



FMCS

**FEDERAL MEDIATION &
CONCILIATION SERVICE**

OFFICE OF ARBITRATION

ARBITRATOR'S USER GUIDE

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OVERVIEW

Arbitrators currently on the FMCS roster will be provided with a username and a temporary password. If you are on the roster and do not receive this log in information, please contact the FMCS Arbitration Staff at **(202) 606-5111**.

The first time you log on to the website, you will be prompted to change your password. If you ever forget your password, there is a Forgot Password link on the login page that you can use to get a new temporary password.

Arbitration Login

Username (email)

Password

[Forgot Password?](#)

LOG IN

DON'T HAVE A LOGIN?
YOU CAN REGISTER USING ONE OF THE LINKS BELOW:

MANAGE AVAILABILITY

To manage the dates for which you would not like to be considered for panel selection:

1. Click on the **Availability** link in the left navigation menu
2. Enter the start and end dates for the range of time you would like to be unavailable for panel selection and click **Submit**. You will now be excluded as a potential arbitrator for any panels created during this period of time

The screenshot displays the FMCS (Federal Mediation & Conciliation Service) web interface. On the left is a navigation menu with options: Home, Availability (highlighted), Area Restrictions, Org/Union Restrictions, Manage Account, Manage Biography, Issue Experience, and Industry Experience. Below the menu, it shows the user is logged in as 'arbitrator' with a Logout button.

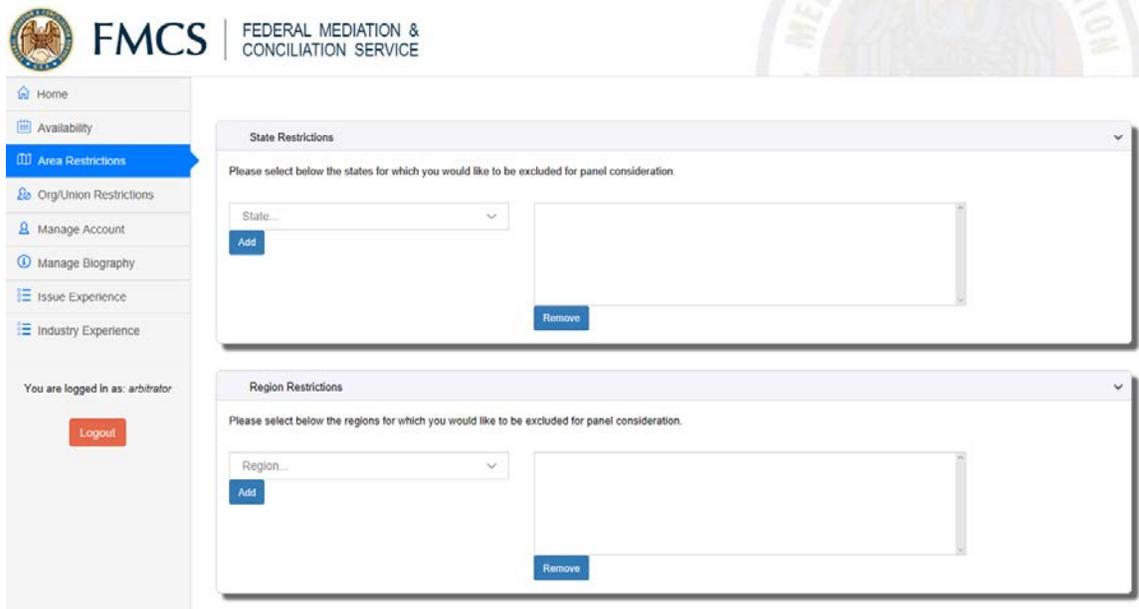
The main content area has two sections:

- Availability:** A form titled "Availability" with a dropdown arrow. Below the title is the instruction: "If you will be unavailable for panel selection for a period greater than 2 weeks, please provide the dates below." There are two date input fields with calendar icons, a "Reason" text area, and a "Submit" button.
- Availability History:** A section titled "Availability History" with a dropdown arrow. It includes a "Show" dropdown set to "10" and "entries", a "Search:" input field, and a table with columns "Start", "End", and "Reason". The table is currently empty, displaying "No data available in table" and "Showing 0 to 0 of 0 entries". There are "Previous" and "Next" navigation buttons at the bottom.

