

**OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management**

MEMORANDUM OM 15-24

January 30, 2015

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

FROM : Anne Purcell, Associate General Counsel

SUBJECT: Revisions to the Unfair Labor Practice Casehandling Manual

Sections 10040.6, 10052.3, 10056, 10126.2, 10260, and 11740 of the Unfair Labor Practice Casehandling Manual have been revised.¹ The revision highlights are set forth below.

- (1) Section 10040.6 has been revised to notify potential parties in interest that copies of NLRB forms 4541 and 4701 and the Agency's Policies and Procedures for Electronic Communications are available on the Agency's website.
- (2) Section 10052.3 has been revised to provide additional guidance concerning correspondence with charging parties and witnesses, and to describe what constitutes a lead affidavit.
- (3) Section 10056 has been revised to include new language regarding steps Board Agents should take to ensure compliance, particularly where there is concern regarding a charged party's ability to remedy meritorious unfair labor practices.
- (4) Sections 10126.2 and 10260 have been revised to provide guidance in accordance with the revisions to Section 10056.
- (5) Section 11740 has been revised to clarify that categorization of cases under Impact Analysis should be done promptly.

The revisions are reflected in the electronic version of the manual posted on the Agency's website and on the Insider. If you have any questions regarding this memorandum, please contact your AGC or Deputy or the undersigned.

/s/
A. P.

cc: NLRBU
Release to the Public

¹ The revisions are the efforts of RD Wanda Pate Jones, Region 27, RD Rik Lineback, Region 25, RA Garey Lindsay, Region 9, ARD Paul Murphy, Region 3, DAGC Peter Margolies and DAGC Rosalind Eddins-Hill, Division of Operations-Management.