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October 4, 2013

NA-12-BMWED

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Gentlemen:

In accordance with Article III of the February 27, 2012 Agreement, this will serve as formal notice to the Brotherhood of Maintenance of Way Employees Division that the Carrier intends to cease furnishing of hard copies of advertisement and award bulletins and seniority rosters and to convert fully to an electronic bulletin and award process effective November 1, 2013.

As you are aware, Article III of the aforementioned agreement provides in its entirety as follows:

III. ELECTRONIC BULLETIN / BID / AWARD - Any requirement to furnish/post hard copies of advertisement and award bulletins and seniority rosters is eliminated upon BMWED being shown that all NS employees have been furnished an email address, provided reasonable access to hardware on Carrier property (including Internet access for camp car sites) and necessary training.

As of this writing, every Maintenance of Way employee has been assigned a Company e-mail account and the necessary credentials to access the Carrier's network and electronic bidding system. Beginning November 1, electronic advertisement and award bulletins will be "posted" each week by simultaneously e-mailing such bulletins to every employee's assigned e-mail account. To ensure that employees have reasonable access to both the network and the bidding system, all Norfolk Southern camp cars have been outfitted with satellite internet connectivity and equipped with sufficient hardware. Traveling employees who are not lodged in camp cars will have access to the internet and computer hardware at the motels in which they are lodged and if no such access is available at the motel, gang supervision is equipped with internet-capable Company laptops that employees can access. On the line maintenance side, every division office and every Track Supervisor's office is already well equipped with sufficient hardware to enable line maintenance employees reasonable access to hardware. These efforts, together with the computer and Internet access that employees have outside of work

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hours and away from work locations, are more than sufficient to ensure that employees have ample opportunity to access and use the electronic bidding system during the contractual bidding period.

With respect to training, every employee will be mailed a copy of the attached instruction manual at least two weeks prior to the conversion to fully electronic bidding. The instruction manual is a step-by-step, easy to read and understand guide to the Carrier's electronic bidding process. In addition to the manual being provided to every employee, Production Gangs will receive classroom-style face to face training on the process at a camp location during the month of October to ensure that the employees assigned to those gangs are ready to use the system before the end of the current production season and the advertisement of positions for the upcoming 2014 season. Line maintenance supervisors will also be trained during this time to provide on-site assistance to line maintenance employees as needed. Additionally, the professional staff in the Carrier's Office of Administrative Services, which developed the electronic bidding system and administers the bidding process, will remain available every working day to answer employees' questions and provide additional guidance on demand.

In light of the foregoing, we are anticipating a smooth transition to a fully electronic advertisement and award process beginning November 1. We further anticipate that any problems that may be encountered as the new system is rolled out will be minor and brought to our attention as soon as possible so that they may be quickly solved. If you have any questions, please do not hesitate to contact our office.

Very truly yours,



S. M. Goodspeed
Assistant Director
Labor Relations

Attachments

Engineering Bulletins/Awards

Electronic Bidding System

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Important Notes:

Cannot submit bids for yourself while logged on under another user's account

Bidding on a CDL position – If you receive a warning that your CDL or Medical Card is outdated or insufficient for the position, go ahead and submit your bid, then immediately send the updated information to Administrative Services via email: personnel@exchange.nscorp.com

Your bids are not submitted until you select the 'Submit Changes' button.

Logging On –

From the Information section on left hand side of the Engineering Website homepage, click on [BIDS - Engineering Bulletins/Awards](#)



You will then be prompted to log in:

A screenshot of a login window. The title is 'Login Window' and the subtitle is 'Welcome to the BIDS Site'. There are two input fields: 'Username' with the instruction 'Use your RACFID' below it, and 'Password' with the instruction 'Enter Your Password' below it. A black button with the text 'Login' is positioned at the bottom right of the form.

Each employee must log in individually using RacF ID and password to submit bids.

Your bids are not submitted until you select the 'Submit Changes' button.

Position Selection –

Once logged on, select the appropriate union from the list shown below.
A drop-down list will appear - select the region for bulletins you wish to view.



The example below shows BMW/Southern Region Line Maintenance positions.
Beneath each bulletin number lists details for the position advertised.
Click on 'Add Bid' to have that position added to your 'Bid Cart.'

