ALJ Decisions](#)[Citenet](#)[FOIA Tracking System](#)[Library](#)[Hein Online](#)[Pacer](#)[WestlawNext](#)

Note: Westlaw Classic and Westlaw4NLRB have been discontinued.

### Contact

Created - [administrator@nlrb.gov](mailto:administrator@nlrb.gov)Service Desk - [OCIO Service Desk](#)[Printer Friendly version](#)



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## Case Processing

[Compliance and Remedies](#)[R Case: Elections](#)[Legal Ethics](#)[FOIA and the Privacy Act](#)[NxGen](#)[Manuals](#)[Dashboard](#)[Browse By Organization](#)[Browse By Topic](#)[Browse By Content Type](#)

### Welcome to Case Processing



### Popular Resources

[R Case Processing](#)

### Calendar/Events

[More Calendar/Events](#)

### Contact

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## Support Services

[Customer Support](#)  
[NLRB Insider References](#)  
[Outreach Resources](#)  
[Telephone](#)  
[Travel/Transportation](#)  
[Dashboard](#)[Browse By Organization](#)  
[Browse By Topic](#)  
[Browse By Content Type](#)

### Welcome to Support Services



## Calendar/Events

[More Calendar/Events](#)

## Contact

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## Agency Publications

[Dashboard](#)[Browse By Organization](#)[Browse By Topic](#)[Browse By Content Type](#)

### 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](mailto:Andrew.Martin@nlrb.gov)

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## Board Agent Development Resources

Dashboard

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<a href="#">Law Clerks, Pathway Interns, Externs and Bridge Program Participant Program</a>	<a href="#">Personal Effectiveness &amp; Interpersonal Skills</a>	<a href="#">General Legal Skills</a>	<a href="#">Legal Writing Program</a>
<a href="#">Training Modules</a>	<a href="#">Representation Casehandling</a>	<a href="#">ULP Casehandling 10(j) Injunctions &amp; Trial Training</a>	<a href="#">Resources for Frontloading Compliance</a>
<a href="#">Software Apps &amp; Technology</a>	<a href="#">Continuing Legal Education</a>	<a href="#">Complete a Training Request</a>	<a href="#">Resources for Training Coordinators</a>

[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)



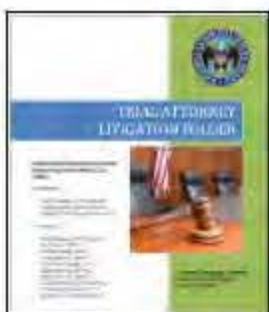
#### [Getting Started with Excel: A Beginner's Tutorial on Excel Spreadsheets](#)

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, Skillsoft, 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](mailto: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](#)

## HotTopics

[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](mailto:andrew.martin@nlrb.gov) or call him at 202.273.3724 and he will add you to his mailing list.

### Popular Resources

- [Field Attorney Performance Plan](#)
- [Field Examiner Performance Plan](#)
- [Excel 2007 Demo and Training](#)
- [New Employee Training Materials - 2011](#)
- [2013 Summer Intern Program](#)
- [Training Modules](#)
- [Using Smart Boards in Casehandling](#)
- [Quality Review Checklists](#)
- [Quality Committee Materials](#)
- [Casehandling Manuals](#)
- [Injunction Litigation Manuals](#)
- [Election Clerk Manuals](#)
- [Skillsoft eLearning Courses](#)
- [NxGen Training Library](#)
- [Training Tuesdays](#)
- [Videoconference Etiquette](#)
- [Mentoring Matters Program](#)

### Contact

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Service Desk - [OCIO Service Desk](#)





## General Counsel Memos

[Browse By Organization](#)[Browse By Topic](#)[Browse By Content Type](#)

Use this box to search the full text of all GC Memos, not just those on this page.

