

**FEDERAL LABOR RELATIONS AUTHORITY  
OFFICE OF THE GENERAL COUNSEL**

**REPRESENTATION PROCEEDINGS  
HEARING OFFICER'S GUIDE**

**Foreword**

This is the first revision of the Hearing Officer's Guide (*HOG*) since it was published in 1996 following implementation of the revised Representation Case Handling Regulations. The first part of the *HOG* provides instructions and guidance to Hearing Officers as they prepare for and conduct representation hearings. The second part of the *HOG* discusses a variety of specific evidentiary representation issues and employee categories. Each subject provides a short analysis of applicable case law and an outline of issues and questions to assist Hearing Officers and the parties to develop a complete record. For more information on substantive case law and related issues, see the Office of the General Counsel's Representation Case Law Guide (*RCL*).

This *HOG* has been prepared by the Office of the General Counsel of the Federal Labor Relations Authority (the Authority) pursuant to Section 7104(f) of the Federal Service Labor-Management Relations Statute (the Statute). It is published in a handbook style format to make it easier for the staff and the parties to use. Party understanding of the representation process and regulatory requirements is critical to the timely and effective handling of representation hearings. Thus, this revision of the Hearing Officer's Guide is being made available by the General Counsel to all parties and individuals who are involved in filing and processing representation petitions.

The *HOG* provides procedural and operational guidance for the General Counsel's staff when processing representation cases filed under the Statute. The *HOG* is not intended to be a condensed version of all substantive or procedural law, nor is it intended to be a substitute for knowledge of the law. The guidelines are not rulings, directives, or procedural rules that are binding upon the General Counsel or the Authority. Although the staff uses the *HOG* when processing cases, it does not encompass all situations that may be encountered in processing representation petitions. Thus, responsible, professional judgment and experience is required in applying and utilizing these guidelines.

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Joe Swerdzewski  
General Counsel