

Agreement Review Checklist

- ** Notify CPMS (specifically, Field Advisory Services) when negotiations commence. (OPTIONAL)

- ** Forward to CPMS management and union proposals for review/discussion. (OPTIONAL)

- ** Provide CPMS one copy of agreement, or supplement to agreement, once negotiations are completed, but prior to execution.

- ** Forward one copy of executed agreement or supplement to agreement to CPMS immediately upon execution. Transmittal letter must include:
 - (1) specific date agreement was executed;
 - (2) name and address of union's designated representative
 - (3) name and phone number of activity point of contact

- ** If agreement is subject to national or other higher level controlling agreement, it is approved under the procedure of the controlling agreement.

- ** Provide HQDA one copy of approved agreement.

- ** Provide CPMS two copies of approved agreement and OPM Form 913-B. CPMS will provide copy to OPM.

Representation Cases Checklist

- ** If proposed unit encompasses employees in two or more DoD components or employees under different personnel systems, provide HQDA and CPMS (specifically, FAS) copy of petition.

- ** Provide HQDA and CPMS copy of Regional Director's (RD's) decision on the above petition immediately upon receipt.

- ** Coordinate with CPMS, through HQDA, application for review of RD's decision involving the above described petition.

- ** Provide HQDA and CPMS copies of RD's Decisions and Orders for all new or revised units.

- ** Provide HQDA one copy, and CPMS two copies, of all changes to bargaining units as certified on OPM Form 913-B. CPMS will provide copy of the form to OPM.

***Unfair Labor Practice
and Job Action
Checklist***

For ULPs

- ** Where a local exception is filed to an ALJ decision, provide HQDA and CPMS (specifically, FAS) a copy of the ALJ decision, the exception and any subsequently filed documents. Provide documentation upon receipt or when filing with the Authority.

For Work Stoppages

- ** Immediately notify HQDA and CPMS when employees engage in a strike, work stoppage, slowdown or picketing that interferes with agency operations.

Negotiability Disputes Checklist

- ** Under Authority procedures, union must request allegation of nonnegotiability in writing.

- ** Upon receipt of union request, consult with HQDA and CPMS (specifically, FAS) to determine agency position.

- ** Respond, in writing, within 10 days of receipt of union request. (Written responses are only provided to written union requests.)

- ** Agency response to negotiability appeal is prepared by either HQDA or CPMS.

NOTE: See new negotiability proceedings information (effective 1 April 1999) on page 4-9.

Exceptions to Arbitration Awards Checklist

Agency Exception

- ** Immediately contact HQDA and CPMS if it is believed an exception should be filed.

- ** If HQDA/CPMS supports the activity's position, forward to HQDA and CPMS, within 5 days of receipt of the award:
 - (1) a copy of the award;
 - (2) the grievance file;
 - (3) the arbitrator's address; and
 - (4) the name and address of the union representative in the proceeding.

- ** If the date of the award differs from the postmarked envelope within which it was mailed, forward the envelope to CPMS.

- ** If the award is served by personal delivery, the date of receipt should be stamped on the document.

- ** HQDA or CPMS is responsible for filing the exception.

Union Exception

- ** Within 5 days of receipt of the union exception, send HQDA and CPMS a copy of:
 - (1) the union filed exception;
 - (2) the award; and
 - (3) the agency's position on the exception

- ** HQDA or CPMS is responsible for filing the opposition.

**Arbitration Awards Relating to 5 USC
7121 (f)
(Adverse and Performance Based Actions)
Checklist**

- ** Agency representative in these types of arbitrations should instruct the arbitrator at the hearing to prepare an administrative record. The record should be maintained for 45 days from the date of the award.

- ** Immediately contact DAJA-LE if your activity wants to seek review of the arbitrator's award.

- ** Request for judicial review of these awards should be expeditiously submitted through legal channels to OPM.

- ** A copy of the request shall be sent to CPMS (specifically, FAS.)

Judicial Review of Authority Decisions Checklist

- ** Requests for judicial review, or requests to intervene in judicial proceedings, will be submitted through legal channels to the Office of the Deputy General Counsel, Personnel and Health Policy (ODGC(P&HP)), DoD. Immediately notify DAJA-LE of the request.

- ** Immediately notify the ODGC(P&HP) and DAJA-LE, through legal channels, upon learning that a union has initiated court action arising out of its relationship with the activity.

Reports Checklist

Arbitration Awards

** Provide two copies of arbitration awards to:

Office of Personnel Management
Chief, Labor-Management Relations Division
1900 E Street, N.W.
Washington, D.C. 20415-0001.

Representation Changes

** Send duplicate copies of completed OPM Form 913-B to CPMS indicating changes in exclusive bargaining units and collective bargaining agreements. CPMS will furnish copies to OPM.