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Description of document:	Three Items from the National Labor Relations Board (NLRB) Surfboard Intranet site, 1997 - 2009
Requested date:	21-February-2009
Released date:	27-March-2009
Posted date:	23-November-2009
Titles of documents	Administrative Policies and Procedures Manual Table of Contents (3/20/09) NLRB Surfboard Intranet site listing of SAMs Memoranda (FY 1997 - FY 2006) NLRB Surfboard Intranet site listing of Administration Bulletins and Administrative Policy Circulars (FY 1997 – FY 2009)
Date/date range of document:	1997 - 2009
Source of document:	National Labor Relations Board Office of the General Counsel Freedom of Information Office 1099 14th St. N.W. Washington, D.C. 20570-0001

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# UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD OFFICE OF THE GENERAL COUNSEL

FREEDOM OF INFORMATION OFFICE Washington, D.C. 20570

DATE: March 27, 2009

Re: FOIA ID/LR-2009-0297

This is in response to your letter dated February 21, 2009, received in this Office on March 6, 2009, in which you request, pursuant to the Freedom of Information Act (FOIA), copies of the following documents found on the NLRB Surfboard Intranet site:

- 1) a set of electronic/digital copies of the "all aboard" newsletter (all years).
- 2) the printout of the listing of AP/APCs (Administrative Bulletins and Policy Circulars).
- 3) a digital/electronic copy of the APPM (Administrative Policies and Procedures Manual).
- 4) a printout of the list of SAMs (on the pages associated with the Division of Advice).

In a subsequent telephone call with a member of my staff, you withdrew Item #1 of your request (for copies of the "All Aboard" newsletter), and modified Item #3 to request only the Table of Contents of the APPM.

I have enclosed copies of the requested documents.

For the purpose of assessing fees, we have placed you in the category for "all other requesters." Accordingly, there are no charges for processing this request.

Sincerely,

acquelline A. Young

Freedom of Information Officer

Enclosures

MW/kmb LR-2009-0297-mw.doc



# NATIONAL LABOR RELATIONS BOARD

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL 3/20/09

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#### CHAPTER CODE

### **CHAPTER TITLE**

#### ADMINISTRATION

ADM-1(A)	Directives Management Program
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ADM-2(A)	Format Guidelines for the APPM
(Posted on NLRB SurfBoard)	· · · · · · · · · · · · · · · · · · ·
ADM-3(A)	Organization and Functions
(Posted on NLRB SurfBoard)	

#### BUDGET

BUD-1(A)	Budget Planning and Operations
(Posted on NLRB SurfBoard)	

# FACILITIES

FAC-2	Facilities and Space Management*
(Currently coded as Chapter FAC-3)	
FAC-3	Telecommunications*
(Currently included in Chapter FAC-3)	
FAC-4	Occupational Safety and Health Program*
(Currently coded as Chapter FAC-2)	
FAC-5(A)	. Emergency Coordinators Program
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# **HUMAN RESOURCES**

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	. Federal Employees Compensation Program*
	. Administrative Grievance Procedures
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PER-10	
PER-11	. Merit Promotion Plan
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PER-13	. Reduction-In-Force*
PER-14	. Supervisory Probationary Period**
PER-15	. Federal Career Intern Program**
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PER-17	. NLRB Performance Appraisal System for GS-1 Through
	GS-15 (General Schedule) and Prevailing Rate
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	. Performance Management Plan for NLRB GM/GS 13-15
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	. Pay-for-Performance Appraisal System for Senior
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PFR-25	. Recruitment, Retention, Relocation Policy **
PER-26	. Collection of Salary Overpayment**
PFR_27	. Program Management and Evaluation Program
(Posted on NLRB SurfBoard)	· · · · · · · · · · · · · · · · · · ·
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# INFORMATION TECHNOLOGY

IT-1 ..... Computer Security Program (Posted on NLRB SurfBoard)

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### INFORMATION TECHNOLOGY (cont'd.)

