



MEMORANDUM

TO: Railroad Neutrals

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

DATE: November 1, 2011

RE: Arbitrators' Workspace

On January 1, 2012, the National Mediation Board (NMB) will require that all railroad arbitrators use the Arbitrators' Workspace to request days and submit requests for compensation for work performed under Section 3. The NMB introduced to the railroad arbitrators at the National Association of Railroad Referees' annual meeting, the Arbitrators' Workspace system which will enhance the process to request days and requests for work compensation. The Arbitrators' Workspace is a web based information system which will give each arbitrator access to their case information.

The Arbitrators' Workspace will replace the current electronic Form 6 "Arbitration Services – Officials Travel/Referee Compensation Authorization," Form 7 "Arbitration Services – Pay Voucher for Personal Services" and Form 8 "Neutral's Report of Activity."

To begin the process of using the system, you must obtain a login and password. You may obtain this by submitting an e-mail to Darrell Dancer at arb@nmb.gov and requesting a login and password. Once you have made the request, you will receive the login and password from Charles Montague of the NMB's Information Technology Office. Mr. Montague will contact you and assign you a login and password. He will also schedule a brief training session.

The Arbitrators' Workspace is voluntary at the present time. However, commencing January 1, 2012, use of the workspace is mandatory. No electronic forms to request days will be accepted after January 1, 2012. The new workspace is located at www.nmb.gov. This means that starting with the request for days for the month of February 2012, use of the Arbitrators' Workspace is mandatory.

Arbitrators are encouraged to obtain their access as soon as possible in preparation for January 2012. Any questions about the transition must be directed to Darrell Dancer at 202-692-5055 or arb@nmb.gov.