



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, January 9, 2020

### MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: DALE CABANISS, DIRECTOR

Subject: Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance

*Note: The guidance within the memorandum below has been rescinded by Executive Order; please refer to OPM's March 5, 2021 memorandum: <https://www.chcoc.gov/content/guidance-implementation-executive-order-14003-protecting-federal-workforce>*

The U.S. Office of Personnel Management (OPM) is announcing the release of the Collective Bargaining Agreement (CBA) Database to facilitate agency submissions of CBAs and arbitration awards and to make CBAs publicly accessible on OPM's website as required by Executive Order (EO) 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining. The CBA Database can be found at <https://www.opm.gov/policy-data-oversight/labor-management-relations/collective-bargaining-agreements/>.

This memorandum supersedes and replaces the OPM guidance memorandum issued on November 20, 2018, titled: "Updated Guidance for Submission of Collective Bargaining Agreements and Arbitration Awards in Accordance with EO 13836 - Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining." OPM developed the CBA Database as a tool for agencies to submit their CBAs and arbitration awards directly to OPM. After submission to OPM and approval, CBAs will be pushed directly to the public-facing CBA Database. Public users will be able to sort and filter CBA entries by agency, union, or expiration date and run reports. In addition, public users will be able to search the contents of CBAs in the database using key terms and phrases.

#### Agency Submission Requirements for CBAs

Agency labor relations staff, or other appropriate personnel, may register as a user and submit CBAs and arbitration awards through the CBA Database using the Labor Relations Document Submission Portal. Once approved, agency users may login and submit CBAs and arbitration awards directly to OPM through this portal. To register as an agency user, please visit the CBA Database at <https://www.opm.gov/policy-data-oversight/labor-management-relations/collective-bargaining-agreements/> and click on the user registration page link.

OPM is uploading all CBAs submitted by agencies over the past year to the CBA Database. Agencies are not required to re-submit CBAs already emailed to OPM unless there is an update to the CBA. Please check the CBA Database to ensure that the CBAs you have previously submitted to OPM are associated with the correct corresponding information (e.g., agency, union name, bargaining unit status (BUS) code, expiration date). If you have an update to a CBA document itself, please submit the document using the Labor Relations Document Submission Portal and email [LRG@opm.gov](mailto:LRG@opm.gov) to request the old document be removed. If you have an update to the information associated with the CBA document (e.g., agency, union name, BUS code, or expiration date), please email [LRG@opm.gov](mailto:LRG@opm.gov) and we will update that entry.

Agencies should submit *new* CBAs not already submitted to OPM using the Labor Relations Document Submission Portal within 30 days of each CBA's effective date. CBAs should be uploaded in a Portable Document Format (PDF) file format conformant with the standards of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d) and 36 CFR Part 1194). This law requires Federal agencies to make their electronic and information technology accessible to people with disabilities. When formatting the CBA in preparation for submission to OPM, agencies should not include any actual signatures, individual names, or other personal identifiers. Agencies may simply remove the signature page from the CBA or redact individual signatures, names, and other personal identifiers. However, please ensure the redacted document conforms with the standards of Section 508.

The U.S. General Services Administration (GSA) Government-wide IT Accessibility Program has developed resources to assist agencies in creating documents that meet the standards of Section 508. OPM encourages agencies to reference the resources provided by GSA at <https://www.section508.gov/create/documents> and <https://www.section508.gov/create/pdfs>.

It is also suggested that agencies coordinate Section 508 conformance with their internal agency 508 Program Managers. A list of agency coordinators can be found at: <https://section508.gov/tools/coordinator-listing>.

If your agency does not have a designated 508 Program Manager, contact your agency Chief Information Officer (CIO) office for assistance.

### **Agency Submission Requirements for Arbitration Awards**

As a reminder, agencies are required to submit new arbitration awards to OPM within 10 business days of receipt. Arbitration awards do not require Section 508 conformance or redaction because they will not be publicly accessible on the CBA Database website. However, the arbitration awards must be in a searchable format (either Word or searchable PDF). Agencies are required to submit arbitration awards to OPM using the Labor Relations Document Submission Portal on the CBA Database website. Agencies must now use the CBA Database and Labor Relations Document Submission Portal to submit CBAs and arbitration awards rather than submitting via email.

**Questions**

Agency headquarters-level human resources offices may contact OPM's Accountability and Workforce Relations office at [LRG@opm.gov](mailto:LRG@opm.gov) or (202) 606-2930. Other agency employees should contact their agency human resources offices for assistance.

Attachment: [Executive Order 13836](#)

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Human Resources Directors