Search this Site:

### GC Memos

Shown below is a listing of all NLRB General Counsel (GC) memoranda issued by the Operations office (1970-present), based on the memo number. Click on the memo number prefix, click apply, and then the number of the memorandum to view the memo.

Memo Number

GC 16-xx ▼

<a href="#">Memo Number</a> ▼	<a href="#">Subject</a>	<a href="#">Memo Date</a>
GC 16-03	<a href="#">Seeking Board Reconsideration of the Levitz Framework</a>	May 9, 2016
GC 16-02	<a href="#">Revised Report on the Midwinter Meeting ABA</a>	March 28, 2016
GC 16-01	<a href="#">Mandatory Submissions to the Division of Advice</a>	March 22, 2016





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## Internal Casehandling Guidance Memos

[2011 ICG Memos](#)[2012 ICG Memos](#)[2013 ICG Memos](#)[2014 ICG Memos](#)[2015 ICG Memos](#)[Dashboard](#)[Browse By Organization](#)[Browse By Topic](#)[Browse By Content Type](#)

-- ALL ICG MEMOS ARE FOR INTERNAL NLRB USE ONLY --

-- NOT FOR DISTRIBUTION OUTSIDE NLRB --

Click on the year below to view the ICG Memos for that year.

- [2016](#)
- [2015](#)
- [2014](#)
- [2013](#)
- [2012](#)
- [2011](#)



### Popular Resources

[OM Memos](#)[GC Memos](#)

### Calendar/Events

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### Contact

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OM 16-10 NGen, N10, 6, Release	...	NgGen September release	OM 16-10	9/20/2016	2195	September 20	sp service	September 20	sp service
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Language Soliciting PSFW Information	...	Language Soliciting PSFW Information	OM 16-23	7/1/2016	2180	July 1	sp service	July 1	Prabha, Sunil
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OM 16-16 Dates for Hearings and Statement of Position Due Dates revised	...	Dates for Hearings and Statement of Position Due Dates revised	OM 16-16	6/2/2016	2160	June 2	sp service	June 2	sp service
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OM 16-15 No-Cost Transfer Register for Field Employees	...	No-Cost Transfer Register for Field Employees	OM 16-15	5/24/2016	2155	May 19	Prabha, Sunil	June 4	Prabha, Sunil
OM 16-14(NGen) NgGen May Release (10.3)	...	NgGen May Release (10.3)	OM 16-14	5/22/2016	2153	May 12	Prabha, Sunil	May 18	Dodds, Amy L
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OM 16-11 Board's Interest Rate Remains 4 Percent for the Third Quarter, Fiscal Year 2016	...	Board's Interest Rate Remains 4 Percent for the Third Quarter, Fiscal Year 2016	OM 16-11	3/17/2016	2145	March 30	Prabha, Sunil	May 19	Roberts, Crystal
OM 16-10 Oversight of the Usage of POV and Leased Vehicles	...	Oversight of the Usage of POV and Leased Vehicles	OM 16-10	3/10/2016	2144	March 30	Prabha, Sunil	May 19	Roberts, Crystal
OM 16-09 Cashearding Cost Saving Instructions for Remanufactured Fiscal Year 2016.pdf	...	Cashearding Cost Saving Instructions for Remanufactured Fiscal Year 2016.pdf	OM 16-09	3/9/2016	2143	March 30	Prabha, Sunil	May 19	Roberts, Crystal
OM 16-08(NGen) Attachment 1, Signed Charge Against Employee	...	Attachment 1, Signed Charge Against Employee	OM 16-08	1/22/2016	1348	February 29	Daniel, Melody	May 2	Tursell, Beth
OM 16-08(NGen) Attachment 2, Additional Information Supporting Charge	...	Attachment 2, Additional Information Supporting Charge	OM 16-08	1/22/2016	1350	February 29	Daniel, Melody	May 2	Roberts, Crystal
OM 16-07 Interregional Assistance Program	...	Interregional Assistance Program	OM 16-07	12/30/2015	1347	March 8	Prabha, Sunil	April 29	Roberts, Crystal
OM 16-06 Board's Interest Rate Remains 3 Percent for the Second Quarter, Fiscal Year 2016	...	Board's Interest Rate Remains 3 Percent for the Second Quarter, Fiscal Year 2016	OM 16-06	12/30/2015	1346	March 8	Prabha, Sunil	April 29	Roberts, Crystal
OM 16-05 Field Examiner Interns	...	Field Examiner Interns	OM 16-05	12/11/2015	1345	February 29	Daniel, Melody	May 2	Tursell, Beth
OM 16-04 Solicitation for FY 2016 Professional Exchange Program	...	Solicitation for FY 2016 Professional Exchange Program	OM 16-04	10/19/2015	1344	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 16-03 Support Staff Exchange Program FY 2016	...	Support Staff Exchange Program FY 2016	OM 16-03	10/19/2015	1343	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 16-02 NLRB ADR Program for Settling ULP Cases Pending before the Board	...	NLRB ADR Program for Settling ULP Cases Pending before the Board	OM 16-02	10/15/2015	1342	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 16-01 Oversight and Management of the Usage of POV and Leased Vehicles	...	Oversight and Management of the Usage of POV and Leased Vehicles	OM 16-01	10/15/2015	1341	February 29	Daniel, Melody	April 29	Roberts, Crystal

