OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 12-63 June 15, 2012

TO: All Regional Directors, Officers-in-Charge, and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Nominations for Bilingual Awards

Pursuant to Article 12, Section 2(a)(2)(C), of the extended Collective-Bargaining Agreements (Agreements) between the General Counsel and the National Labor Relations Board Union (NLRBU) covering field office professional and support staff employees, this memorandum announces the nomination period for FY 2012 bilingual awards. Nominations for bilingual awards shall be submitted to the Regional Director by July 15, 2012, and the Regional Director shall forward approved nominations to his or her Assistant General Counsel in the Division of Operations-Management no later than August 1, 2012. Nominations may be submitted to the Regional Director (through appropriate supervisory channels) by any employee, the NLRBU, or any NLRBU local. All nominations must be in writing.

To be eligible for a bilingual award, an employee must meet the following criteria: (1) the employee must, on a regular basis rather than occasionally, utilize his or her bilingual skills in the performance of Agency work; (2) the employee's current summary rating must be at the "fully successful" level, or higher; and (3) the employee cannot be otherwise compensated for the use of his or her skills, either through salary or some other type of incentive award.

The total bilingual award pool for FY 2012 is $60,000 for both field bargaining units. The awards approved by the Regional Director shall be designated as Level 1, Level 2, or Level 3, depending on the employee's contribution to Agency work. The amount of Level 2 awards shall be twice the amount of Level 1 awards, and the amount of Level 3 awards shall be three times that of Level 1 awards. The pool of $60,000 will be proportionately divided among all bilingual award recipients. In addition, employees who receive bilingual awards will also receive a certificate of commendation from the Acting General Counsel.

Questions about this program should be directed to your AGC or Deputy.

/s/
A. P.

cc: NLRBU