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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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)
**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 Contract Type

**Popular Resources**
- Admin Bulletins/Policy & Circulars

**Contact**
- Created: Andrew.Martin@nlrb.gov
- Service Desk: OCIO Service Desk

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**D of A News**

**NLRB Collective Bargaining Agreements**

**New Agreement**

- 2015 Annual Notice of Right to Request Union Representation

**D of A Resources**

- ABs & APCs
- COOP

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Printer Friendly version
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

Contact Information

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

Ladonna.Shorter@nlrb.gov
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 Craigton, Pearce, Johnson & 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, 2018. 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 & Megnin 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 20, 2013.

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, Rerouting, Closings, Sales, Layoffs and Technological Change (2d ed. 2010) (by Miscimarra, Turner, Friedman, Callahan, Conrad, Lipowsky and Scruggins); The NLRB and Secondary Boycotts (3d ed. 2002) (by Miscimarra, Barkowitz, Wiener and DiBiasi); 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 2001, 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, Smock & Stewart); and Read Smith Shaw & McClay (now Read Smith LLC) (1982-1987). 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 her work 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.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.
Providing agency-focused learning that ensures the NLRB has a well-rounded, flexible, efficient, and high performing workforce.

OED Announcements

2014 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...

2014 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

Chris Bragg - Director
Phone: 202-273-7921 Email: Chris.Bragg@nlrb.gov
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.

Theresa Horne - HR Development Specialist
Phone: 202-273-3915 Email: Theresa.Horne@nlrb.gov
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.

Geraldine Singletary - HR Assistant
Phone: 202-273-3919 Email: Geraldine.Singletary@nlrb.gov
Geraldine Singletary maintains the OED multi-media library of tapes, training materials, and course catalogues; announces and hosts OED 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.

Dustin Norwood - Senior HR Development Specialist
Phone: 202-273-3918 Email: Dustin.Norwood@nlrb.gov
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.

James McClendon - Instructional Systems Specialist
Phone: 202-273-3909 Email: James.McClendon@nlrb.gov
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.

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 202.273.3791
- Email: ServicesDesk@nlrb.gov
- Fax: 202.273.1941
- Service Now: http://servicedesk.ml.gov/
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@nlrb.gov
The Office of the Executive Secretary (OES) currently comprises:

- **Executive Secretary:** Gary Shinners
- **Deputy Executive Secretary:** Roxanne Rothschild
- **Associate Executive Secretaries:** Farah Qureshi and Leigh Readon
- **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 comprises:

- **Supervisory Legal Editor:** Christina Avvent-Brown
- **Editors:** Pamela Hilliard, Jacqueline Judge, and Alissa 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 case handling process. OES also tracks overall Board case production. Specifically, OES responsibilities include:

- Docket all incoming documents related to case handling, 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 compliance with 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 case handling 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 Publication 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 case processing matters for the Board and its staff;
- Engage in continuous process improvement by working with Board offices and OIC 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.
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. 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, 2015.

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.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NAME</th>
<th>ROOM</th>
<th>PHONE</th>
</tr>
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<tbody>
<tr>
<td>General Counsel</td>
<td>Richard F. Griffin, Jr.</td>
<td>4099</td>
<td>273-3705</td>
</tr>
<tr>
<td>Deputy General Counsel</td>
<td>Jennifer Abruzzo</td>
<td>4100</td>
<td>273-3704</td>
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<tr>
<td>Confidential Assistant to General Counsel</td>
<td>Mildred Corhans</td>
<td>4101A</td>
<td>273-3702</td>
</tr>
<tr>
<td>Administrative Assistant to Deputy General Counsel</td>
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<td>4101B</td>
<td>273-3701</td>
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<tr>
<td>GENERAL COUNSEL MAIN NUMBER</td>
<td></td>
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<td>273-3700</td>
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<tr>
<td>GENERAL COUNSEL FAX NUMBER</td>
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<td>273-5483</td>
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</tbody>
</table>
Office of the Inspector General

Dashboard
Browse by Organization
Browse by Topic
Browse by Conflict Type

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

Online:
Click here to go to the online OIG form

Contact
Created - David.Berry@nlrb.gov
Service Desk - OCIO Service Desk

Printer Friendly version
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 list of recent Administrative Law Judge decisions.

Division of Judges NxGen Training Materials

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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
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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 14 Finalizing a Document
TAB 15 Moving a Document to Another Action
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TAB 17 Processing Incoming EOI Requests
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TAB 19 Processing an ALJ Hearing Request
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TAB 30 Issuing Errata for ALJ Decisions
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Welcome to the Division of Legal Counsel

e-Litigation

Ethics Employment and Administrative Law Branch

Contempt, Compliance, and Special Litigation Branch

Freedom of Information Act (FOIA) Branch
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 preparing for the end of the 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://nrb.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:

https://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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Title</th>
<th>Location</th>
<th>All Day Event</th>
</tr>
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<tbody>
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</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/18</td>
<td>OCIO 2015 Annual Awards</td>
</tr>
<tr>
<td>6/1</td>
<td>UCC iPhone Cases (06/01/2015)</td>
</tr>
<tr>
<td>5/11</td>
<td>UCC Demonstration Lab (06/11/2015)</td>
</tr>
<tr>
<td>5/10</td>
<td>UCC Network Update (5/10/2015)</td>
</tr>
<tr>
<td>5/10</td>
<td>23 offices are now live on the new network (Phoenix and San Antonio). The remaining 29 offices now are all in th...</td>
</tr>
</tbody>
</table>

OCIO STAFF DIRECTORY

- Torres, Patricia  
  NeGen Analyst  
  (202) 273-1764  
  Patricia_Torres@nlrb.gov
- Pelham, Phyllis J.  
  IT Specialist  
  (202) 273-8880  
  Phyllis_Pelham@nlrb.gov
- Aburwasamy, Prem  
  Chief Information Officer  
  (202) 273-3925  
  Prem_Aburwasamy@nlrb.gov
- White, Rob E.  
  Telecommunications Specialist  
  (202) 273-4000  
  Rob_White@nlrb.gov
- Mura, Robert  
  Email Manager  
  (202) 273-1201  
  Robert_Mura@nlrb.gov

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://servicenow.nlrb.gov/
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
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

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

STAFF DIRECTORY

Lane, JoVonne
Public Affairs Specialist
(202) 273-1948

McNicholas, Celine
Director, Office of Public Affairs
(202) 273-0808

Kahanek, Jessica
Press Secretary
(202) 273-0222

RESOURCES

• Out Reach
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.

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).
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. § 550)
- Freedom of Information Act (5 U.S.C. § 552)
- Sunshine Act (5 U.S.C. § 552a)

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.
Welcome to Research

Archivalware
DNA
Board and ALJ Decisions
Citation
FOIA Tracking System
Library
Hein Online
PACER
Westlaw Next

Note: Westlaw Classic and Westlaw4NLRB have been discontinued.
Welcome to Case Processing
Miscellaneous Publications

- All Aboard
- Foreign Language Publications
- Client Classification Index
- 100 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)

Other NLRB Publications, including those in Spanish, can be found on the NLRB public Internet

Case Handling Manuals


Pro Bono Forms

- Volunteer Application Form
- Advice and Referral Descriptions
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