

MEMORANDUM

To: All NRAB Members
From: Marcus Ruef, NRAB Chairman and Jeanie Arnold, NRAB Vice Chairman
Re: Case/Docket Management During COVID-19 Crisis
Date: April 20, 2020

Colleagues,

We hope that all of you are staying well and safe. We greatly appreciate everyone's efforts in keeping the Section 3 process moving along as smoothly as can be expected.

Over the past several weeks we have had a series of meetings with NMB regarding how to manage the NRAB process during the period that Linda Gathings and Michaela Guyton are working remotely. The NRAB mail at the RRB Building was last checked on March 13, 2020. This impacts the filing of notices of intent and submissions. A temporary time limit waiver was previously provided and that waiver will no longer be applicable. The NMB's IT staff have collaborated to design strategies to continue the NRAB process, and their memo to us describing these steps is attached.

The solution regarding the filing of Notices of Intent is simple. Going forward, and for the duration of the crisis, notices of intent must be filed electronically, as PDF attachments to an email directed to the appropriate Arbitration Staff Assistant (see attached memo from NMB). Many filers have already been doing this for some time.

For the filing of submissions, NMB has designed a method for the parties to utilize Google to upload their submissions to their own secure Google space, with a link sent to the appropriate Arbitration Staff Assistant, who will then use the secure link to download the submission and related case material to the appropriate Docket file. The instructions for this process are included in the attached NMB memo.

When instructed by the NRAB to exchange submissions, the Parties should also exchange their submissions electronically, using an agreed upon exchange platform (Google, Dropbox, email, etc). We encourage the Parties to consider using their Google spaces for their exchange process when notified to do so. If the parties leave their submissions they filed with the NRAB in their respective Google space after filing with the NRAB, they can exchange by sending each other secure links at exchange time and download each other's filings. Of course, when a party is finished transmitting their material, they can delete it from their Google space.

We have beta tested the instructions designed by NMB, and they worked very easily. If any of you or your constituents have any difficulties using this system, please call either of us for assistance. Above all, stay safe!

Attachment



NATIONAL MEDIATION BOARD WASHINGTON, D.C. 20005

**TO: Marcus Ruef, NRAB Chairman
Jeanie Arnold, NRAB Vice Chairman**

FROM: Terri D. Brown, Director of Arbitration Services

**CC: Linda A. Puchala, Chairman
Kyle Fortson, Member
Gerald W. Fauth, III, Member
William Fumey, Chief Information Officer**

DATE: April 13, 2020

RE: NMB Support for NRAB Temporary Electronic Filing

Due to the extraordinary circumstances associated with the COVID-19 pandemic health crisis, the National Mediation Board (NMB) temporarily closed its office at 844 North Rush Street, Chicago, Illinois to all visitors. As a result, US Mail has not been checked by our Chicago office employees since March 13, 2020.

In order to maintain Section 3 operations and perform mission critical services and support to the National Railroad Adjustment Board (NRAB), the NMB proposes to institute the following temporary electronic filing measures:

1. Notice of Intent (NOI) to file a Submission

All NOI letters will be filed electronically to NRABInbox@nmb.gov.

2. Party Submissions

Background: The NMB is required by law to meet Federal Information Security Management Act (FISMA) requirements. FISMA requires federal agencies to ensure to confidentiality, integrity and availability of its systems. The Federal Risk and Authorization Management Program (FedRAMP) is a US government-wide program that delivers a standard approach to the security. NMB utilizes the Google Cloud Platform and Google Drive, which has received a FedRAMP certification based on an assessment of the security of the system.

Electronic Filing Process: Once Parties receive an acknowledgement letter of NOI receipt, (which includes the assigned NRAB Case Number and due date to file respective Submissions), Parties will also receive the following instructions

outlining how to upload their submission to Google Drive.

There are a number of Google Drive tutorials and guides available online, one can be found here: <https://www.youtube.com/watch?v=NrknRUCMN6w>.

STEP 1 – Log into Google Drive (<https://drive.google.com>) with your Gmail Account. (If you do not have Gmail Account, you can create a free account by going to <https://www.google.com/gmail/>)

STEP 2 – Create a New Folder, titled as your NRAB Case Number, and upload your submission to the folder.

STEP 3 – Once your submission file has been uploaded to the folder, right click the file folder and click "Share."

STEP 4 – Enter the email address of the appropriate NMB Arbitration Program Specialist in the "Share with Others" popup window.

(Note: NEVER click "Get shareable link" as anyone with the link can see those files. For online security purposes, only share with the appropriate NMB email address listed below.)

NMB Arbitration Program Specialist Contacts for NRAB Divisions:

First, Second, & Fourth Divisions

Linda Gathings

gathings@nmb.gov

Third Division

Michaela Guyton

guyton@nmb.gov

Please notify me regarding the acceptability of these temporary procedures as soon as possible by calling my NMB Cell Phone at (202) 302-1347.

Thank you in advance for your consideration of these temporary measures.