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#### PROCUREMENT

CON-1 ..... Contract & Procurement (Posted on NLRB SurfBoard)

#### **PROPERTY MANAGEMENT**

PRO-1(A) ..... Personal Property Management and Accountability (Posted on NLRB SurfBoard)

#### **RECORDS MANAGEMENT**

<ul> <li>REC-1 Privacy Act Records</li> <li>Exhibit A – Procedures for Developing System of Records Notices</li> <li>Exhibit B – Procedures for Developing a Privacy Act Statement &amp; Advisory</li> <li>(Posted on NLRB SurfBoard)</li> </ul>
REC-2(A) Records Management Program
(Posted on NLRB SurfBoard)
REC-3 Removal and Maintenance of Records
(Posted on NLRB SurfBoard)
REC-4 Micrographics Program
(Posted on NLRB SurfBoard)
REC-5 Agency E-mail Records Retention Policy
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#### SECURITY

SEC-1(A) ...... Suitability and Security Regulations (Posted on NLRB SurfBoard)

\*These are chapters that are currently under revision or being converted to an electronic format. Until such time as they are complete, reference should be made to the current chapter in the printed copy of the APPM. Since some of the chapters will be coded differently when issued, cross-references are included in the Table of Contents to assist the user in finding information. All APPM Chapters will be posted on the NLRB SurfBoard as well.

\*\*New Chapters (in preparation or planned)

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# FY 09 SAMs MEMOS

Case Name	Case Number	Date
West Hills Hospital, Healthcare Corp. of America (HCA)	<u>31-CA-28655</u>	10/23/2008
The Kroger Co., d/b/a Foods Co/Ralphs/Food4Less	20-CA-3899	11/24/2008
Industrial Energy Systems, Inc.	8-CA-37673	11/26/2008
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# FY 08 SAMs MEMOS

Case Name	Case Number	Date
Venetian Casino Resort, LLC	28-CA-16000	9/8/2008
American Water Works Service Co., Inc.	4-CA-36034	8/21/2008
Dell, Inc.	<u>16-CA-26234</u>	8/14/2008
Hotel Employees & Restaurant Employees, Local 5 and UNITE HERE Headquarters (Hilton Hawaiian Village)	<u>37-CB-1899</u>	8/11/2008
D. R. Horton, Inc. DHI, Inc., a subsidiary of D.R. Horton, Inc.	<u>12-CA-25764</u> 12-CA-25766	8/6/2008
International Longshore and Warehouse Union (Pacific Maritime Association)	20-CC-3466	8/4/2008
TNT Logistics North America, Inc. and Emerson Young and John Jolliff	<u>8-CA-33664</u>	7/24/2008
Soaring Eagle Casino and Resort, a wholly owned Governmental Subdivision of the Saginaw Chippewa Indian Tribe of Michigan	GR-7-CA-50932	7/21/2008
T. Steele Construction, Inc.	<u>33-CA-14914</u>	7/16/2008
Precipitator Services Group, Inc.	<u>4-CA-24627</u>	7/15/2008
United Steel Services, Inc. d/b/a Uniserv	<u>8-CA-32711</u>	7/8/08
Progressive Electric, Inc.	<u>17-CA-18766</u>	7/7/08
Teamsters Joint Council 25 (ATM	<u>13-CE-130</u>	6/30/08

# FY 07 SAMs MEMOS

Enterprises)		
Neiman Marcus	20-CA-33510	6/9/08
Teamsters Local 278 (United Parcel Service)	20-CB-12571	5/28/08
McElroy Coal Co.	<u>6-CA-35806</u>	5/8/08
T.E. Briggs Construction Co.	19-CA-28619	4/25/08
Road Sprinkler Fitters Local 669 (Cosco Fire Protection)	<u>21-CB-14353</u>	3/10/08
Kahi Mohala Behavioral Health	<u>37-CA-7309</u>	1/28/08
Central Parking System	21-CA-37718	1/18/08
D.F.M. Industries, et al.	1-CA-43856, et al.	12/31/07

