OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 13-52(NxGen) June 7, 2013

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

From: Anne Purcell, Associate General Counsel

Subject: Casehandling Forms Available through NxGen Templates

A number of Agency forms used in case processing have now been converted to NxGen templates. The most efficient way to process NxGen documents is to work within NxGen and avoid the extra steps that are necessary if a form is taken from the Forms Library, completed and then uploaded into the system. Thus, the Division of Operations-Management is working with OCIO to remove from the Forms Library those forms that are available through NxGen templates. This also ensures that the most current form is utilized. From time to time changes are made in our NxGen templates and there is a lag time before those changes have been made in the Forms Library. Using the NxGen templates ensures that you are using the most current and approved version of the forms. Accordingly, we are beginning this effort by targeting those forms that are already being used by the majority of users. They are listed below:

Form No.	Form Name
NLRB 707 (English)	Notice of Election - English (3 panels)
NLRB 707N2A	Official Ballot - English
NLRB 707N2Eng	Official Ballot - (Armour-Globe) (English)
NLRB-707N3	Official Secret Ballot - English (3-way)
NLRB 707N3A	Official Ballot - English (3-way)
NLRB 852	Notice of Representation Hearing
NLRB 859	Order Rescheduling Hearing

NLRB 4135 B	Official Ballot - (UD Cases) (English)
NLRB 4135 BEng/Sp	Official Ballot - (UD Cases) (English and Spanish)
NLRB 4279	Certification of Representative
NLRB 4280	Certification of Results
NLRB 5219 EngGr1	Official Ballot - (Sonotone) (English) (Group 1)
NLRB 5219 EngGr2	Official Ballot - (Sonotone (English) (Group 2)

Effective immediately, access to these forms will be available exclusively through NxGen templates. The forms will not be available through the Forms Library unless NxGen is not functioning for a significant period of time. If that should occur, OCIO will adjust the Forms Library so that the most current forms can temporarily be provided through the Library.

If you have any questions about this memorandum, please contact your AGC, Deputy, or assigned Program Analyst.

/s/

A.P.

Attachment

cc: NLRBU