



# MEMORANDUM

TO: **Railroad Neutrals**

FROM: **Roland Watkins** *Roland Watkins*  
**Director, Arbitration Services**

DATE: **October 8, 2015**

RE: **Transition to the new Arbitrator Work Space**

---

---

**During the month of October, the National Mediation Board (NMB) will transition to the new Arbitrator Work Space.**

**Commencing in Fiscal Year 2016, arbitrators will use the new Arbitrator Work Space to request work and seek reimbursement. For this reason, all requests submitted for October and November have been cancelled. All of the present requests for the months of October and November which are pending in the Arbitrator Work Space will be eliminated by the NMB's Agency Technology Officer who is the head of the NMB's Information and Communication Technologies Office. Arbitrators will be informed when the new Arbitrator Work Space is operational and you can submit a new request for October. You will not be able to enter the new Arbitrator Work Space until the Office of Information Technology has transferred all case data from the old Arbitrator Work Space to the new one. This will take some time. You will be notified by the Office of Arbitration Services when the transition is complete.**

**Once the new Arbitrator Work Space is operational, you must have a Google account and use the Google Chrome Browser to access the system. It is each arbitrator's responsibility to obtain the Google account. In order to set up an account, go to Google and sign up. Once you have completed this, go to <https://nmbworkspace.firebaseio.com/> and register for accessibility to the new AWS. You have to complete this process in order to use the new AWS.**

**When the NMB's Office of Information Technology has completed this migration of data to the new AWS system and it is operational, you will be notified by the Office of Arbitration Services. We will also place on the**

**NMB web site a user guide for your information.**

**Questions must be directed to either Carol Conrad or Elijah Crayton at (202) 692-5055.**