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Worksaver, Inc.	<u>14-CA-28903</u>	9/19/07
Guardsmark LLC and Plant Protection Association National	<u>7-CA-49745</u> <u>7-CB-15318</u>	2/26/07
Service Employees International Union No. 1 (The Wackenhut Corporation)	<u>13-CE-127</u>	1/24/07
UNITE HERE, Local 217 (Waterford Venue Services Hartford LLC)	<u>34-CP-24</u>	1/10/07
Chinese Daily News, Inc.	21-CA-36919	12/29/06
Entergy Nuclear Operations, Inc.	1-CA-43228	11/28/06
St. John's Community Services, Inc New Jersey	22-CA-27334	10/31/06
Reliable Maintenance	<u>18-CA-18119</u>	10/31/06
CDA, Inc.	15-CA-17898	10/30/06
International Union, United Automobile & Agricultural Implement Workers of America (UAW) and UAW Local 12 (St. Vincent)	8-CB-10545	10/18/06
Applebee's Neighborhood Bar & Grill	30-CA-17444	10/17/06

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Mezonos Maven Bakery

Wabash Alloys, L.L.C.

UFCW Local 839 (Safeway, Inc.)

Chukchansi Gold Resort & Casino

1/5/06

12/23/05

12/22/05

12/12/05



#### Case Name Case Number Date Key Lincoln-Mercury & Key Hyundai 9/11/06 34-CA-11329 New York City Ballet 2-CA-37290 8/11/06 6/22/06 **Dick's Sporting Goods** 6-CA-34821 Alyeska Pipeline Service Co. 19-CA-29499 6/6/06 3/30/06 Seneca Niagara Falls Gaming Corp. 3-CA-25507 International Brotherhood of Teamsters, and its Local 259 (The 3/8/06 1-CB-10556 Boston Globe) Anheuser-Busch, Inc. and Brewers and Maltsters, Local Union No. 6 (Counsel 14-CA-25299 2/13/06 For The General Counsel's Position Statement On Remand) Gold v. Mid-Atlantic Regional Council of 5-CC-1289 2/9/06 Carpenters Drywall Tapers & Pointers of Greater New York, Local 1974 (Contractors 29-CE-132 2/7/06 Association of Greater New York) Ornamental Iron Workers Local 63 2/2/06 13-CC-2584

29-CA-25476

32-CB-5895-1

32-CA-22081

25-CA-29724

### FY 06 SAMs MEMOS

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Mid-Atlantic Regional Council of Carpenters (Goodell, DeVires, Leech & Dunn, LLP)	<u>5-CC-1289</u>	11/3/05
Cardi Corp.	1-CA-42494	10/31/05

