

FEDERAL LABOR RELATIONS AUTHORITY

OFFICE OF THE GENERAL COUNSEL

**UNFAIR LABOR PRACTICE
CASE HANDLING MANUAL**

FOREWORD

This Final Unfair Labor Practice Case Handling Manual (Manual) provides comprehensive guidance to Regional Agents in preventing, resolving, processing, and investigating unfair labor practice charges. It was finalized after an investigatory training conference was held in May of 1999 where input was sought, and subsequent modifications/additions to the Manual were made, based on input from Regional employees.

The Manual incorporates and references the changes to the General Counsel's regulations set forth at [Subpart A](#) of Part 2423 of the FLRA's Regulations. See 63 Fed. Reg. 65638-65645 (Nov. 30, 1998) which includes the codification of the OGC's policies on Facilitation, Intervention, Training and Education; Quality; Scope; Injunctions; Prosecutorial Discretion; Settlement; and Appeals. Where appropriate, the Manual references relevant case law. As it pertains to various case processing matters, the Manual provides for: (1) uniformity and best practices among the Regions; (2) criteria and principles that govern Regional discretion and judgment; and (3) Model and Sample Forms and Letters. The Manual and its Attachments, which include the Statute and the General Counsel's regulations, will be a valuable resource guide for new and experienced Agents alike and will be a useful training tool that uniquely sets forth in one document OGC investigatory policy, philosophy, options, guidance and strategies.

The Manual will be updated on a yearly basis. As is common among legal loose leaf services, the new page numbering system allows for the replacement and/or insertion of only those pages, including a new index, and other tables, that are necessary.

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