

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

**MEMORANDUM OM 04-54**

**April 19, 2004**

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

**FROM:** Richard A. Siegel, Associate General Counsel

**SUBJECT:** Use of Agency Video Equipment by Personnel  
from the Federal Mediation and Conciliation Service

The Agency and the Federal Mediation and Conciliation Service (FMCS) have entered into an agreement that allows authorized FMCS personnel to use video equipment located in NLRB Regional offices. Our agreement with FMCS resembles, in many respects, an agreement the Agency reached earlier this year with the National Mediation Board to use our video system. (See OM 04-22 dated February 3, 2004). We are pleased to establish this relationship with FMCS and anticipate that both agencies will benefit from it.

This memo summarizes our inter-agency agreement with FMCS, discusses the procedures that FMCS personnel and Regional office managers will follow to schedule, employ and record the use of Agency video equipment, and gives guidance on implementing this program.

**The Inter-Agency Agreement**

Under our agreement, various managers, employees, arbitrators and mediators of the FMCS may use Agency videoconference equipment located in joint-use and common areas of Agency Regional offices. FMCS will reimburse the Agency on an hourly basis for use of our video equipment for point-to-point or multi-point calls, plus an administrative charge. The agreement is effective from March 12, 2004, and can be cancelled by either party with 30-days written notice.

**Scheduling, Usage and Reporting Procedures**

At this time the FMCS anticipates using the NLRB's videoconferencing equipment for three distinct purposes: monthly meetings among FMCS executives based in Washington and managers in specific field locations; semi-annual partnership meetings; and occasional employment interviews between job applicants and FMCS executives and managers. Under the terms of our agreement, if FMCS wishes to reserve video-conferencing equipment in the Regional offices, the FMCS

will contact the office managers in the various Regions no less than five (5) business days in advance of the day when access is requested. FMCS will furnish the name(s) of the authorized representative who will use the NLRB video equipment. Each office manager should advise FMCS whether the video equipment and room is available. The NLRB has the right to refuse access if the video equipment, or the room where the video equipment is located, is in use for NLRB mission-related activities. After scheduling multi-point calls with particular Regions, the FMCS will contact Rob White, the Agency's telecommunications specialist in the Procurement and Facilities Branch, a minimum of five days in advance to coordinate bridged multi-point conference calls with our videoconference supplier.

The office managers should maintain the attached log whenever FMCS employees use Agency video equipment. At the end of the videoconferences the FMCS representatives should complete the log and return it to the office managers, who should forward by e-mail the details of that conference to Rob White. The minimum charge for a videoconference is one hour per location, and usage will be billed to the next highest hour. All billing will be handled here in headquarters.

### **Inter-agency Cooperation**

This program is an excellent opportunity to cooperate with another federal agency that is deeply involved in labor-relations disputes throughout the United States, and to enhance the use of our videoconference equipment with minimal imposition on Agency programs and case handling activities. The FMCS and the NLRB are committed to working with one another to carry out this agreement efficiently.

FMCS anticipates scheduling its managerial meetings on a regular and predictable basis so that Regions will know well in advance when those meetings will take place, thereby minimizing conflicts with casehandling and the administration of the Regional offices. FMCS executives and managers in Washington and a number of field locations tested the system on April 1, 2004, with very positive results. FMCS expects that its managers located in Los Angeles, Seattle, Minneapolis, Chicago and St. Louis will regularly participate in the planned monthly meetings with FMCS executives in Washington, therefore Regional offices in other cities will likely have fewer requests from FMCS to use our video equipment. NLRB Regional Directors in those five cities advise that they are personally acquainted with their local FMCS counterparts, and we anticipate that these regular interactions will result in closer and mutually beneficial relationships between our the staffs of our agencies.

**Technical Support and Contact Information**

Any technical questions about the videoconference network or equipment should be directed to the Wire One Help desk, 800-654-8439, or to Rob White, the NLRB's Telecommunications Specialist, 202-273-4000. The Agency's point of contact regarding this agreement is Deputy AGC Joseph Baniszewski, 202-273-2897, and the FMCS point of contact is Dan Funkhauser, Director of Administrative Services, 202-606-5477.

We appreciate your cooperation and support of this inter-agency program. If you have questions, please contact me, DAGC Baniszewski, or your Assistant General Counsel or Deputy.

/s/  
R. A. S.

Distribution:

NLRBU  
Release to the Public

**MEMORANDUM OM 04-54**

<b>NLRB – Federal Mediation and Conciliation Service Videoconference Log</b>	
<b>Region No.</b>	
<b>Office Manager</b>	
<b>Date(s) of FMCS Proceeding</b>	
<b>Name of FMCS Representative(s)</b>	
<b>Starting Time</b>	
<b>Ending Time</b>	
<b>Elapsed Time of Arbitration</b>	
<b>Comments, Observations or Suggestions</b>	