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OM 15-43 Oversight and Management of the Usage of POV and Leased Vehicles	...	Oversight and Management of the Usage of POV and Leased Vehicles	OM 15-43	9/30/2015	1340	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-42 NgGen FY 2015 Features	...	NgGen FY 2015 Features	OM 15-42	9/30/2015	1338	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-41 Board Interest Rate Remains 3 Percent for the First Quarter, FY 16	...	Board Interest Rate Remains 3 Percent for the First Quarter, FY 16	OM 15-41	9/25/2015	1337	February 29	Daniel, Melody	April 29	Roberts, Crystal
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OM 15-39 Registration for Paid Transfer Registers	...	Registration for Paid Transfer Registers	OM 15-39	9/2/2015	1335	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-38 Interregional Assistance Program	...	Interregional Assistance Program	OM 15-38	8/28/2015	1334	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-37 Board Interest Rate Remains 3 Percent for the Fourth Quarter, FY 15	...	Document Preparedness for Certification of FOIA Handling	OM 15-37	7/1/2015	1333	February 29	Daniel, Melody	May 2	Tursell, Beth
OM 15-36 Nominations for Bilingual Awards	...	Board Interest Rate Remains 3 Percent for the Fourth Quarter, FY 15	OM 15-36	6/22/2015	1332	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-35 Attachment 1 - Individual Training Plan	...	Attachment 1 - Individual Training Plan	OM 15-35	6/9/2015	1331	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-34 Attachment 2 - Rating Sheet	...	Attachment 2 - Rating Sheet	OM 15-34	6/9/2015	1328	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-33 Attachment 3 - Memo to Support Staff Employees	...	Attachment 3 - Memo to Support Staff Employees	OM 15-33	6/9/2015	1329	February 29	Daniel, Melody	April 29	Roberts, Crystal
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OM 15-28 Securing Installment Payments	...	Securing Installment Payments	OM 15-28	5/20/2015	1323	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-27 Annual Notice for Receipt of Charges and Petitions	...	Annual Notice for Receipt of Charges and Petitions	OM 15-27	5/6/2015	1322	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-26 Interregional Assistance Program	...	Interregional Assistance Program	OM 15-26	5/4/2015	1321	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-25 No-Cost Transfer Register for Field Employees	...	No-Cost Transfer Register for Field Employees	OM 15-25	5/4/2015	1320	February 29	Daniel, Melody	May 2	Tursell, Beth
OM 15-24 Board's Interest Rate Remains 3 Percent for the Third Quarter, Fiscal Year 2015	...	Preparation of Nexen Case Files for Certification of FOIA Handling	OM 15-24	4/24/2015	1319	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-23 Board's Interest Rate Remains 3 Percent for the Third Quarter, FY 15	...	Dates for Hearings and Statement of Position Due Dates	OM 15-23	4/6/2015	1318	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-22 Supervisory Field Attorney Vacancy Region 9 Cincinnati	...	Board's Interest Rate Remains 3 Percent for the Third Quarter, FY 15	OM 15-22	3/30/2015	1317	February 29	Daniel, Melody	May 2	Tursell, Beth
