

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 16-08(NxGen)

January 22, 2016

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

From: Anne Purcell, Associate General Counsel

Subject: NxGen January Release (10.1)

NxGen 10.1 will be deployed during the weekend of January 22. Changes have been made in response to great ideas provided by field users to continue our goal of streamlining and enhancing the NxGen process. Thanks to all of you who continue to bring your ideas and concerns to our NxGen team and thanks to members of our OCIO team who converted these ideas into reality. Enhancements to NxGen in this release will include:

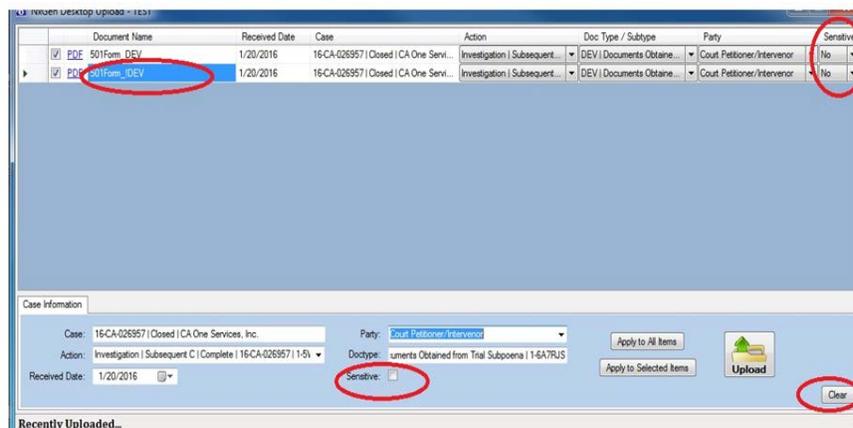
- Bargaining Unit Sought will be required for R Case creation
 - Users must enter information from Petition on the Bargaining Unit tab available on Inquiry
 - ✓ Information will automatically transfer to Case after creation
 - ✓ Bargaining Unit information appears on Agency's website

The screenshot shows the 'Inquiry' system interface. At the top, there are fields for 'Inquiry ID: 1-1450773601', 'Date of Initial Contact: 1/19/2016', 'Inquiry Team: 16FTWASGN', 'IO Assisted: ', 'Office Assigned: Region 16, Fort Worth,', and 'Method of Contact: eFiled'. Below these fields are several tabs: 'Inquiry Notes', 'Parties', 'Inquiry Actions', 'Inquiry File', 'Inquiry Team', and 'Bargaining Units'. The 'Bargaining Units' tab is circled in red. Below the tabs is a table with the following data:

Action Name	Action Type	Action Team	IA Category	Status	No. of Ees on
> Petition	RC	Region 16, Fort Wor		Active	

- Forms Wizard
 - Basis of Charge
 - ✓ Charges will be identified with a "Wiz" to indicate that it originated from the Wizard (Attachment A)
 - ✓ Allegations will be listed by number
 - ✓ Removing "Page 2" from Charge form
 - ✓ Adding New Section "Additional Information in Support of Charge" that asks for a brief description of the charge, which will not be a part of the charge
 - ✓ Regions can review new document "DEV.AddditionalInfoSupportingCharge" (Attachment B) to evaluate charge from the Inquiry
 - ✓ Removal of duplicate allegation numbers on PDF for CB charges

- Instructions for processing E-Filed and Online Wizard Charges are in the NxGen Training Library
 - ✓ Processing an E-Filed or Online Wizard Charge
 - ✓ Demo of Online Wizard changes coming soon!
- Case Name Completed Automatically at time of docketing from Account Names
 - C Cases will get their name from the Account Name for Charged Party / Respondent
 - R Cases will get their name from the Account Name for the Employer
- eFiled Charges will use the Employer as the Inquiry Name for Easier Search
- 10j Notifications
 - Sent when the '10(j) Submission to ILB' is set to final version to
 - ✓ Regional Office mailing list for notices from ILB
 - ✓ Action Agent/Attorney and Supervisor for the initiating Action
- Closure of Atlanta Judges Office
 - Selection for Atlanta Judges removed from the Hearing Scheduling Request
 - Assigned Office of the Pending ALJ Actions Changed from Atlanta to HQ Washington D.C.
- Documents Upload (Outlook/Desktop – Pilot Release)
 - Users will be able to use Tab to move between fields at the top (between case name, number, action, etc.)
 - "Sensitive" checkbox added to the NxGen Desktop Upload window
 - Users can use Versioning to update email conversation chains already uploaded into the NxGen Casefile; this will eliminate the need to have numerous email chains with the same information in the NxGen file
 - Doc type and subtype lists will be smart picklist (no more scrolling to look for the right name, just start typing)
 - Pilot Release during the week of January 25 – general release in February



Be sure to also watch for the NxGenNews and Template Tips and Updates e-mails for more updates.

/s/
A.P.

cc: NLRBU

Attachments