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Case Name	Case Number	Date	
J.D. Eckman	<u>4-CA-32638, 32850,</u> <u>32975, 33174</u>	10/12/04	
Auto Workers (UAW), Ford, GM, Chrysler (Dana Corp.)	7-CE-57, 7-CC-1786	10/12/04	
UFCW Local 120 (Wal-Mart Stores)	<u>32-CB-5757</u>	10/13/04	
Sunshine Piping, Inc.	15-CA-16781	10/26/04	
Goodyear Tire and Rubber Company and United Steelworkers Union, AFL- CIO	<u>11-CA-20433, et al.</u> <u>11-CB-3487, et al.</u>	10/29/04	
California Union of Safety Employees and Teamsters Local 228	20-CA-32059 20-CB-12210	11/9/04	
Anchor-Harvey, LLC	<u>33-CA-14577</u>	11/12/04	
Utility Vault Co. and	<u>31-CA-26812</u>	11/15/04	
Triangle Construction & Maintenance	24-CA-9921		
Classical Stairways	32-CA-21531	11/18/04	
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Ralphs Grocery Co.	<u>31-CA-26571, et al.</u>	9/20/04
Thomas Built Buses and UAW	<u>11-CA-20038</u> <u>11-CB-3455</u>	9/17/04
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Auto Workers (UAW), Ford, GM, Chrysler (Dana Corp.)	7-CE-57, 7-CC-1786	7/8/04
Sheet Metal Workers, Local 15 (Brandon Regional Hospital)	<u>12-CC-1270; 12-CG-13</u>	6/14/04
Bayonne Medical Center	22-CA-26145	5/20/04
Trelleborg YSH, Inc.	25-CA-28891, et al.	5/12/04
Laidlaw Education Services	20-CA-31565	4/30/04
Teamsters Local 556 (ConAgra Foods, Inc.)	<u>36-CB-2536-1</u>	4/29/04
Titus Electrical Contracting	16-CA-23120	4/23/04
Global Industries Offshore and C & G Welding	15-CA-17046	4/13/04
Sun Ridge LLC	32-CE-77-1, 78-1, 79-1	4/5/04
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BE & K Construction Co.	32-CA-9474	1/28/04
Teamsters Local 250 (Shenango Presbyterian Seniorcare)	<u>6-CB-10852</u>	5/27/03
McDaniel Ford, Inc.	29-CA-25039	5/20/03
IBT (R.W. Sidley)	8-CB-9778-1	5/12/03
Hacienda Hotel, Inc. Gaming Corporation d/b/a Hacienda Resort Hotel and Casino	28-CA-13274, 28-CA- 13275	5/03
Pacific Maritime Ass'n, Stevedoring Services of America, & ILWU	<u>27-CA-18300-1,</u> 27-CB- <u>444-1</u>	4/28/03
Sheet Metal Workers, Local 15 (Brandon Regional Hospital)	12-CC-1258	4/4/03
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St. Elizabeth Hospital	<u>30-CA-15630-1</u>	5/1/02
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Three Rivers Health Care North	14-CA-26507	2/20/02
HERE Local 57 (Pittsburgh Fulton Renaissance Hotel)	<u>6-CA-10675</u>	2/7/02
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Teamsters Local 174 (Rail Terminal Services)	<u>19-CB-8660</u>	12/31/01
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AFR Consortium	19-CA-27115	12/19/00
Avery Heights	<u>34-CA-9168</u>	11/7/00
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National Tech Team, Inc.	16-CA-20176	4/11/00
Ameristeel, et al.	<u>5-CA-28402,</u> <u>28432</u>	4/4/00
Carlisle Engineered Products	<u>10-CA-31655</u>	2/24/00
Boghosian Raisin Packing Co.	<u>32-CA-17721-1</u>	2/4/00
Minnesota Licensed Practical Nurses Ass. (Alexandria Clinic)	<u>18-CG-18;</u> <u>18-CA-15371</u>	12/9/99
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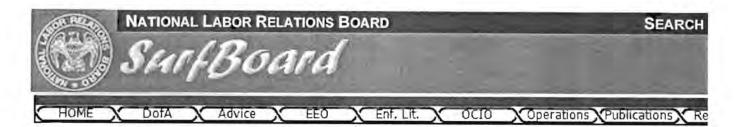
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San Manuel Casino	31-CA-23673	7/20/99
Penn Tank Lines	12-CA-19746	7/15/99
Inlandboatmen's Union	<u>19-CB-8229, et al.</u>	6/4/99
John Doe (an unknown electrical contractor)	<u>15-CA-15195</u>	5/18/99
IBEW Local 363 (U.S. Information Systems, et al.)	<u>34-CC-157,</u> <u>158; 34-CE-6,7</u>	3/23/99
Avante at Boca Raton, Inc. et al.	12-CA-18860, et al.	12/18/98
Teamsters Locals 435, 17 (United Parcel Service) UFCW Local 7 (Max Foods)	<u>27-CB-3759, et al.;</u> <u>3810</u>	11/9/98

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Case Name	Case Number	Date
Teamsters Local 401 (United Parcel Service)	<u>4-CB-8115</u>	9/30/98
Teamsters Locals 886, 516 and United Parcel Service	<u>17-CB-5010-1 etc.;</u> <u>17-CA-19404 etc.</u>	7/6/98
IBT and its Local 406	<u>GR-7-CA-40224 and</u> 40367	6/12/98
Hill Park Health Care Center (Allentown Mack)	<u>3-CA-20898</u>	4/23/98 1/29/98
Teamsters Local 384, etc. (United Parcel Service)	<u>4-CB-7983-2 et al.</u>	4/16/98
IBT and its Local No. 7 (United Parcel Service)	<u>GR-7-CB-11584</u>	4/2/98
Pratt & Whitney	12-CA-18446 et al.	2/23/98
IBT and its Local 407	GR-7-CA-40224 and 40367	1/26/98
The Hillsdale Group, et al.	20-CA-27832 et al.	10/3/97