OM 15-21 Supervisory Field Attorney Vacancy Region 9 Cincinnati	...	Supervisory Field Attorney Vacancy Region 9 Cincinnati	OM 15-21	2/27/2015	1316	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-20 Supervisory Field Attorney Vacancy Region 10 Atlanta	...	Supervisory Field Attorney Vacancy Region 10 Atlanta	OM 15-20	2/2/2015	1315	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-19 Revisions to the Unfair Labor Practice Cashearding Manual	...	Revisions to the Unfair Labor Practice Cashearding Manual	OM 15-19	1/30/2015	1314	February 29	Daniel, Melody	April 29	Roberts, Crystal
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OM 15-17 Supervisory Field Examiner Vacancy Region 2 Manhattan	...	Supervisory Field Examiner Vacancy Region 2 Manhattan	OM 15-17	1/23/2015	1312	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-16 Revised Extension of Hearing Calendar	...	Revised Extension of Hearing Calendar	OM 15-16	1/16/2015	1311	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-15 Supervisory Field Attorney Vacancy Region 4 Philadelphia	...	Supervisory Field Attorney Vacancy Region 4 Philadelphia	OM 15-15	1/16/2015	1310	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-14 Supervisory Field Attorney Vacancy Region 31 Los Angeles	...	Supervisory Field Attorney Vacancy Region 31 Los Angeles	OM 15-14	1/9/2015	1309	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-13 Supervisory Field Examiner Vacancy Region 31 Los Angeles	...	Supervisory Field Examiner Vacancy Region 31 Los Angeles	OM 15-13	1/9/2015	1308	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-12 Supervisory Field Examiner Vacancy Region 15 New Orleans	...	Supervisory Field Examiner Vacancy Region 15 New Orleans	OM 15-12	1/8/2015	1307	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-11 Regional Attorney Vacancy R28, Cincinnati	...	Regional Attorney Vacancy R28, Cincinnati	OM 15-11	1/7/2015	1306	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-10 Regional Attorney Vacancy R28, Indianapolis	...	Regional Attorney Vacancy R28, Indianapolis	OM 15-10	1/7/2015	1305	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-09 Interregional Assistance Program	...	Interregional Assistance Program	OM 15-09	1/5/2015	1304	February 29	Daniel, Melody	March 17	Daniel, Melody
OM 15-08 Supervisory Field Attorney Vacancy Region 3 Buffalo	...	Supervisory Field Attorney Vacancy Region 3 Buffalo	OM 15-08	12/29/2014	1303	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-07 Midterm Progress Reviews for Managers and Supervisors	...	Supervisory Field Attorney Vacancy Region 3 Buffalo	OM 15-07	12/24/2014	1302	February 29	Daniel, Melody	March 29	Daniel, Melody
OM 15-06 Board's Interest Rate Remains 3 Percent for the Second Quarter Fiscal Year 2015	...	Midterm Progress Reviews for Managers and Supervisors	OM 15-06	12/8/2014	1301	February 29	Daniel, Melody	May 2	Tursell, Beth
OM 15-05 Supervisory Field Attorney Vacancy Region 5, Baltimore	...	Board's Interest Rate Remains 3 Percent for the Second Quarter Fiscal Year 2015	OM 15-05	12/8/2014	1300	February 29	Daniel, Melody	April 29	Roberts, Crystal
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OM 15-03 Job Announcement for Officer-in-Charge Supervisory Labor Management Relations Examiner SR38	...	Job Announcement for Officer-in-Charge Supervisory General Attorney Subregion 36, Portland	OM 15-03	11/21/2014	1298	February 29	Daniel, Melody	March 29	Daniel, Melody
