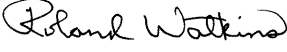




## MEMORANDUM

**TO:** ALL RAILROAD NEUTRALS

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

**DATE:** September 28, 2006

**RE:** Authorization for Section 3 Activity

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Recently, there have been several instances in which neutrals have heard cases without the appropriate authorization from the National Mediation Board (NMB). The appropriate authorization is the certificate of appointment which is issued by the NMB. You cannot engage in any activity for which you seek compensation without this document. Neutrals cannot be reimbursed for any activity prior to the date of the issuance of this document.

Cases are added to boards only upon the approval of the NMB. Neutrals will be compensated for work on these additional cases only after they have been approved by the agency. Copies of the approved documents are sent to neutrals as proof of the official adding of the cases. It is the arbitrator's responsibility to make sure that he/she has the appropriate documents prior to hearing any cases.