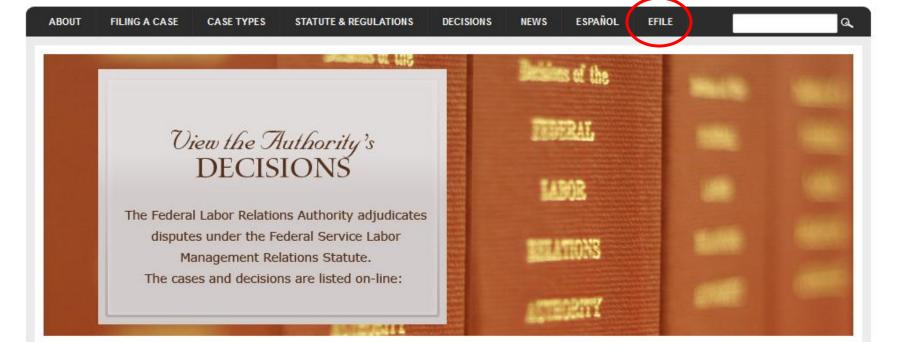
FLRA eFiling System

Filing Representation Petitions using the FLRA's eFiling System





RSS Feeds

From the FLRA's website, <u>FLRA.gov</u>, click on the eFile link.



eFiling System

The FLRA Case eFiling System currently provides an easy way to electronically file cases with the Authority -- the FLRA's three-Member adjudicatory body -- and the Federal Service Impasses Panel. Using the links below you may also file Complaints with the FLRA's Inspector General electronically. The FLRA intends to expand its eFiling offerings in the coming months to allow parties to electronically file cases with the Office of the General Counsel, and to make electronic requests under the Freedom of Information Act (FOIA).

To get started, identify the type of case that you intend to file with the FLRA and click on the appropriate link below. First-time users of the Case eFiling System will be asked to create an account by registering in the system prior to filing a case. Once your account is approved by the FLRA (normally within one business day), you will receive an email notification and may proceed with filing your case. Please note that a case is not "filed" within the meaning of any regulatory or statutory time limits until all of the relevant case information requested by the system is completed and submitted -- registration in the Case eFiling System alone will not meet any time limits for filing a case. For filers that have an existing account, the Case eFiling System will allow you to proceed directly to filing your case after logging in.

To file a case using the FLRA's Case eFiling System, click here. For more information about filing a case using the FLRA's Case eFiling System, click here.

Click the link to enter the FLRA eFiling System



RA	
LRA Ca	se eFiling System
.RA Ca	ise eFiling System - Home
LRA Ca	se eFiling System
FULL R	EPORT EMAIL▼ PRINT OTHER▼
Hello	
Welco	me to the FLRA Case eFiling System.
	Not a registered user? Please click here to create a user profile.
	Already a registered user? Please click here to continue.
\leq	Forgot your password? Please click here.

After you have created a User Profile and it has been approved, you may begin eFiling cases. To begin, click on the Already a registered user link.



Welcome to the FLRA Case eFiling System

AND A DECEMBER OF THE RECEIPTING OF THE RECEIPTI	Please login to continue
User Name (email address)	
Password	
	Login
Not a registered user? Please click h	i <u>ere</u> to create a new profile.
Forgot your password? Please click	here.
View the FAQ	

Enter your Username (your email address) and the password you were given in the automated email you received when you registered. Then click the Login button.



OGC Cases Information

Add OGC Case FULL REPORT GRID EDIT EMAIL V PRINT OTHER V Results 1 to 3 (out of 3)										
	OGC eFiling No.	Filing Representative	Related Regional Office	Case Type	Can serve this case?	Can the case be filed?	Is Filed?	File Attachment Status	Case Number Assigned	Date Filed ▼
EDIT VIEW	25231495	MrSmith@Yoogle.com	OGC-BN	со	yes	yes	yes	No Attachments	BN-CO-12-9999	07-19-2012
EDIT VIEW	5166420	MrSmith@Yoogle.com	OGC-CH	CA	yes	yes	yes	All Attachments are allowed	CH-CA-12-98989	07-18-2012
EDIT VIEW	414687	MrSmith@Yoogle.com	OGC-BN	CO	yes	no	no	No Attachments		

To eFile a new case, click the Add OGC Case button.



ase Details	
Back to top	
Regions and jurisdiction	
Regional Office *	
Make a Selection	▼ (?)

First, select the Regional Office where you want to file your case. In the Case Type box, select REP – Petition.