MANAGE AREA RESTRICTIONS

To manage the geographic areas, if any, for which you would not like to be considered for panel selection:

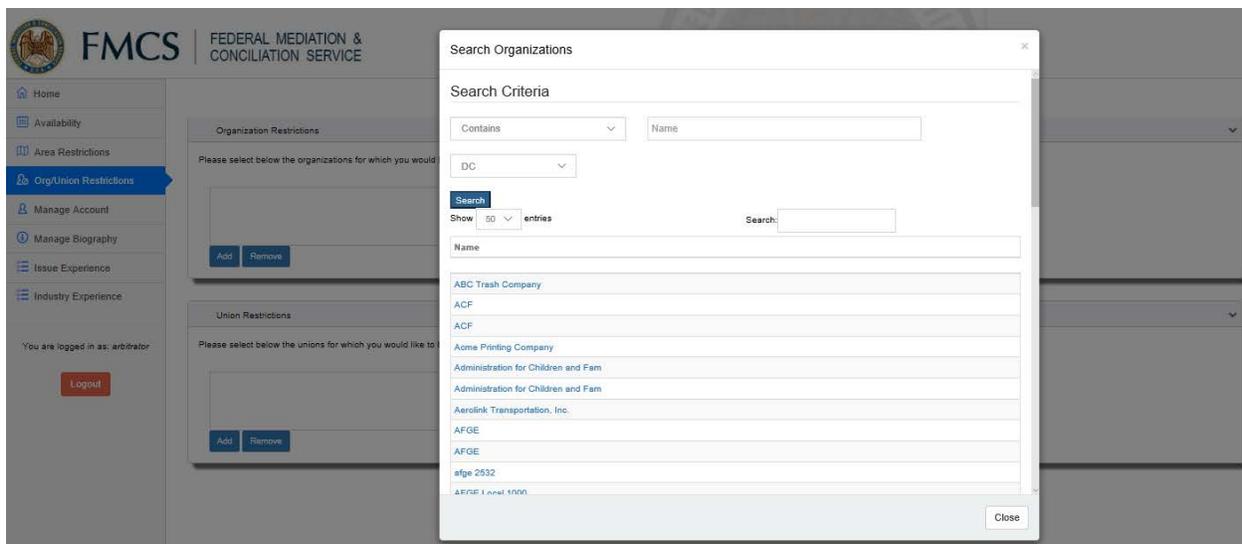
1. Click on the **Area Restrictions** in the left navigation menu
2. Select a state or a region and click the **Add** button to add that state/region to the list of areas for which you would not like to be considered for panel selection



MANAGE ORG/UNION RESTRICTIONS

To manage the organizations and/or unions, if any, for which you would not like to be considered for panel selection:

1. Click on the **Org/Union Restrictions** link in the left navigation menu
2. Click the **Add** button to search for a company or union and click on the item in the search results list and it will be added to the restrictions list



MANAGE ACCOUNT

To manage your account:

1. Click on the **Manage Account** link the left navigation menu
2. Edit any of the information and click the **Save** button

The screenshot displays the 'Manage Account' interface. On the left is a navigation menu with options: Home, Availability, Area Restrictions, Org/Union Restrictions, **Manage Account** (highlighted), Manage Biography, Issue Experience, and Industry Experience. Below the menu, it shows 'You are logged in as: arbitrator' and a 'Logout' button. The main content area is divided into three sections:

- Manage Account:** A form with fields for First Name (Arbitrator), Last Name (Arbitrator), MI (empty), Status (Active), Email (brad.burnette@3solutions.com), Primary Phone, Phone Extension, and Phone type (dropdown). There are also fields for Secondary Phone, Phone Extension, and Phone type. 'Save' and 'Change Password' buttons are at the bottom.
- Payment History:** A table with columns: Date, Type, Amount, Status, Cleared, Comment. It shows 'No data available in table'.
- FMCS Letters Sent To You:** A table with columns: Letter, Date, By. It shows 'No data available in table'.