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Case Name	Case Number	Date
Plutus, Inc. et al.	9-CA-34327 et al.	8/27/97
Teamsters Local 42 (Starlight Express)	1-CC-2589	8/18/97

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AB and APC Bulletins

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SEARCH

APC 09-02	Use of Administrative Leave to Participate in Credit Union Activities
APC 09-01	Use of Advanced Sick Leave for Family Care. Bereavement Purposes, and Self
AB 09-09	Decrease in 2009 Mileage Reimbursement Rates for Privately-Owned Vehicles (POV), Airplanes, and Motocycles
AB 09-08	Progress Reviews for GM/GS Supervisors and Management Officials in Grades 13-15
AB 09-07	Notice of Right to Request Union Representation
AB 09-06	Emergency Dismissal and Closure Procedures for the Washington. DC Area and All Field Offices
AB 09-05	Flexible Spending Accounts - Open Enrollment Period: November 10, through December 8, 2008
AB 09-04	Contributing to the Thrift Savings Plan (TSP)
AB 09-03	Federal Employees Health, Dental, and Visions Insurance Open Season - November 10, through December 8, 2008
AB 09-02	Guidelines for Requesting Restoration of Forfeited Annual Leave

AB 09-01	Voluntary Leave Without Pay and Temporary Part-Time Employment
AB 08-14	<u>Changes in Per Diem Rates for FY 2009, Federal Travel</u> <u>Regulations</u> <u>Attachment: FY 2009 Per Diem Rates</u>
APC 08-05	Use of Advanced Sick Leave for Family Care and Bereavement Purposes
APC 08-04	NLRB Travel Guidance
AB 08-13	Increase in 2008 Mileage Rate Reimbursement for Privately- owned Vehicle (POV), Airplane. Motorcycle
AB 08-12	Conclusion of the 2007-2008 Performance Appraisal Period
APC 08-03	Changes to Thrift Savings Plan (TSP) Interfund Transfers
AB 08-11	Certification of Active Bar Membership
AB 08-10	Maximum Per Diem Change for FY 08 for Alabama, California, Illinois, New York and Texas - GSA Per Diem Bulletin 08-03 Effective: March 17, 2008
AB 08-09	Increase in 2008 Mileage Reimbursement Rates for Privately Owned Vehicle (POV) 41 CFR Part 301-10.303. Effective March 19, 2008
Мето	New Privacy Act Systems of Records Exhibit A: Chart Exhibit B: Standard Routine Uses
AB 08-08	Excused Absence for Voting
AB 08-07	Voluntary Leave Without Pay and Temporary Part-Time Employment
AB 08-06	Notice of Right to Request Union Representation
AB 08-05	Emergency Dismissal and Closure Procedures for the Washington, DC Area and All Field Offices
APC 08-02	NLRB Transit Pass Program Attachment: SmartBenefits
AB 08-04 (Revised)	Flexible Spending Accounts Open Season – November 12. through December 10, 2007
AB 08-03 (Corrected)	Contributing to the Thrift Savings Plan (TSP)
AB 08-02	Federal Employees Health. Dental and Vision Insurance

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	<u>Open Season – November 12 through December 10, 2007</u>
AB 08-01	Scheduling and Using Annual Leave to Avoid Forfeiture
AB 07-15	Domestic Per Diem Rates for FY 2008. Federal Travel Regulation Attachment: Per Diem Rates FY 2008
AB 07-14	Performance Awards
AB 07-13	Conclusion of the 2006-2007 Performance Appraisal Period
AB 07-12	Use of the Government-Issued Travel Card (See APC 08-04 issued 08/06/08)
APC 07-01	Changes to Regulations Governing Compensatory Leave
AB 07-11	Per Diem Rate Changes Effective March 30, 2007 - State(s) of CA, GA, ID, KY, LA, MD, MS, MO, OH, SC, UT, and WY
AB 07-10	Increase for 2007 Mileage Reimbursement Rates for Privately Owned Vehicle (POV) 41 CFR Part 301-10.303. Effective February 1, 2007
AB 07-09	Notice of Right to Request Union Representation
AB 07-08	Maximum Per Diem Change for FY 07 for Florida and Virginia Effective December 14, 2006 – FTR Bulletin 07-02 Effective December 4, 2006
AB 07-07	Voluntary Leave Without Pay and Temporary Part-Time Employment
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AB 07-02	Scheduling and Using Annual Leave to Avoid Forfeiture (Action Required <i>before</i> November 26, 2006)
AB 07-01	Mid-Term Progress Reviews for Professional Association Employees