Petition (I)

Back to top

1. Clear and concise statement of the purpose of the petition and the issues raised by the petition.

Explain the purpose of the petition, such as a request for: (1) an election, (2) a clarification of the bargaining unit status of certain employees; or (3) technical changes to an existing certification, including a change in the name of the agency or union. Also, you should describe any issues raised by the petition.

?



Included			
		× ?	
		-	
Excluded			
		~	
		-	
Approximate number raised in the petition.	r of employees in the unit(s) af	ected by issue	S
Currently (?)			
Proposed			

Describe the bargaining unit involved in the case. For example, if you are seeking an election, then describe the bargaining unit you are seeking. If your petition raises issues about an existing unit, then describe the existing unit. State the approximate number of employees in the existing unit or the unit claimed to be appropriate. In a clarification or amendment, state the approximate number of employees in the units affected by issues raised in the petition.



4. The petition is supported by 🕐

a showing of interest not less than 30%

evidence of membership of not less than 10% of the employees in the unit(s) involved in the petition.

If you are filing a petition seeking an election, then it must be accompanied by a showing of interest of 30% of the employees in the unit claimed to be appropriate. If you are filing a petition for a determination for dues allotment, then it must be accompanied by evidence of membership of 10% of the employees in the unit claimed to be appropriate. Be sure to check the appropriate box.



Party 1

5A. Petitioner Name		
Party Code Make a Selection	,	•
Address		
Phone		
e	xt.	
e	xt.	
Next, you m	nust complete the information about the parties to the case.	

Select the Agency or the Union you represent from the Party Code list.



Party 1

1. Charged Agency/Activity

Party Code

Party Code		
Make a Selection	•	?
Make a Selection		
AAPC - ASSOCIATION OF AERONAUTICAL PRODUCTION CONTROLLERS, INDEPENDENT		
ACEA - ANTILLES CONSOLIDATED EDUCATION ASSOCIATION	=	1
ACMCSC - ALBANY CITY MUNICIPAL CIVIL SERVICE COMMISSION		
ACT - ASSOCIATION OF CIVILIAN TECHNICIANS		
ACTION - ACTION		
ADF - AFRICAN DEVELOPMENT FOUNDATION		
AFGE - AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, AFL-CIO		
AFL-CIO - AMERICAN FEDERATION OF LABOR - CONGRESS OF INDUSTRIAL ORGANIZATIONS		
AFRH - ARMED FORCES RETIREMENT HOME		
AFSA - AMERICAN FOREIGN SERVICE ASSOCIATION		
AFSCME - AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO		
AFT - AMERICAN FEDERATION OF TEACHERS, AFL-CIO		
AID - AGENCY FOR INTERNATIONAL DEVELOPMENT		
ALNA - ALABAMA NURSES ASSOCIATION		
ALPA - AIRLINE PILOTS ASSOCIATION		
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES - LOCAL 3, AFL-CIO		
ANA - AMERICAN NURSES ASSOCIATION		
APWU - AMERICAN POSTAL WORKERS' UNION, AFL-CIO		
AZNA - ARIZONA NURSES ASSOCIATION		
BBG - BROADCASTING BOARD OF GOVERNORS		
BE - BOARD OF EDUCATION		
CBTC - COLUMBIA BASIN TRADES COUNCIL		
CFTC - COMMODITY FUTURES TRADING COMMISSION		
CIUPR - CONGRESS OF INDUSTRIAL UNIONS OF PUERTO RICO		
CJA - UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA, AFL-CIO		
CNS - CORPORATION FOR NATIONAL SERVICE		
COMM - US DEPARTMENT OF COMMERCE		1
COMM-CEN - BUREAU OF THE CENSUS		1
COMM-EDA - ECONOMIC DEVELOPMENT ADMINISTRATION	-	1
Title		

Select the appropriate Agency or Union from the pull-down list.



Party 1

5A. Petitioner Name

Party Code

DOD-USN - UNITED STATES NAVY

Name

Make a Selection...

Make a Selection...