MANAGE BIOGRAPHY

To manage your biography:

1. Click on the **Manage Biography** link in the left navigation menu
2. **NOTE:** Any information you alter on this page will not be reflected in your biography document until you separately edit your biography. You can download, edit and upload the edited document using the buttons on the bottom of the page.

Manage Biography

PLEASE NOTE: Any changes you make on this page MUST also be reflected on your biography document. You can upload a new version of your biography below.

Arbitrator #
1234

Primary Address

Street 1
123 Main St

Street 2

City
Washington

State
DC

Zip
20007

Region
7

Play for Second Address

Biography Detail

Willing to accept international assignments

SECTORS TO EXCLUDE

Private State or Local Government Federal

CERTIFICATIONS

Attorney Industrial Engineer

HAVE EXPERIENCE IN THE FOLLOWING SECTORS

Private State or Local Government Federal

AFFILIATIONS (SUBJECT TO VERIFICATION)

AAA NAA

WILL ALSO ACCEPT THE FOLLOWING SPECIAL CASE TYPES

Expedited Employment Interest Fact Finding

Per Diem Rate (New rate will not take effect until 30 days have passed)

NOTE: Fee structure based on selection date

Save

Biography File

Download Existing Bio ? Upload Revised Bio ?

MANAGE ISSUE EXPERIENCE

To manage your issue experience:

1. Click on the **Issue Experience** link in the left navigation menu
2. Make any appropriate changes to your issue experience and click the **Save** button



- [Home](#)
- [Availability](#)
- [Area Restrictions](#)
- [Org/Union Restrictions](#)
- [Manage Account](#)
- [Manage Biography](#)
- [Issue Experience](#)
- [Industry Experience](#)

You are logged in as: arbitrator

Logout

Manage Issue Experience

PLEASE INDICATE YOUR EXPERIENCE AS AN ARBITRATOR BY ISSUE AND CHECK THE APPROPRIATE BOX FOR THE NUMBER OF CASES FOR EACH ISSUE IDENTIFIED.

Issue	0	1-4	5+	Issue	0	1-4	5+
Absenteeism	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Layoffs/bumping/recall	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affirmative action	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leave	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Management rights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arbitrability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Merit pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bargaining unit work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	National origin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bonus fringe benefits	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Official time	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conduct (off-duty/ personal)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ot pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost-of-living pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other (please specify)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demotion	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Past practices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pension and welfare plans	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline (discharge)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pension claim (fed. statute)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline (non-discharge)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Promotion	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discrimination	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drug/alcohol offenses	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Religion	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fact finding	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Retirement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fringe benefits	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Safety/health conditions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Seniority	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grievance mediation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Severance pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health/hospitalization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sexual harassment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring practices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strikes/lockouts/work stoppages/slowdowns	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holiday pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Subcontracting/contracting out	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holidays	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tenure/reappointment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Incentive pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Union security	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vacation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job classification & rates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vacation pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job performance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Violence or threats	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job posting/bidding	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wages	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jurisdictional dispute	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work hrs/scheds/assgnmts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				Working conditions/work orders	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

3. NOTE: Any changes you make on this page will not be reflected in your biography document until you separately edit the biography. You can download, edit, and upload a new document using the buttons on the Manage Biography page

MANAGE INDUSTRY EXPERIENCE

To manage your industry experience:

1. Click on the **Industry Experience** link in the left navigation menu
2. Make any appropriate changes to your industry experience and click the **Save** button

Manage Industry Experience

PLEASE INDICATE YOUR EXPERIENCE AS AN ARBITRATOR BY INDUSTRY AND CHECK THE APPROPRIATE BOX FOR THE NUMBER OF CASES FOR EACH ISSUE IDENTIFIED.