OM 15-02 Replacement of TTY Lines with Federal Relay Service	...	Replacement of TTY Lines with Federal Relay Service	OM 15-02	11/21/2014	1297	February 29	Daniel, Melody	March 29	Daniel, Melody
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OM 15-00 Supervisory Field Examiner Vacancy Region 5 Baltimore	...	Supervisory Field Examiner Vacancy Region 5 Baltimore	OM 15-00	11/6/2014	1294	February 29	Daniel, Melody	April 29	Roberts, Crystal
OM 15-00 ARD Vacancy in Region 2 Manhattan	...	ARD Vacancy in Region 2 Manhattan	OM 15-00	10/7/2014	1292	February 29	Daniel, Melody	March 29	Daniel, Melody
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OM 14-35 Washington DC Exchange Program for Field Supervisors and Managers	...	Washington DC Exchange Program for Field Supervisors and Managers	OM 14-35	3/14/2014	1226	February 29	■ Daniel, Melody	March 17	■ Daniel, Melody
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OM 14-33 Job Announcement for Officer-in-Charge Supervisory General Attorney Subregion 33, Peoria	...	Job Announcement for Officer-in-Charge Supervisory General Attorney Subregion 33, Peoria	OM 14-33	3/11/2014	1224	February 29	■ Daniel, Melody	March 17	■ Daniel, Melody
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OM 14-31 ARD Vacancy Region 32 Oakland	...	ARD Vacancy Region 32 Oakland	OM 14-31	3/6/2014	1222	February 29	■ Daniel, Melody	March 17	■ Daniel, Melody
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OM 14-29 Supervisory Field Attorney Vacancy Region 2, Manhattan	...	Supervisory Field Attorney Vacancy Region 2, Manhattan	OM 14-29	3/5/2014	1220	February 29	■ Daniel, Melody	March 17	■ Daniel, Melody
OM 14-28 Supervisory Field Examiner Vacancy Subregion 33, Peoria	...	Supervisory Field Examiner Vacancy Subregion 33, Peoria	OM 14-28	2/21/2014	1219	February 29	■ Daniel, Melody	March 17	■ Daniel, Melody
OM 14-27 Supervisory Field Attorney Vacancy Subregion 33, Peoria	...	Supervisory Field Attorney Vacancy Subregion 33, Peoria	OM 14-27	2/21/2014	1218	February 29	■ Daniel, Melody	March 17	■ Daniel, Melody
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OM 14-22 Regional Attorney Vacancy R32 Oakland	...	Regional Attorney Vacancy R32 Oakland	OM 14-22	1/29/2014	1211	February 29	■ Daniel, Melody	March 17	■ Daniel, Melody
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OM 14-17 Deputy Regional Attorney Vacancy R13, Chicago	...	Job Announcement for Deputy Regional Attorney, Region 13, Chicago	OM 14-17	1/8/2014	1206	March 8	■ Prabha, Sunil	March 17	■ Daniel, Melody
OM 14-16 ARD Vacancy Region 29 Brooklyn	...	Assistant to the Regional Director Vacancy, Region 29, Brooklyn	OM 14-16	12/30/2013	1205	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-15 Interregional Assistance Program	...	Interregional Assistance Program	OM 14-15	12/26/2013	1204	February 29	■ Daniel, Melody	May 12	■ Roberts, Crystal