::DOD-USN:DEFENSE SECURITY ASSISTANCE DEVELOPMENT CENTER:P26733 - P26733 - A - DOD-USN - UNITED STATES NAVY, DEFENSE ::DOD-USN:Fleet and Industrial Supply Center:P11775 - P11775 - A - DOD-USN - UNITED STATES NAVY, Fleet and Industrial Supply Center ::DOD-USN:NAVAL AIR DEPOT, NORTH ISLAND:P28425 - P28425 - A - DOD-USN - UNITED STATES NAVY, NAVAL AIR DEPOT, NORTH ISLA :: DOD-USN:NAVAL BASE VENTURA COUNTY:P31887 - P31887 - A - DOD-USN - UNITED STATES NAVY, NAVAL BASE VENTURA COUNTY -::DOD-USN:Naval Surface Warfare Center: 5991 - A - DOD-USN - UNITED STATES NAVY, Naval Surface Warfare Center -::DOD-USN:NAVAL UNDERSEA WARFARE CENTER, DIVISION KEYPORT:P27852 - P27852 - A - DOD-USN - UNITED STATES NAVY, NAVAL U :: DOD-USN:NAVY REGION AND MID-ATLANTIC FIRE AND EMERGENCY SERVICES: P33276 - P33276 - A - DOD-USN - UNITED STATES NAVY :: DOD-USN:NORFOLK NAVAL SHIPYARD:P31825 - P31825 - A - DOD-USN - UNITED STATES NAVY, NORFOLK NAVAL SHIPYARD -::DOD-USN:PUGET SOUND NAVAL SHIPYARD:P26986 - P26986 - A - DOD-USN - UNITED STATES NAVY, PUGET SOUND NAVAL SHIPYARD :Treasure Island:DOD-USN:Naval Station:2314 - 2314 - A - DOD-USN - UNITED STATES NAVY, Naval Station - Treasure Island AZ:Fort Huachuca:DOD-USN:NAMTRAGRU (Pensacola, FL):P14673 - P14673 - A - DOD-USN - UNITED STATES NAVY, NAMTRAGRU (Pensacc CA:29 Palms:DOD-USN:Naval Hospital 29 Palms:P27262 - P27262 - A - DOD-USN - UNITED STATES NAVY, Naval Hospital 29 Palms - 29 CA::DOD-USN:Naval Fleet Auxiliary Force:P28002 - P28002 - A - DOD-USN - UNITED STATES NAVY, Naval Fleet Auxiliary Force - CA CA:Alameda:DOD-USN:Naval Aviation Depot, Naval Air Station:5964 - 5964 - A - DOD-USN - UNITED STATES NAVY, Naval Aviation Depot, CA:BARSTOW:DOD-USN:MARINE CORPS LOGISTICS BASE:P31204 - P31204 - A - DOD-USN - UNITED STATES NAVY, MARINE CORPS LOG CA:Barstow:DOD-USN:United States Marine Corps Logistics Base:6035 - 6035 - A - DOD-USN - UNITED STATES NAVY, United States Marine CA:Camp Pendleton:DOD-USN:Naval Facilities Engineering Command:P14942 - P14942 - A - DOD-USN - UNITED STATES NAVY, Naval Faci CA:Chino:DOD-USN:West Coast Distribution Center:P14473 - P14473 - A - DOD-USN - UNITED STATES NAVY, West Coast Distribution Cen CA:Concord:DOD-USN:Fleet and Industrial Supply Center:P13791 - P13791 - A - DOD-USN - UNITED STATES NAVY, Fleet and Industrial Su

After you have selected an Agency or Union, a list will appear showing all the Activities and Local Unions associated with the Agency or Union you selected. Select the appropriate Activity or Local.



Address			
Phone			
	ext.		
Fax			
	ext.		

Complete the address, phone number, and fax number of the Petitioner.



Email		
john.smith@agency.gov	?	
Salutation		
Mr. 👻		
* First Name		
John		
MI		
Last Name		
Smith		
Suffix		
Title		
Director of Labor Relations	?	
Organization		
Agency, Washington Regional Office	?	
* Address Line 1		
1500 J St., SW	?	
Address Line 2		
Suite 800		
Address Line 3		
Address Line 4		
City		
Washington		
State		
DC -		
Zip		
20005		
* Phone		
(202) 555-5555 ext.		
Fax		
(202) 555-1234 ext.		

Fill in the email address and other contact information for the person representing the Petitioner.

Please note, you MUST include a valid email address for the Petitioner's Representative or you will not be able to eFile your petition.



y 2	
6A. Activity/Agency Name Party Code	
Make a Selection	•
Address	
Address	
Phone	
ext.	
Fax	
ext.	
6B. Activity/Agency Contact	
Email	?
Salutation	
First Name	
мі	
Last Name	
Suffix	
Title	
	?
Organization	0
Address Line 1	~
Address Lille 1	?
Address Line 2	
Address Line 3	
Address Line 4	

In a similar fashion, complete the information for the other parties (Agency and/or Union) involved in the petition. You are limited to one other Agency and Union in addition to the petitioner. If there are additional parties, please submit information about those parties as an attachment to your petition.



atition (II)	
etition (II)	
Back to top	
8A. Date(s) of	Recognition/Certification (Month, Day and Year) of any unit(s) affected by issues raised in the petition.
8B. Expiration	of Current Agreement(s)(Month, Day and Year) covering any unit(s) affected by issues raised in the petition.