Industry	0	1-4	5+	Industry	0	1-4	5+
Advertising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Maritime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aerospace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Meat packing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agriculture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Metal fabrication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Airlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aluminum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Nuclear energy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Automotive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Office workers/clerical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bakery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Packaging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beverage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Paint & varnish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brewery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Petroleum/petrochemicals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Broadcasting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pharmaceuticals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plastics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Canning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plumbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Police & fire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chemicals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Printing & publishing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clothing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Prison guard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Public sector grievance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Public sector interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Construction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pulp & paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dairy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Railroads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distillery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Real estate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Refrigeration/hvac	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electrical equipmt/applian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Restaurants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Retail stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entertainment/arts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rubber/tire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feed & fertilizer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Shipping/dry-dock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food manu/prod/service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Steel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Furniture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stone/quarry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Glass/pottery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Symphony orchestra	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grain mill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Textile	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tobacco	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hospital/nursing home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hotels/motels/casinos/resorts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trucking & storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Iron	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Upholstering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lumber	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Utilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Machinery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Warehousing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

- NOTE: Any changes you make on this page will not be reflected in your biography document until you separately edit the biography. You can download, edit, and upload a new document using the buttons on the Manage Biography page

PAY ANNUAL DUES

To pay your annual dues to remain on the FMCS roster of arbitrators:

- When your annual dues are due, you will see a notification at the top of the page

The screenshot shows the FMCS (Federal Mediation & Conciliation Service) arbitrator dashboard. At the top, there is a navigation menu with options like Home, Availability, Area Restrictions, Org/Union Restrictions, Manage Account, Manage Biography, Issue Experience, and Industry Experience. A red banner at the top right contains an important notice: "IMPORTANT: YOUR YEARLY ARBITRATOR ROSTER FEE IS NOW DUE! PAYMENT IS REQUIRED BY SEPTEMBER 30TH TO REMAIN ACTIVE ON THE ROSTER. Please click here to pay your yearly dues." Below this, the 'Cases' section is visible, showing a table with columns for CaseID, Case Number, Date Received, Company, Union, and Dispute Site. The table is currently empty, displaying "No data available in table" and "Showing 0 to 0 of 0 entries". A 'Logout' button is located in the bottom right corner of the dashboard.

2. Click on the **Pay Annual Dues** button to go to the annual dues payment page

The screenshot shows the FMCS annual dues payment page. At the top, there is a navigation menu similar to the dashboard. A blue banner at the top right contains the instruction: "Validate/edit your primary and, if necessary, secondary address(es) and click Make Payment." Below this, the cost for the address is displayed: "Cost for first address - \$150" and "Cost for second address - additional \$50". The 'Primary Address' section contains several input fields: "Street 1" (with "123 Main St" entered), "Street 2", "City" (with "Ashburn" entered), "State" (with "VA" selected in a dropdown), and "Zip" (with "20147" entered). There is a checkbox labeled "Pay for second address (this will incur additional cost)" which is currently unchecked. A green "Make Payment" button is located at the bottom of the form.

3. Enter/edit your primary address and click the Make Payment button to complete the payment with Pay.Gov
4. Alternatively, you can also check the Pay For Second Address checkbox on include a secondary address (This will incur an additional cost of \$50 for a total of \$200)

PAY FOR A SECOND ADDRESS

If you have paid your annual dues only for a primary address and later wish to add a second address, you can do so by:

1. Click on the **Manage Biography** link in the left navigation menu
2. On the Manage Biography page, click on the **Pay for Second Address** button

Home
Availability
Area Restrictions
Org/Union Restrictions
Manage Account
Manage Biography
Issue Experience
Industry Experience

You are logged in as: #1234567
Logout

Manage Biography

PLEASE NOTE: Any changes you make on this page MUST also be reflected on your biography document. You can upload a new version of your biography below.

Arbitrator #
1234

Primary Address

Street 1
123 Main St

Street 2

City
Washington

State
DC

Zip
20007

Region
7

Pay for Second Address

3. Complete the payment. When payment is complete, the section for entering the Secondary Address will appear on the page.

Home
Availability
Area Restrictions
Org/Union Restrictions
Manage Account
Manage Biography
Issue Experience
Industry Experience

You are logged in as: arbitrator
Logout

Manage Biography

PLEASE NOTE: Any changes you make on this page MUST also be reflected on your biography document. You can upload a new version of your biography below.

Arbitrator #
1234

Primary Address

Street 1
123 Main St

Street 2

City
Washington

State
DC

Zip
20007

Region
7

Secondary Address

Street 1

Street 2

City

State
State...

Zip

Region
Region...