

Major IT Systems

Introduction

These are the Major Information Technology Systems used at the National Labor Relations Board (NLRB).

1. Case Activity Tracking System (CATS)
2. Judicial Case Management System (JCMS)
3. Pending Case List (PCL)
4. Trial Information Gathered on Electronic Records (TIGER)
5. Litigation Information on the Network (LION)
6. Appeals Case Tracking Systems (ACTS)
7. Extension of Time System (EOTS)
8. Special Litigation Branch Case Tracking System (SLBCTS)
9. Regional Advice Injunction Litigation System (RAILS)
10. FOIA Tracking System (FTS)
11. Work in Progress/ Classified Index the Electronic Network (WIP/Citenet)

Case Activity Tracking System (CATS)

Abstract: The Case Activity Tracking System (CATS) tracks events associated with unfair labor practice (ULP) charges and representation petitions filed with the NLRB. In addition, it provides a full suite of statistical and standard reports, provides document assembly via its Correspondence Merge module, and facilitates ad hoc querying of the data by inexperienced users via its Query Wizard module. The Case Activity Tracking System is a case tracking system used to support the offices of the General Counsel in both unfair labor practice (ULP) and representation petitions (R) case processes.

Originator:

- Office of the General Counsel
- Division of Operations Management

Access Constraints: CATS is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of CATS are restricted only to those privileges necessary to perform their assigned tasks. The restriction can be categorized as read-write, read or no access.

Distributor Name: N/A

Point of Contact: [\[See Office Directory\]](#)

Record Resource:

National Labor Relations Board
Street Address: 1099 14th Street NW
City: Washington, D.C.
Zip Code: 20570
Country: United States
Hours of Service: 8:30am – 5:00pm

Agency Program: Information Technology

Sources of Data: NLRB

Time Period: N/A

Judicial Case Management System (JCMS)

Abstract: The Judicial Case Management System (JCMS) is an all-electronic environment in which cases are considered, votes are cast, and Board decisions are prepared, circulated, modified and approved – all without the need for the physical circulation of paper documents. Within JCMS, Board Members and related offices each have private collaborative spaces in which ideas can be shared with legal staff, recommendations can be made and evaluated, and Board Member views developed. In addition, JCMS has a public collaborative space in which Board Members can share their views with their colleagues, formally vote on draft decisions, and finalize the Board's decisions in pending cases.

Originator:

- Offices of the Board Members
- Office of the Executive Secretary

Access Constraints: JCMS is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of JCMS are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

Distributor Name: N/A

Point of Contact: [\[See Office Directory\]](#)

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Pending Case List (PCL)

Abstract: The Pending Case List (PCL) Tracking System is a case tracking system used to support the offices of the Board in both unfair labor practice (ULP) and representation petition (R) case processes. PCL captures data from all ULP cases (10(j), EAJA, Court Remand or Gissel cases) and R cases that are appealed to the Board. PCL also tracks the time to issue certifications in unfair labor practice case.

PCL provides managers with a wide variety of reports to indicate performance activity (via statistical reports, including time lags, medians and other production indicia; case inventory statistics; pipeline positions (Stage positions and loopbacks), which assist in identifying choke points and bottlenecks in the processing flow; document tracking; and Board Member positions with regard to case outcomes. PCL additionally acts as the reporting tool for process data produced in JCMS.

Originator:

- Offices of the Board Members
- Office of the Executive Secretary
- Office of Representation Appeals
- Office of the Solicitor

Access Constraints: PCL is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of PCL are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Trial Information Gathered on Electronic Records (TIGER)

Abstract: The Judges Trial Information Gathering Electronic Reports (TIGER) tracking system is used to support the offices of the Board in both unfair labor practice (ULP) and representation petition (R) case processes. TIGER contains data related to administrative hearings of unfair labor practice cases including the scheduling of trials, preparation of Judges' itineraries, development of statistical data, and production of workload reports.

Originator:

- Division of Judges
- Offices of the Board Members

Access Constraints: TIGER is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of TIGER are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Litigation Information on the Network (LION)

Abstract: The Litigation Information on the Network (LION) is a case tracking system within the Appellate Court Branch that begins a case when one of three events occurs: (1) a Region sends a case to the Branch for enforcement, (2) a party aggrieved by a final order of the board files a petition for review, or (3) the Board approves a formal settlement agreement providing for the entry of a consent judgment by an appellate court. After a case is entered in the system, it is used to track all documents sent or received pertaining to that case while it is pending in the Appellate Court Branch. The system is also used to record appearances, briefing schedules, motions mediation events, settlement activity, briefs received and filed, oral arguments, opinions, orders, judgments, petitions for rehearing and responses to them, the court's rulings on rehearing and the issue of mandate which closes a case. Cases may also be closed by settlement, withdrawal, or compliance. The Appellate Court Branch uses the system to enter a brief summary of the case, code the violations for reports, and collect information for a monthly report.

