



(202) 692-5000

**NATIONAL MEDIATION BOARD**  
WASHINGTON, D.C. 20572

June 24, 2024  
**NMB Case No. R-7632**

**VIA EMAIL**

Steven Nigh, Chief Legal Counsel  
PSA Airlines  
3400 Terminal Dr.  
Vandalia, OH 45377

Connie Vallas, Associate General Counsel  
James Carlson, Air Transport Coordinator  
Tom Regan, Airline Coordinator  
International Association of Machinists and Aerospace Workers  
9000 Machinists Place  
Upper Marlboro, MD 20772

Participants:

The National Mediation Board (Board or NMB) received an application filed on behalf of the International Association of Machinists and Aerospace Workers (IAM) 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 (PSA):

“Stock Clerk Employees”

This application is docketed as **NMB Case No. R-7632** and will be referred to by that number. Eileen M. Hennessey 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 July 8, 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 June 21, 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 June 21, 2024.**<sup>1</sup> 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**.
5. Participants may provide an **initial position statement** regarding any issue in this case to the Investigator.

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<sup>1</sup> Section 9.2 of the NMB's Representation Manual defines the categories of individuals with an employee-employer relationship under the Railway Labor Act. That section of the Manual is available at <http://www.nmb.gov/representation/representation-manual.pdf>.

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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 are still required in hard copy: 1) authorization cards; 2) signature samples; and 3) employee address labels, which are still required on 1” X 2-5/8” peel-off labels as per the wire.

All electronic submissions should be sent to [OLA-efile@nmb.gov](mailto:OLA-efile@nmb.gov) and must reference the assigned representation case number, NMB Case No. R-7632, 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](mailto: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/JMG

**SAMPLE FORMAT OF THE SPREADSHEET LIST FIELDS**

<b>SeqNum</b>	<b>LastName</b>	<b>FirstName</b>	<b>JobTitle</b>	<b>DutyStation</b>
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) \_\_\_\_\_  
(Name & Title)

Phone No. \_\_\_\_\_

\_\_\_\_\_  
(Address)

Fax No. \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(email address)

\_\_\_\_\_  
(Alternate Phone/Cell Number)

(2) \_\_\_\_\_  
(Name & Title)

Phone No. \_\_\_\_\_

\_\_\_\_\_  
(Address)

Fax No. \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(email address)

\_\_\_\_\_  
(Alternate Phone/Cell Number)

(3) \_\_\_\_\_  
(Name & Title)

Phone No. \_\_\_\_\_

\_\_\_\_\_  
(Address)

Fax No. \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(email address)

\_\_\_\_\_  
(Alternate Phone/Cell Number)

**PLEASE EMAIL THIS FORM TO: [OLA-efile@nmb.gov](mailto:OLA-efile@nmb.gov)**