

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 19-14

September 6, 2019

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

FROM: Beth Tursell, Associate to the General Counsel

SUBJECT: Registration for Paid Transfer Registers

Pursuant to Article 33 (Transfers) of the Collective-Bargaining Agreement between the General Counsel and the NLRBU covering field professionals and nonprofessionals and all nonprofessionals of the National Labor Relations Board, transfer registrations must be renewed each year in order to remain in effect.

Field employees who have completed six (6) months of Agency service are eligible to place their names on the transfer registers for transfer to any Regional, Subregional, Resident, or Headquarters office, however, employees will not be eligible to transfer until after they have completed 24 months of Agency service and have a rating of record of "Fully Successful" or better. However, this will not preclude the Agency from placing an employee's name on any register before the completion of 6 months of service or from transferring an employee before the completion of 24 months of service where the employee's request involves a compelling personal hardship. This includes other offices within an employee's current Region.<sup>1</sup>

Employees may not place their names on more than four transfer registers. In Regions with Resident or Subregional offices, however, registration for any or all offices within the Region will be considered as one registration. Likewise, registration for more than one office in a single metropolitan area shall count as only one registration. There are four metropolitan areas which qualify for this exception: (1) Los Angeles; (2) San Francisco-Oakland; (3) New York-Brooklyn-Newark; and (4) Baltimore-Washington, DC.

Employees should register only for those locations to which they will accept a transfer, if offered. If an employee decides at any time that he or she would not, after all, accept a transfer to a particular location, the employee should immediately remove his or her name from the register for that location by notification to Administrative Assistant Victoria Wallace, Division of Operations-Management.

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<sup>1</sup> See MOU on Intraregional Transfers dated August 27, 1997 (OM 97-56). By agreement dated September 1, 2006, the Agency and the NLRBU agreed as follows: (1) that the first paragraph of the MOU is no longer in effect; (2) that the second paragraph remains in effect; and (3) that in the third paragraph, the language before the word "except" (line 3) is no longer in effect.

Employees who are currently on the transfer register must reapply pursuant to this memorandum if they wish to remain on the transfer register. Applications should be submitted by e-mail to Administrative Assistant Victoria Wallace by close of business on October 1, 2019. Any requests not renewed by October 1, 2019 will be removed from the list. All requests for transfer will be in effect until October 1, 2020, unless canceled by the registrant or if the registrant refuses an offer of a paid transfer.

Questions should be directed to your Assistant General Counsel or Deputy.

/s/  
B. T.

cc: NLRBU

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