AB 06-18	Changes in Per Diem Rates for FY 2007, Federal Travel Regulation
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APC 06-01	Changes to Regulations Governing Sick Leave
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AB 06-15	<u>Changes in Per Diem Rates Effective May 1, 2006 – State</u> (s) of CA,GA,IL,NY,NC,OH,SC,WA – GSA Bulletin 06-06
AB 06-14	Increase/Decrease in Per Diem Rates Effective February 1, 2006- District of Columbia and State (s) of AZ,CA,CO,FL,IL,ME,MD,MI,MN,MT,NV,NM,TN and TX – Bulletin 06-4
AB 06-13	Article 20, Section 2 (f) Compensatory Leave
AB 06-12	Decrease in 2006 Mileage Reimbursement Rates for Privately Owned Vehicle (POV) 41 CFR Part 301-10.303, Effective January 1, 2006
AB 06-11	Progress Reviews for GM/GS Supervisors and Management Officials in Grades 13-15
AB 06-10	Notice of Right to Request Union Representation
AB 06-09	Contributing to the Thrift Savings Plan (TSP)
AB 06-08	Flexible Spending Accounts Open Season - November 14, through December 12, 2005
AB 06-07	Mileage Reimbursement Rates for Government Furnished Automobiles
AB 06-06	Increases in Per Diem Rates Effective October 1, 2005 - State(s) of FL and OH - Bulletin 06-02
	Increases in Per Diem Rates Effective November 20, 2005 - State(s) of CA. CO, FL, GA, ID, IL, KS, MO, NJ, NY, OH, PA, SC, TN, TX, VA, WI - Bulletin 06-03

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AB 06-05	Scheduling and Using Annual Leave to Avoid Forfeiture (Action Required before November 27, 2005)
AB 06-04	Emergency Dismissal and Closure Procedures for the Washington, DC Area and All Field Offices
AB 06-03	Federal Employees Health Benefits (FEHB) Open Season - November 14 through December 12, 2005
AB 06-02	Personal Packages
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	Attachment: Per Diem Rates for FY 2006
AB 05-27	Temporary Mileage Reimbursement Rate for Privately Owned Vehicle (POV) 41 CFR Part 301-10.303, Effective September 1, 2005
AB 05-26	Government Discount Hotel Rates for Official Travel
AB 05-25	Midterm Progress Reviews for Professional Association Employees
AB 05-24	Conclusion of the 2004-2005 Performance Appraisal Period
APC 05-03	Policy for Reimbursement of Damage to Privately-Owned Vehicles: Non-Reimbursement for Purchase of Waiver for Rental Vehicles
AB 05-23	Maximum Per Diem Rate Change for FY 05 for Arizona, Florida, Maryland, Missouri, North Carolina, New Jersey, New Mexico, New York, Ohio, Pennsylvania, Virginia, and Washington, Effective May 6, 2005
AB 05-22	Certification of Active Bar Membership
AB 05-21	Thrift Savings Plan (TSP) Open Season
AB 05-20	Article 20. Section 1(f) Compensatory Leave
AB 05-19	Notice of Right to Request Union Representation
AB 05-18	Payments and Refunding of Airline Tickets
AB 05-17	Employee Rights and Remedies Under Chapters 12 and 23 of Title 5. United States Code (Prohibited Personnel Practices)
APC 05-02	Compensatory Time Off for Travel

