

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 16-04

October 19, 2015

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

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Solicitation for FY 2016 Professional Exchange Program

Article 11 of the Collective-Bargaining Agreement (Agreement) between the General Counsel and the National Labor Relations Board Union covering field office professional employees and nonprofessional employees of the Office of the General Counsel provides that a minimum of 21 Washington Professional Exchange assignments will be offered during each fiscal year of the Agreement, subject to budgetary and staffing considerations. The purpose of the Professional Exchange Program is to further the experience of field office professional employees in all facets of the Agency's activities. The goal of the Professional Exchange Program is to train employees in the overall mission of the Agency and to provide career development.

Pursuant to Article 11 of the Agreement, details of approximately four weeks in duration will be offered to 21 qualified field office professional employees during FY 2016 (which began on October 1, 2015), subject to budgetary and staffing considerations. The eligibility requirements for professional employees are set forth in Article 11, Section 2(b)(1) of the Agreement. To be eligible for a Professional Exchange 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 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.

Note that Article 11, Section 5(b) of the Agreement provides that employees may participate in the Exchange Program no more frequently than once every 5 years.

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 and the Headquarters office where they served.

Those individuals who were selected to participate in the FY 2013 Professional Exchange Program, which we were forced to cancel because of budget constraints, should note that fact on their request if they apply to participate in the FY 2016 program.

Similarly, those individuals who were selected to participate in the FY 2014 and FY 2015 Professional Exchange Programs, but who had to cancel their participation, should note that fact on their request if they apply to participate in the FY 2016 program.

Please submit requests to this office by E Mail, to Victoria Wallace, Administrative Assistant to the Associate General Counsel, victoria.wallace@nrb.gov no later than Friday, November 6, 2015, with a copy to your Regional Director.

/s/
A. P.

Distribution:
Regional - All Professional Employees
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