

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 13-66

September 26, 2013

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

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Solicitation for FY 2014 Professional Exchange Program

Article 11 of the extended Collective Bargaining Agreement (Agreement) between the General Counsel and the National Labor Relations Board Union covering field office professional employees provides that a minimum of 24 Washington exchange assignments will be offered during each fiscal year of the Agreement, subject to budgetary and staffing considerations.<sup>1</sup> The purpose of the Exchange Program is to further the experience of field office professional employees in all facets of the Agency's activities.

Pursuant to Article 11 of the extended Agreement, details of approximately four weeks in duration will be offered to 24 qualified field office professional employees during FY 2014 (which begins on October 1, 2013), subject to budgetary and staffing considerations. The eligibility requirements are set forth in Article 11 of the extended Agreement. To be eligible for an Exchange Program program assignment, an employee must:

- (1) Have served with the Agency a minimum of 30 months;
- (2) Be at least a GS-12 Field Examiner or GS-13 Field Attorney, except that Bridge Program graduates will be eligible to participate at the GS-11 level; and
- (3) Have performance standard ratings of at least "Fully Successful" in all critical elements as reflected by his or her last appraisal which resulted in a rating of record.

All requests to participate in the Professional Exchange Program must provide the following information: (1) the employee's name, position, grade, and office; (2) the employee's entry-on-duty date with the Agency; and (3) information regarding the employees' prior Exchange Program assignments, including the dates when they previously participated in the Exchange Program. Those individuals who were selected to participate in the FY 2013 Exchange Program, which we were forced to cancel because of budgetary constraints, should note that fact if they submit a request to

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1. The number of exchange assignments offered in the FY 2014 Professional Exchange program may change, depending on the resolution and the effective date of any new Collective Bargaining Agreement between the General Counsel and the National Labor Relations Board Union.

participate in the FY 2014 Exchange Program. Please submit requests to this office, Attention: Joseph Baniszewski, Deputy Assistant General Counsel, no later than October 18, 2013.

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A. P.

Distribution:  
Regional - All Professional Employees  
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NLRBU

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