OFFICE OF GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 13-57 June 24, 2013

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

From: Anne Purcell, Associate General Counsel

Subject: Double Paneled Notices

The current fleet of copiers will soon be replaced by Ricoh copiers in the 4002 and 5002 series. Deployment of the new copiers will begin later this month and continue through August. Because these copiers do not print double paneled notices, the Agency's double paneled notices will be replaced by two 8 ½" by 14" sheets, labeled "Panel 1 of 2" and "Panel 2 of 2". In cases requiring the posting of a double paneled notice, the party will be asked to post the panels side by side as if they are one document. This change will affect the notice posting requirement in UD cases involving manual ballot elections and at the compliance stage of some unfair labor practice cases. Regions may continue to use the double paneled forms until the arrival of the Ricoh copier in their office.

The new single panel forms will be sent to each Regional, Subregional and Resident Office. The NxGen templates for the initial compliance letters and the letter that accompanies Notices of Election will be modified to include optional text that can be selected to explain the above notice posting instructions when double paneled notices are being used. A list of the double-paneled notices that will be affected by this change is attached.

If you have any questions regarding the above, please contact your AGC or Deputy.

/s/
A.P.

Attachment

Double Panel Notices

Form #	Type of Notice	Language
4135	Notice of Election (UD Case)	*English + Spanish*
4724	Notice to Employees – Posted Pursuant to Settlement Agreement, Approved by RD	*English + Spanish*
4728	Notice to Employees – Posted by Order of the NLRB	*English + Spanish*
4759	Notice to Employees and Members – Posted by Order of the NLRB	*English + Spanish*
4782	Notice to Employees and Members – Posted Pursuant to Settlement Agreement, Approved by RD	*English + Spanish*
4784	Notice to Employees – Posted Pursuant to Judgment of US Court of Appeals	*English + Spanish*
4788	Notice to Employees and Members – Posted Pursuant to Judgment of US Court of Appeals	*English + Spanish*
4821	Notice	*English*
5001	Notice to Employees – Posted Pursuant to an Order of US Court of Appeals Holding Undersigned in Contempt	*English*
5155	Notice to Employees – Posted Pursuant to Settlement Agreement Approved by ALJ	*English + Spanish*
5158	Notice to Employees and Members – Posted Pursuant to a Settlement Agreement Approved by ALJ	*English*
5468	Notice to Employees and Members – Posted Pursuant to an Order of the US Court of Appeals, Holding the Undersigned in Contempt	*English + Spanish*
5468A	Notice to Employees and Members – Posted Pursuant to an Order of the US Court of Appeals	*English*
5525	Notice to Employees – Posted and Mailed by Order of the NLRB	*English*