If the petition involves an existing bargaining unit, provide the date(s) of the recognition or certification. If there is a collective bargaining agreement covering the unit(s) provide the date when the agreement will expire, or the date when the most-recent agreement expired. If there is more than one certification, or more than one collective bargaining agreement, include that information in an attachment to the petition.



Attachments

Back to top Add Attachment							
	OGC	Description	File	Attachment			
No	No attachments found						

If you have any documentary evidence to submit in connection with this case, you must first save the case by clicking the Save button at the top or bottom of the screen. You will be taken back to your Home Page. Select your case from the list of OGC Cases and click the Edit button next to the case. When you return to your case, you may now go back to the Attachments section and click the Add Attachment button.



chments Add Attachm	ent
AVE SAVE & ADD ANO	OTHER CANCEL
FAQ	
My Home Page	
Attachment Section	
OCC eFiling No.	90047436
OGC eFiling No. Description of Attachment	
Description of Attachment	t Showing of Interest
Description of Attachment	t Showing of Interest
Description of Attachment	t Showing of Interest
Description of Attachment File Attachment	t Showing of Interest t E:\Showing of Interest.docx Browse ? Allowed Attachments
Description of Attachment	t Showing of Interest t E:\Showing of Interest.docx Browse ? Allowed Attachments

In the Add Attachments screen, briefly describe the document you are going to attach. Click the Browse button to find the document on your computer. Select the document you want to attach and then click the Save button.

Please note, only certain document types (e.g., Word, Excel, PDF) are allowed. To see a list of allowed attachment types, click the Allowed Attachments link.



Declaration Section

Back to top

10. I DECLARE THAT I HAVE READ THIS PETITION AND THAT THE STATEMENTS IN IT ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MAKING WILLFULLY FALSE STATEMENTS CAN BE PUNISHED BY FINE AND IMPRISONMENT, 18 U.S.C. 1001. THIS PETITION WAS SERVED ON ALL PARTIES KNOWN TO BE AFFECTED BY ISSUES RAISED IN THIS PETITION.

Next you must fill out the Declaration section. By checking the box for section 10, you attest to the truth of the statements made in this petition.





You are now ready to create a copy of the petition to serve on the other parties.

First, you must click the Save button at the bottom or top of the screen. This will take you back to your Home Page.



OGC Cases Information

Back to top

FULL REPO	FULL REPORT GRID EDIT EMAIL V PRINT OTHER Results 1 to 3 (out of 3)									
	OGC eFiling No.	Filing Representative	Related Regional Office	Case Type	Can serve this case?	Can the case be filed?		File Attachment Status	Case Number Assigned	Date Filed ▼
EDIT VIEW	25231495	MrSmith@Yoogle.com	OGC-BN	со	yes	yes	yes	No Attachments	BN-CO-12-9999	07-19-2012
EDIT VIEW	5166420	MrSmith@Yoogle.com	OGC-CH	CA	yes	yes	yes	All Attachments are allowed	CH-CA-12-98989	07-18-2012
EDI VIEW	414687	MrSmith@Yoogle.com	OGC-BN	CO	yes	no	no	No Attachments		

Select your case from the list and click View.



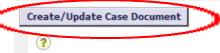
Case Document Section

Back to top

If you want to print a copy of your case to review or serve on a party to the case, then follow these steps:

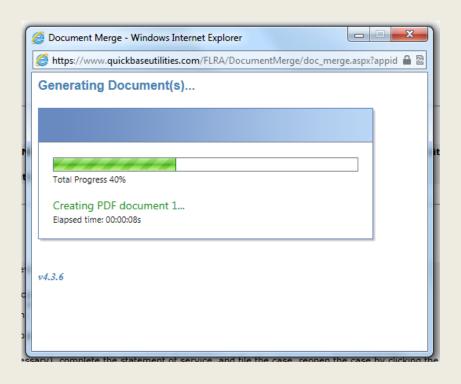
- 1. Click on the "Create/Update Case Document" button below.
- 2. After the case document is generated in the pop up window, click close.
- 3. Press the F5 key to refresh the screen.
- 4. Click on the PDF Document link.
- 5. Follow your browser's instructions to open and print the document.

To return to the case and make edits (if necessary), complete the statement of service, and file the case, reopen the cases again.



Go to the Case Document Section and click the Create/Update Case Document button.





A pop-up window will appear showing that your petition is being created.



Process Complete - Windows Internet Explorer	
https://www.quickbaseutilities.com/FLRA/DocumentMerge/doc_	merge.aspx?appid 🔒 🗟
Process Complete!	
Document(s) were generated successfully:	
# Documents Created: 1	
Close	

When it is done, click the Close button.



