

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

**MEMORANDUM**

TO: All Field Office Administrative Professionals

FROM: Beth Tursell, Associate to General Counsel

SUBJECT: Bridge Program for Position of Field Examiner

Pursuant to Article 6 of the collective-bargaining agreement between the General Counsel and the National Labor Relations Board Union (Agreement), the Agency has agreed to announce each year a national posting for up to three Field Examiner Bridge Program positions. As in the past, selection for the program may be affected by budgetary restrictions. Applications will be submitted through USA Staffing. The Notice of Vacancies can be accessed through the following link:

[Notice of Vacancy for Labor Relations Examiner Trainee \(Bridge Program\)](#)

The applications will be processed in the Division of Operations-Management, and the Associate to the General Counsel for Operations-Management will be the selecting official. Evaluation and selection of candidates for the Bridge Program will be governed by the application of Article 6, Section 16, of the Agreement and the 2016 Memorandum of Agreement concerning the Bridge Program between the Agency and the National Labor Relations Board Union, in conjunction with Section 3 (“Evaluation and Selection”) of the “Bridge Program for Labor Management Relations Examiner Positions, General Schedule Positions, GS, 5, and 7,” a copy of which has been posted with this memorandum. Successful applicants will serve in the Regions in which they currently work. Because a trainee is required to take 30 semester hours of college courses during the three year training period, all efforts will be made to make selection(s) by December 15, 2016, so that selectee(s) may register for appropriate courses in the winter college semester.

The training will last three years with the possibility that it may be extended for one year, if necessary. Before completion of the training period, trainees are required to have completed 30 semester hours of selected college courses which will be paid for by the Agency. Unless the courses are available only during the day, they should be taken at night.

Employees who wish to be considered for the program are to submit their applications through USA Staffing by November 17, 2016.

Some of the program's more important provisions are outlined below. However, employees should read the complete program that is attached to this memorandum.

## **Eligibility Requirements**

To be eligible for consideration, employees must currently be at grade GS-5 or above and be serving in a career or career-conditional appointment.

## **Entry Level**

To make the program consistent with government-wide classification standards, all successful applicants will be placed into the 244 (labor management relations examiner) occupational series upon their entry into the program. All successful candidates will be assigned to the program as a GS-5 Labor Management Relations Examiner Trainee with pay retention.

## **Promotions During Training**

All trainees will enter the program as GS-5 Labor Relations Examiner Trainees and will be promoted to a GS-7 Labor Management Relations Examiner Trainee upon the successful completion of the first year of the program. They will continue serving as GS-7 Labor Management Relations Examiner Trainees during the second and third year of the program, and will be promoted to the target GS-9 Labor Management Relations Examiner position upon the successful completion of the final year of the program.

## **Pay Retention During Training**

### **Pay Setting for GS-9 selectee's**

GS-9 Field administrative staff selected to participate in the Bridge Program will enter at the GS-5, and will be eligible for pay retention for the duration of their participation in the Bridge Program<sup>1</sup>.

After one successful year in the Bridge Program, the selectee will be promoted to the GS-7 and will continue to receive pay at the GS-9 level for the duration of their participation in the Bridge Program. Selectees will remain at the GS-7 for two years and must successfully complete all required training to be eligible for the GS-9.

### **Pay Setting for GS-7 selectee's**

GS-7 Field administrative staff selected to participate in the Bridge Program will enter at the GS-5, and will be eligible for pay retention during their first year in the Bridge Program.

After one successful year in the Bridge Program, the selectee will be returned to the GS-7 and pay will be set at the applicable GS-7 rate for the duration of their participation in the Bridge Program. Selectees will remain at the GS-7 for two years and must successfully complete all required training to be eligible for the GS-9.

Employees interested in the Bridge Program are encouraged to carefully weigh the benefits afforded of participating in this developmental program.

We look forward to receiving applications from interested employees.

/s/

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<sup>1</sup> If a Bridge Program participant's tenure is extended for a year, the employee will remain at the GS-7.