Bulletin #	Position	Location	Term	Pay Rate	Vacated By	Action
#SNE-13-0006	Foreman	Charlotte, NC	Temporary	\$25.47/hr	This is a new position.	Add Bid
#SNE-13-0007	Laborer	New Bern, NC	Permanent	\$22.93/hr	This is a new position.	Add Bid

our
or

Your bids are not submitted until you select the 'Submit Changes' button.

The 'Add Bid' will then disappear for that bulletin number/position you selected, which lets you know your bid has been added. Also, your 'Bid Cart' count will indicate your newly added, and unsubmitted (1) bid. Please see the changes below as they appear after selecting a position to bid on.

'Bid Cart' now shows Unsubmitted (1)

BIDS
Bulletin Information Decision System

BRS BMW EBEW Bid Cart: Submitted(0) | Unsubmitted(1) [Reorder/Submit Bids](#)

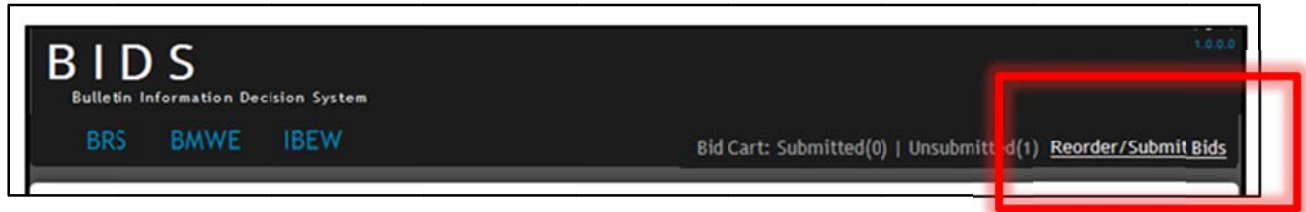
Bulletin #SNE-13-0006	Bid Period: 3/1/2013 - 3/15/2013	Add Bid
Foreman Northeast Division MR Johnson sick N/A	Charlotte, NC	Temporary
Rest Days: Friday, Saturday and Sunday	Pay Rate: \$25.47/hr Vacated By: This is a new position.	
Bulletin #SNE-13-0007	Bid Period: 3/8/2013 - 3/22/2013	
Laborer Northeast Division N/A	New Bern, NC	Permanent
Rest Days: Saturday and Sunday	Pay Rate: \$22.93/hr Vacated By: This is a new position.	
Bulletin #SNW-13-0008	Bid Period: 3/8/2013 - 3/22/2013	Add Bid
Laborer/Truck Driver/CDLB Northwest Division N/A	Huntingburg, IN	Permanent
Rest Days: Saturday and Sunday	Pay Rate: \$23.05/hr Vacated By: This is a new position.	

'Add Bid' has now disappeared

Your bids are not submitted until you select the 'Submit Changes' button.

Submitting Bids –

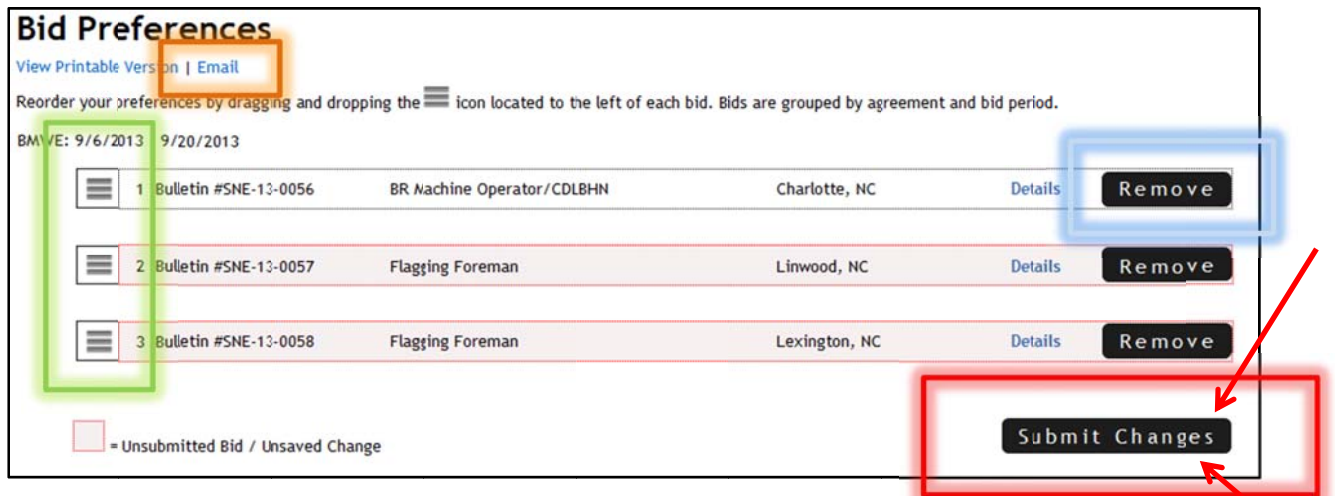
Once you have selected all of the jobs you wish to bid on, click on 'Reorder/Submit Bids' (at the top right hand corner of the page) – shown below – to change preference order, delete bids from the choice list, and view final options before submitting your bids officially to Atlanta.