Case Document Section

Back to top

(

If you want to print a copy of your case to review or serve on a party to the case, then follow these steps:

- 1. Click on the "Create/Update Case Document" button below.
- 2. After the case document is generated in the pop up window, click close.
- 3. Press the F5 key to refresh the screen.
- 4. Click on the PDF Document link.
- 5. Follow your browser's instructions to open and print the document.

To return to the case and make edits (if necessary), complete the statement of service, and file the case, reopen the steps again.

Crea	te/ Upda	ite Case Docun	nent			
OGC	CASE	DOCUMENT	21462101	77.pdf	Revisions	?
-						

Refresh your screen (by clicking the F5 key on your keyboard, for example) and the link to the PDF copy of your petition will now appear. Click the link to open a copy of your petition.

Please note, you must have Adobe Acrobat installed on your computer to open the petition.



	OMB Control No. 3070-0003 Approved through 3/31/99			
UNITED STATES OF AMERICA FEDERAL LABOR RELATIONS AUTHORITY	FOR FLRA USE ONLY			
PETITION	Date Filed:			
 Clear and concise statement of the purpose of the peti petition: <u>The petition seeks an election of all civilian employs</u> Washington, DC. 				
2. Description of the unit(s): Included: <u>All civilian employees of the Training Management Office, Washington, DC.</u> Excluded: <u>All professional employees, management officials, supervisors and employees described</u>				
 in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7). 3. Approximate number of employees in the unit(s) affected by issues raised in the petition: Currently: 				
 Proposed: <u>53</u> 4. The petition is supported by: ☑ a showing of interest of not less than 30% 				
☐ evidence of membership of not less than 10% of the emp petition	loyees in the unit(s) involved in the			
 A. PETITIONER Name: <u>UNITED STATES NAVY</u> Address: <u>1500 J St., SW, Washington, DC 20006</u> Phone: (<u>202) 555-1212</u> 				

You may now print a copy of your petition to serve on the other parties, or you may serve the other parties by attaching the document to an email if the other party has agreed to be served by email.





Case Status

Back to top

For detailed instructions on how to generate a copy of your case so you can serve a copy on the other parties, please click <u>here</u>

Ready to serve this case? yes

Can the case be filed? yes

Are you ready to file your case?

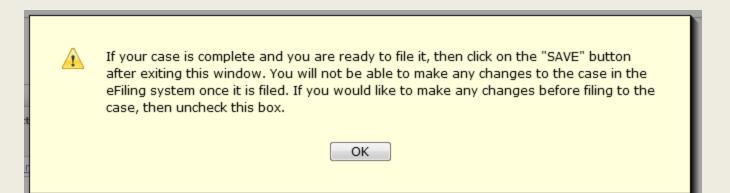
Created in Case Management System? NO

You are now ready to file your petition.

Click the Edit button, then go to the Case Status section.

Click on the "Are you ready to file your case" box.





A prompt will appear informing you that you are ready to file your petition and that after you have filed your petition you will not be able to make any changes to it.

Click the OK button to proceed.



	Case Status	
	Back to top	
	For detailed instructions on how to generate a copy of your case so you can serve a copy on the other parties, please click <u>here</u>	
	Ready to serve this case? yes	
	Can the case be filed? yes	
	Are you ready to file your case?	
	Created in Case Management System? no	
	Help Requests (related to this case)	
	Name	
	No help requests found	
(SAVE CANCEL	

If you need to make any changes to your petition before filing it, then please do so now.

When you are ready, click the Save button and your petition will be filed.



OGC Cases Information

Back to top

FULL REPORT GRID EDIT EMAIL V PRINT OTHER Results 1 to 3 (out of 3)										
	OGC eFiling No.	Filing Representative	Related Regional Office	Case Type	Can serve this case?	Can the case be filed?		File Attachment Status	Case Number Assigned	Date Filed ▼
EDIT VIEW	25231495	MrSmith@Yoogle.com	OGC-BN	со	yes	yes	yes	No Attachments	BN-CO-12-9999	07-19-2012
EDIT VIEW	5166420	MrSmith@Yoogle.com	OGC-CH	CA	yes	yes	yes	All Attachments are allowed	CH-CA-12-98989	07-18-2012
EDIT VIEW	414687	MrSmith@Yoogle.com	OGC-BN	со	yes	no	no	No Attachments		

You will be returned to your Home Page, where the petition will appear on your list of cases. After the case has been docketed by the Regional Office, the FLRA Case Number will appear next to your petition. Please use this Case Number in all your correspondence with the Regional Office.

