OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 90-65 August 27, 1990

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

FROM: Joseph E. DeSio, Associate General Counsel

SUBJECT: Fiscal Year 1990 Budget Cost Reduction Measures

Because of budgetary considerations which currently reflect a substantial budget deficit for Fiscal Year 1990, and until further notice, the following instructions should be implemented immediately:

1. Postpone all ULP hearings observing the 21-day rule when appropriate. Reschedule as early as possible in Fiscal Year 1991.

2. With respect to R case hearings and elections, a list of all scheduled R case hearings and elections has been requested of the Regions and, upon the completion of our review of these pending matters, further instructions will issue.

3. No commercial telephone calls.

4. No commercial rental cars.

5. Cancel all recruiting activities except where no costs are involved.

6. No travel. Exception: Investigation of 8(b)(4) and 8(b)(7) ongoing picketing cases and violence cases, as well as the litigation of 10(j) and 10(l) cases.

7. Investigations should be conducted in the Regional Offices by having witnesses and evidence brought into the office where the parties are willing to cooperate. Clearly nonmeritorious cases and Collyer cases may be investigated telephonically in accordance with OM 81-56, dated November 25, 1981 and OM 86-67, dated June 23, 1986.

8. Except for time and attendance cards, express mail should not be used. (Use regular mail, certified mail where required).

9. No teletypes. Fax and ordinary mail should be used.

10. No purchase of supplies.

11. There should be no copier over minimum. Regions are to shift usage to those machines where minimum has not been reached.

12. No administrative travel. Commitments to speak at functions should be cancelled where travel costs are involved.

13. No paid overtime.

14. Procurement of all equipment is cancelled.

15. No service on equipment except under prepaid service contracts.

16. Cancellation of all future contractual monetary benefits:

    (a) Article 7 training: cancel approved training where course has not begun. No further approvals.

    (b) No paid transfers.

    (c) PMS performance awards.

    (d) No competitive promotions. Career ladder promotions and expert level reclassifications will continue.

17. No temporary promotions.

18. No discretionary training; no nonunit PMS performance awards; and, no nonunit competitive promotions.

19. Although for reporting purposes the time targets remain in place, it goes without saying that this period constitutes extenuating circumstances in the consideration of performance at all levels.

Any questions you have have with respect to this memorandum, should be addressed to your Assistant General Counsel.

J. E. D.

cc: NLRBU