Notice below that three (3) bulletin number/position combinations below have been selected. Bulletin number, Position title, and Location information are shown along with the ability to cancel (Remove) your bid for a particular position.

Handles (shown below inside the green box) are how you re-order your bids. If you would like SSE-13-0013 to be your first preference, grab the handle (click and hold with your mouse) for that bulletin number and drag it to the top of the list. Once you let go of your mouse, your preferences will show as updated in the new order. Continue to rearrange in this manner until your bids are in the order you want.

Click on 'Remove' (shown below in the blue box) if you want to cancel or delete your bid for a particular position.



If at any time you want an email confirmation of bids that you have submitted, click on 'Email' shown in the orange box above.

Your bids are not submitted until you select the 'Submit Changes' button.

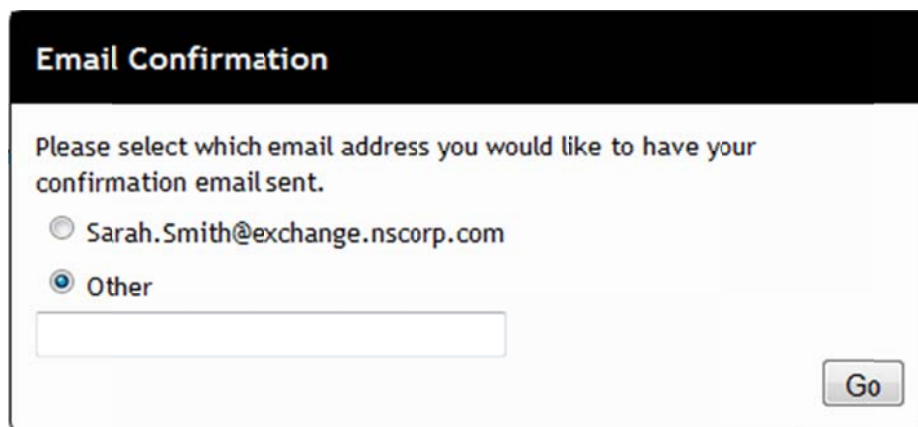
Making Changes –

If any of your bids has a lightly shaded background, as shown in preferences 2 and 3 above, those bids have NOT been submitted. In the example shown above, you must click on 'Submit Changes' to ensure all of the above bids (and the current preference order) are submitted for consideration.

If you submit bids, then go back and re-order them or add a bid for another position before logging out, you will need to click on 'Submit Changes' again to make sure your most recent updates are submitted to Atlanta. Each time you make a change or add to your bid, be sure to click 'Submit Changes.'

You are able to make changes **up until the close date & time for the particular bulletin**. Once a bulletin period has closed, you will no longer be able to make changes to or cancel your bid(s).

Once you click on 'Submit Changes' you will have the ability send a copy of your bids to an email address of your choice; either to your Norfolk Southern email, or you can click on 'Other' to enter a different email address.



The image shows a dialog box titled "Email Confirmation". The text inside reads: "Please select which email address you would like to have your confirmation email sent." There are two radio button options: "Sarah.Smith@exchange.nscorp.com" and "Other". The "Other" option is selected. Below the "Other" option is a text input field. A "Go" button is located in the bottom right corner of the dialog box.

Your bids are sent immediately to Atlanta's computer system in the order you have selected for your preferences. If you later decide you want to change the order of your preferences or if you want to cancel a bid, just log back into the system, click on 'Bid Cart' and make the necessary changes, then click on 'Submit Changes.'

Your bids are not submitted until you select the 'Submit Changes' button.