Originator:

- Appellate Court Branch

Access Constraints: LION is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of LION are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Time Period: N/A

Appeals Case Tracking Systems (ACTS)

Abstract: The Appeals Case Tracking System (ACTS) is used to track appeals from Regional Director's refusals to issue complaint in unfair labor cases as well as appeals from Regional Office compliance determinations made after the issuance of a Board Order. ACTS tracks the receipt of a request for an extension of time to file an appeal, the filing of an appeal, the receipt of the Regional Office file, information about the processing of the appeal within the Office of Appeals such as the assignment of the case to a supervisor and attorney and the dates certain internal actions on the appeal occur, and the disposition determination made on the case. The system is used to generate a monthly case processing report and cumulative GPRA results, as well as reports related to Office performance and case activity including workload, production, and timeliness figures.

Originator:

- Office of Appeals

Access Constraints: ACTS is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of ACTS are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Extension of Time System (EOTS)

Abstract: The Extension of Time System (EOTS) is a web-based system that provides charging parties with a convenient way to request an extension of time to file an appeal in an unfair labor practice case that has been dismissed at the Regional Office level. When a case is dismissed, the charging party is given an access code and instructions for filing an online request for an extension of time to file an appeal. When a request is entered into this system, the appropriate Regional Office and the Office of Appeals are immediately notified via email.

Originator:

- Office of Appeals

Access Constraints: EOTS is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of EOTS are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Special Litigation Branch Case Tracking System

Abstract:

The Special Litigation Branch Case Tracking System (SLBCTS) is used to track information about cases that come into the Special Litigation Branch (SLB). Information for each case in the SLBCTS can be retrieved by categorized screens as follows: (a) basic case screen reflecting the SLB attorney and supervisor assigned, dates showing date case opened, date case assigned, plus Board, court and SLB case numbers, and final date and reason for SLB case disposition; (b) travel screen into which there is entered information including travel dates, attorney traveling and reason (e.g., court hearing), case name and numbers, dollar amounts obligated and spent and Budget authorization number; (c) screens for each possible court where which we may appear (bankruptcy, district and appellate courts) noting, for each screen, the case name and numbers, and a recording of dates of complaint, answer, motions, responses, orders filed or received, arguments, and other events.

Originator:

- Special Litigation Branch

Access Constraints: SLBCT is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of SLBCT are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Regional Advice Injunction Litigation System (RAILS)

Abstract: The Regional Advice and Injunction Litigation System (RAILS) tracks current and historical data regarding approximately 700-800 unfair labor practice (ULP) charges cases handled by the Division of Advice per year. These cases include cases submitted by Regional Offices to the Regional Advice Branch as well as special projects handled by that Branch; and cases submitted to the Injunction Litigation Branch in connection with ancillary injunction proceedings in Federal Courts under §10(j) or 10(l) of the Act, as well as special projects handled by the Division of Advice. The system also produces numerous statistical reports pertinent to managing the case load, including reports relevant to the NLRB's performance of its GPRA goal regarding §10(j) cases.

Originator:

- Division of Advice

Access Constraints: RAILS is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of RAILS are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Time Period: N/A

FOIA Tracking System (FTS)

Abstract: The FOIA Tracking System (FTS) tracks current and historical information about the handling of approximately 4700 requests made under the Freedom of Information Act to the NLRB's regional offices, Office of Appeals, Office of the Executive Secretary, and to the General Counsel office. The system also produces numerous statistical reports pertinent to managing the case work load, and most importantly generates the NLRB's Annual FOIA Report which the NLRB is mandated by statute to file with the Department of Justice annually.

Originator:

- Division of Advice

Access Constraints: FTS is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of FTS are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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Work in Progress/Classified Index the Electronic Network (WIP/Citenet)

Abstract: The Work in Progress/Classified Index the Electronic Network (WIP/Citenet) tracks all “digests” of Board and court decisions maintained in a relational database management system. Attorneys in the Legal Research and Policy Planning Branch prepare text “scope” note or notes for a decision and designate relevant key number or numbers. The notes are retrievable in the CITENET system by key number, words and phrases. The system also generates reports used in the management of the Branch regarding number of cases, assignments and processing time for preparing and posting the digests.

Originator:

- Division of Advice

Access Constraints: WIP/Citenet is protected from unauthorized access through appropriate administrative and technical safeguards. These safeguards include restricting access on a user by user basis, using physical and network security policies.

Use Constraints: Users of WIP/Citenet are restricted only to those privileges necessary to perform their assigned tasks. The restrictions can be categorized as read-write, read or no access.

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