



(202) 692-5000

NATIONAL MEDIATION BOARD
WASHINGTON, D.C. 20572

October 2, 2024
NMB File No. CR-7256

VIA EMAIL

Dion Flannery
PSA Airlines, Inc.
3400 Terminal Dr.
Vandalia, OH 45377

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TWU
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Participants:

The National Mediation Board (Board or NMB) received an application filed on behalf of the Transport Workers Union of America (TWU) for the services of the Board under the provisions of Section 2, Ninth, of the Railway Labor Act. A copy of the application and any cover letter or position statement is enclosed. The applicant alleges a representation dispute involving the following employees of PSA Airlines, Inc. (Carrier):

“Simulator Instructors”

This application has been assigned **NMB File No. CR-7256** in order to conduct a pre-docketing investigation and will be referred to by that number. Investigator Andres Yoder is assigned to investigate this case. All further contacts in this matter should be made only with the Associate General Counsel or the Investigator. These individuals, along with the General Counsel, are the only Board employees authorized to make any official statements on behalf of the NMB in this case.

Within five (5) working days of the date of this letter, the representatives of the participants, with the exception of the applicant, must file the enclosed **Notice of**

Appearance for up to three representatives. The representative who will be the primary contact for the Board must be included on the Notice of Appearance. This will facilitate communications with Board personnel and ensure receipt of all pertinent documents and other information.

The following information should be provided by **10 a.m., ET October 16, 2024**, or as provided below:

1. Our records indicate that the applied-for employees are unrepresented. Any participant that has other information regarding the employees' representation status must promptly notify the Board.
2. The Carrier must provide the Board's Office of Legal Affairs with an **alphabetized list of potential eligible voters** as a **Microsoft-Excel file**. **The Carrier must also submit an attestation by a carrier officer** (e.g., vice president of labor relations or equivalent) of the **accuracy** of the list to the best of his or her knowledge. The format of the list of potential eligible voters must be prepared in five columns or fields **exactly** as the enclosed sample format displays. There must not be any other information or data in the file except as displayed in the five columns or fields on the sample format. The column or field headers must be contained on one row only. The Carrier must not include any **hidden** columns or fields in the **Excel file**. Note that employee middle initials appear with the first name. Do not make a separate column or field for the middle initial. **If you have any questions about the correct format for this list of potential eligible voters, contact the NMB Election Administrator at 202-692-5040.**
3. The Carrier **must inform the Investigator of the date of the last day of its last payroll period prior to October 2, 2024** and the number of employees covered by this application. The list of potential eligible voters must contain **all individuals with an employee-employer relationship as of the last day of the last payroll period prior to October 2, 2024.**¹ The list must be **alphabetized** on a system-wide basis. The Carrier must provide a copy of the list to the organization(s).
4. The Carrier must provide **one set of signature samples for the eligible voters solely to the Investigator**. The alphabetized signature samples must be in the same order as the names on the list of eligible voters. Until an applicable list and the signature samples are received by the Investigator, the Investigator will **continue to accept additional authorization cards**.

¹ Section 9.2 of the NMB's Representation Manual defines the categories of individuals with an employee-employer relationship under the Railway Labor Act. The Manual is available at https://nmb.gov/NMB_Application/.

5. Participants should provide an **initial position statement** regarding what the appropriate craft or class is for the employees covered by this application, and may submit a statement regarding any other issue in this case.

Upon receipt of this letter, the Carrier must **post the enclosed “Notice to Employees”** at all stations.

All representation-related documents pertaining to this matter should be filed electronically with OLA except for the following items, which must be submitted in hard-copy format: 1) authorization cards (submitted by applicants and intervenors); and 2) signature samples (submitted by carriers, as required above).²

All electronic submissions should be sent to OLA-efile@nmb.gov and must reference the assigned representation case number, NMB Case No. CR-7256, in the subject line of the email so that the document is properly filed. **Please do not make submissions to any other agency email address.**

All electronic submissions must be in Portable Document Format (PDF) format and cannot exceed a 50-page limit. The one exception is that the Carrier must provide the List of Potential Eligible Voters to the Board in Microsoft Excel format. The Microsoft Excel List is for the Board’s administrative use only. The Carrier should send a separate alphabetized list in PDF to each of the participants. When a participant has filed a submission at OLA-efile@nmb.gov, they will receive an auto-reply message.

Copies of all submissions to the Board, with the exception of the signature samples and privileged documents, must be **served simultaneously** on all other participants. A **certificate of service** must be provided to the Board to verify the simultaneous service. The Board will not consider submissions which fail to comply with these requirements.

Sincerely,



Maria-Kate Dowling
General Counsel

- Enclosures –
MKD/tws

² If the NMB authorizes an election in this case, the Carrier will be required to submit peel-off address labels for all employees on the list of potential eligible voters. The labels must be provided in hard copy and may not be filed electronically.

SAMPLE FORMAT OF THE SPREADSHEET LIST FIELDS

SeqNum	LastName	FirstName	JobTitle	DutyStation
1	Able	John, Jr.	Pilot	Chicago, IL
2	Baker	Mary A.	Pilot	Tampa, FL
3	Charles	William J.	First Officer	Detroit, MI

NOTICE OF APPEARANCE
(Please Print or Type all Information Below)

The Participant hereby enters the following names, addresses, phone and fax numbers, and e-mail addresses for the individual(s) designated as the representative(s) of the Participant.

(Participant Name)

(1) _____ Phone No. _____
(Name & Title)

_____ FAX No. _____
(Address)

_____ (e-mail address)
(City, State, Zip Code)

(Alternate Phone/Cell Number)

(2) _____ Phone No. _____
(Name & Title)

_____ FAX No. _____
(Address)

_____ (e-mail address)
(City, State, Zip Code)

(Alternate Phone/Cell Number)

(3) _____ Phone No. _____
(Name & Title)

_____ FAX No. _____
(Address)

_____ (e-mail address)
(City, State, Zip Code)

(Alternate Phone/Cell Number)

PLEASE EMAIL THIS FORM TO: OLA-efile@nmb.gov