OM 14-14 Supervisory Field Examiner Vacancy Region 19, Seattle	...	Job Announcement for Supervisory Field Examiner, Region 19, Seattle	OM 14-14	12/19/2013	1203	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-13 Supervisory Field Attorney Vacancy Region 19, Seattle	...	Job Announcement for Supervisory Field Attorney, Region 19, Seattle	OM 14-13	12/19/2013	1202	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-12 ARD Vacancy Region 18 Minneapolis	...	Assistant to the Regional Director Vacancy, Region 18, Minneapolis	OM 14-12	12/13/2013	1201	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-11 Boards Interest Rate Remains 3 percent for the Second Quarter Fiscal Year 2014	...	Boards Interest Rate Remains 3 percent for the Second Quarter Fiscal Year 2014	OM 14-11	12/13/2013	1200	March 8	■ Prabha, Sunil	May 12	■ Roberts, Crystal
OM 14-10 Webcasts from Federal Mediation and Conciliation Service Conflict Resolution Week Program	...	Webcasts from Federal Mediation and Conciliation Service's Conflict Resolution Week Program	OM 14-10	10/12/2013	1199	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-09 Regional Attorney Vacancy R5 Baltimore	...	Job Announcement for Regional Attorney, Region 5, Baltimore	OM 14-09	11/22/2013	1198	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-08 ARD Vacancy Region 4 Philadelphia	...	Assistant to the Regional Director Vacancy, Region 4, Philadelphia	OM 14-08	11/22/2013	1197	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-07 Revisions to the Compliance Casesharing Manual	...	Revisions to the Compliance Casesharing Manual	OM 14-07	11/21/2013	1196	March 8	■ Prabha, Sunil	May 12	■ Roberts, Crystal
OM 14-06 New Scanning Feature in NuGen	...	New Scanning Feature in NuGen	OM 14-06	11/19/2013	1195	March 8	■ Prabha, Sunil	May 12	■ Roberts, Crystal
OM 14-05 Resident Officer (R) in Nashville (Region 10)	...	Resident Officer (Field Attorney)	OM 14-05	10/31/2013	1194	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-04 Resident Officer (R) in Nashville (Region 10)	...	Resident Officer (Field Attorney)	OM 14-04	10/31/2013	1193	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-03 Attachment Survey of Leased Vehicles	...	Attachment Survey of Leased Vehicles	OM 14-03	10/28/2013	1191	February 29	■ Daniel, Melody	March 29	■ Daniel, Melody
OM 14-02 Oversight and Management of the Usage of POV and Leased Vehicles	...	Oversight and Management of the Usage of POV and Leased Vehicles	OM 14-03	10/28/2013	1192	March 8	■ Prabha, Sunil	May 12	■ Roberts, Crystal
OM 14-02 ARD Vacancy Region 22 Newark	...	Assistant to the Regional Director Vacancy, Region 22, Newark	OM 14-02	10/24/2013	1190	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
OM 14-01 Regional Attorney Vacancy R13 Chicago	...	Job Announcement for Regional Attorney, Region 13, Chicago	OM 14-01	10/21/2013	1189	March 8	■ Prabha, Sunil	March 29	■ Daniel, Melody
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OM 13-67 Posting for FY 2014 Support Staff Exchange Program	...	Posting for FY 2014 Support Staff Exchange Program	OM 13-67	9/26/2013	1187	March 8	■ Prabha, Sunil	March 17	■ Daniel, Melody
OM 13-66 Solicitation for FY 2014 Professional Exchange Program	...	Solicitation for FY 2014 Professional Exchange Program	OM 13-66	9/26/2013	1186	March 8	■ Prabha, Sunil	March 17	■ Daniel, Melody
OM 13-65 Regional Use on Smart Boards	...	Regional Use of SMART Boards	OM 13-65	9/26/2013	1185	March 8	■ Prabha, Sunil	May 13	■ Roberts, Crystal
OM 13-63 Pathways Checklists for Professional and Administrative Student Interns	...	Pathways Checklists for Professional and Administrative Student Interns	OM 13-63	9/11/2013	1183	March 8	■ Prabha, Sunil	May 13	■ Roberts, Crystal