NOTE: The procedures set forth in this APC do not apply to

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	bargaining unit employees. The parties are in negotiations over applicable procedures.
AB 05-16	<u>Maximum Per Diem Change for FY 05 for Minneapolis/St. Paul,</u> <u>Minnesota</u>
AB 05-15	Performance Awards
AB 05-14	Use of Government-issued Travel Card (See APC 08-04 issued 08/06/08)
AB 05-13	2005 Mileage Reimbursement Rates for Privately Owned Automobile, Airplane and Motorcycle 41 CFR Part 301-10.303 (Amended 03/08/05)
AB 05-11	Maximum Per Diem Change for FY 05 for Great Neck, New York (Nassau County) Effective January 10, 2005 - F⊺R Per Diem Bulletin 05-04 dated December 29, 2004
AB 05-10	Maximum Per Diem Change for FY 05 for Colorado, Florida and Texas Effective December 27, 2004-FTR Per Diem Bulletin 05-03, Dated December 17, 2004
AB 05-09	Emergency Dismissal and Closure Procedures for Washington, DC and all Field Offices
AB 05-08	Progress Reviews for GM/GS Supervisors and Management Officials in Grades 13 - 15
AB 05-07	Voluntary Leave Without Pay and Temporary Part-time Employment
AB 05-06	Scheduling and Using Annual Leave to Avoid Forfeiture
AB 05-05	Voting in the Upcoming Presidential Election
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AB 05-03	FEHB Open Season
AB 05-02	Catch-up Contributions for TSP Participants Age 50 and Older.doc
AB 05-01	Thrift Savings Plan (TSP) Open Season
AB 04-22	Federal Employees Group Life Insurance (FEGLI) Open Season (Addendum)
AB 04-21	Per Diem Rates for FY 2005 Effective October 1, 2004 Federal Travel Regulations
	Attachment - Per Diem Rates FY 2005
AB 04-20	Federal Employees Group Life Insurance (FEGLI) Open

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AB 04-19	Mid-Term Progress Reviews for Professional Association Employees
AB-04-18	<u>Conclusion of the 2003 - 2004 Performance Appraisal</u> Period
AB-04-17	Increase in Per Diem Rates effective May 5,2004 – State(s) of MT, NY, OH and TX
Мето	Public Service Recognition Week
AB-04-16	Thrift Savings Plan Open Season (corrects AB 04-15)
AB-04-14	Pre-Retirement Counseling
AB-04-13	Availability of Information on Competitive Promotions and Placement Actions
AB-04-12	Notice of Right to Request Union Representation
AB-04-11	Compensatory Time Off for Religious Observance
AB-04-10	Employee Rights and Remedies Under Chapters 12 and 23 of Title 5, United States Code (Prohibited Personnel Practices
AB-04-09	Voluntary Leave Without Pay and Temporary Part-Time Employment
мемо	FY 2004 Appropriations
AB-04-08	2004 Mileage Reimbursement Rates for Privately Owned Automobile, Airplane and Motorcycle,41 CFR Part 301-10.303
APC-04-01	The No Fear Act
	( <u>www.osc.gov</u> )
AB-04-07	Progress Reviews for GM/GS Supervisors and Management Officials in Grades 13-15
AB-04-06	Emergency Dismissal and Closure Procedures for the Washington, DC Area and All Field Offices
AB-04-05	Scheduling and Using Annual Leave to Avoid Forfeiture (Action Required before November 30, 2003)
Memo	Deadline for Requesting Restoration of Forfeited ("use or lose") Annual Leave (Dated March 8, 2004)
AB-04-04	Federal Employees Health Benefits (FEHB) Open Season –

