

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

CERTIFICATION CHECKLIST

Only the Federal Labor Relations Authority may certify a labor organization to act as the exclusive representative of an appropriate unit of employees for the purpose of collective bargaining or thereafter, clarify or amend matters relating to the representation of employees. This checklist will assist unions and agencies in determining if their current certification properly identifies the bargaining unit and the union and agency to the collective bargaining relationship. We encourage unions and agencies to review this checklist together. If any of the following questions are answered “Yes”, you should contact an FLRA Regional Office for assistance.

1. Have any encumbered positions in the existing bargaining unit changed since the certification so that they are now supervisory, management official, or confidential?
2. Have any employees who are specifically identified in the unit description been transferred out of the bargaining unit?
3. Has the agency acquired any grouping of employees from another agency?
4. Has the name of the employing agency changed?
5. Has the employing agency gone out of existence?
6. Has the name of the union representing the employees changed?
7. Has the union which represented the employees gone out of existence?
8. Are there any questions as to whether the existing unit is appropriate under the Federal Service Labor Management Relations Statute due to reorganization, realignment or some other change in the organization of the agency?

Before you contact a Regional Office, try to collect the following information by reviewing your certification and/or your unit description in your collective bargaining agreement:

1. Date the union was first certified.
2. Authority case number when the first certification issued.
3. The unit description in the first certification.
4. The identity of the parties to the first certification.
5. Any subsequent changes to the description of the first certification concerning the description of the unit and the identity of the parties.
6. The current name of the union and agency.
7. Any changes to the composition of the unit.