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	November 10 through December 8, 2003
AB-04-03	Flexible Spending Accounts Open Season – November 10 through December 8, 2003
AB-04-02	Catch-up Contributions for TSP Participants Age 50 and Older
AB-04-01	SES Performance Appraisal Schedule
Memo	National Disability Employment Awareness Month
Memo	Thrift Savings Plan (TSP) Open Season
AB-03-27	<u>Changes in Per Diem Rates for FY 2004, Federal</u> <u>Travel Regulation</u> FY04 Per Diem (Standard CONUS Rate)
APC-03-04	Reasonable Accommodation Procedures
AB-03-26	Mid-Term Progress Reviews for Professional Association Employees
AB-03-24	Amended GM/GS 13/14/15 Supervisors and Management Officials 2002-2003 Performance Appraisal Schedule
AB-03-23	Catch-up Contributions for TSP Participants Age 50 and Older: Initial Enrollment
AB-03-22	Conclusion of the 2002-2003 Performance Appraisal Period
AB-03-21	Increase/Decrease in Per Diem Rates effective May 27, 2003 – State (s) of KY, NC, OH and VA
APC-03-03	Guidance for Using National Labor Relations Information Technology Resources
AB-03-20	Flexible Spending Accounts Initial Open Season
AB-03-19	TSP Open Season
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	Tax Obligations of Federal Employees
AB-03-15	Notice of Right to Request Union Representation
AB-03-14	Availability of Information on competitive promotions and placement actions
AB-03-13	Pre-Retirement Counseling
AB-03-12	Compensatory Time Off for Religious Observance
AB-03-11	Decreased Lodging Rates effective January 15, 2003 - Utah
APC-03-02	Merit Promotion Plan
AB-03-10	Decrease in Mileage Reimbursement for Privately Owned Automobile, Airplane and Motorcycle, 41 CFR Part 301- 10.303
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AB-03-5	Scheduling and Using Annual Leave to Avoid Forfeiture (Action Required before December 1, 2002)
	Correction to Administrative Bulletin Regarding <u>"Scheduling and Using Annual Leave to Avoid Forfeiture"</u> <u>AB-03-5</u>
AB-03-4	Increased/Decreased Lodging Rates for FY 2003, Federal Travel Regulation
Memo	Federal Premier Lodging Program Contract Awards and New Per Diem Lodging Rate ChangesEffective 11/8/02
AB-02-22	Using Promotional Materials and Frequent Traveler Programs
AB-02-19	Certification of Active Bar Membership
AB-02-16	Request for Personnel Data
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Memo	Long Term Insurance

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AB-02-09	Designation of Beneficiary Forms
AB-02-06	Compensatory Time Off for Religious Observance
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APC-01-03	Interim Federal Career Intern Program for NLRB (Field Offices Only)
AB-01-17 APC- 88-5 Memo	Certification of Toll Calls Use of Government Telephone Systems Regional Memo on Certification of Toll Calls Form NLRB 4900Certification of Toll Calls (Word) (PDF)
AB-01-16	Federal Employees' Group Life Insurance Program: Clarification of Exclusions under the Accidental Death & Dismemberment (AD&D) Benefits
AB-01-15	Federal Employees Health Benefits: Children's Equity
AB-01-14	Federal Erroneous Retirement Coverage Correction Act (FERCCA)
Memo	Computer/Electronics Accommodations for Disabled Employees
Memo	Emergency Telephone Procedures
Memo	Professional Liability Insurance
APC-99-03	Use of Agency Telecommunication Resources (Replaced by Administrative Policy and Procedures Manual Chapter IT-6, Acceptable Use of Agency Information Technology Resources - See APPM)
AB-97-28	Agency E-mail Policy (Replaced by Administrative Policy and Procedures Manual Chapter REC-5. <i>Agency E-mail</i> <i>Records Retention Policy</i> - See APPM)

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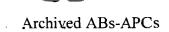
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AB-02-17	Increased Per Diem Rates for FY 2002, Federal Travel Regulation	2/20/02

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AB-02-15	Emergency Dismissal/Closure Procedures for the Washington, DC, Area	2/5/02
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Memo	Relief Efforts for the Victims of the Terrorist Actions	9/25/01
	ORGANIZATIONS ASSISTING IN DISASTER RELIEF EFFORTS	,
AB-01-22	<u>Per Diem Rates for FY 2002, Federal Travel</u> Regulation	9/17/01
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AB-01-21	Headquarters SES and GM/GS 13-15 Supervisors and Management Officials, Conclusion of the 2000-2001 Performance Appraisal Period	6/26/01
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AB-01-18	<u>Two New Investment Options for the Thrift Savings</u> <u>Plan (TSP)</u>	4/20/01
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