



# International Longshore and Warehouse Union



I L W U Local 13 • 630 Centre Street • San Pedro, CA 90731 • (310) 830-1130

April 24, 2025

## Bulletin #27-25

### **CLERK TRANSFER** **ANNUAL SIGN-UP**

Per CLRC-0039-2023, **Clerk sign-ups will now take place annually during the Skilled Training sign-up period from May 1 to May 31.** If you are interested in Clerk Transfer, you must sign up during the time-period and complete an electronic on-line application. The new list will be effective July 1, 2025.

The Committee agreed the **electronic sign-up period will begin Thursday, May 1, 2025 and end Saturday, May 31, 2025.** The electronic application is accessible via the Dockworker Self-Service Portal ([selfservice.pmanet.org](http://selfservice.pmanet.org)). **[PLEASE SEE SEPARATE SIGN-UP INSTRUCTIONS]. THIS IS A SIGN-UP LIST ONLY – NO TRANSFERS HAVE BEEN APPROVED.**

**Late applications will not be accepted.** The Committee agreed individuals who miss the application deadline because of verified disability and/or active military duty during the entire application period shall be allowed to apply within 30 days of their return to work. These individuals will be inserted to the application list based on their seniority. Individuals who do not notify the Committee within 30 days upon their return to work shall not be eligible.

In accordance with Supplement I-A and Supplement II of the Pacific Coast Longshore and Clerk Agreements and Section 5 of the Coastwise Rules, the following criteria must be met in order for longshore workers to qualify for transfer to clerk registration:

- 1) Transfer applicants must have **five years of full Class “A” longshore registration** as of July 1, 2025. Transfer applicants that are Herman-Flynn Mechanics must have satisfied their 12-year steady obligations or, if no longer under steady employment, must have satisfied their 15-year obligation as of July 1, 2025.

- 2) Transfer applicants must have worked the required hours to have qualified for a two (2)-week basic vacation in each of the previous two (2) years. This requirement may be waived for up to a maximum of one (1) year for individuals off work due to industrial illness or injury. **See Supplement 1-A, Section 9.11 for waiver procedures. Waiver documentation will be submitted, electronically, to the ILWU Local 13 Business Office, if necessary.**

**TESTING:**

- 3) Transfer applicants must pass the ARRO Cognitive Test.
- 4) Transfer applicants must pass a CRT Keyboard Skill Test, which includes a typing test for speed and accuracy.

The Committee agreed **PMA will schedule any applicant who has not previously passed 1) ARRO Cognitive Test or 2) CRT Keyboard Skill Test for the requisite test.** Individuals may also contact the training center to schedule their ARRO Cognitive Test and CRT Keyboard Skill Test should they wish to complete that requirement prior to being scheduled by PMA.

Applicants that successfully meet the above requirements shall be placed in a pool of applicants for selection. Selection shall be from applicants by seniority for 50% of the total number of transfers, and the Employers shall select the remaining 50%.

**PLEASE HOLD ALL WAIVER REQUESTS  
AND DOCUMENTATION UNTIL FINAL SELECTION OF  
SENIORITY AND EMPLOYER PICKS BY THE JPLRC.**

**Joint Longshore Labor Relations Committee  
Joint Clerks Labor Relations Committee**

Fraternally,

Gary Herrera  
*President*

Brandi Good  
*Vice President*

Gabe Zuniga  
*Secretary/Treasurer*

# SIGN-UP OPPORTUNITIES

## Longshore to Clerk Transfer

### Dockworker Self-Service Portal

**Login**

Welcome to Dockworker Self-Service Portal.

Email \*

Password \*

Dockworker Enrollment [Click here to get started!](#)

LA/LB Applicant Enrollment [Click here to get started!](#)

Having trouble? Check out our [Frequently Asked Questions](#).

Enroll at any time!  
Click on **Dockworker Enrollment**

Forgot password?  
Click on **Frequently Asked Questions**

Go to [selfservice.pmanet.org](http://selfservice.pmanet.org) or scan QR Code to access Dockworker Self-Service Portal from any of these devices:

- Computer
- Tablet
- iPad
- Smartphone



**Log in to self-service using email and password**

**Got Questions?**  
Call 1-888-762-1234

**PM** Pacific Maritime Association

Payroll ▾ Reports/Docs ▾ Leave Request ▾ Setup ▾ **Sign-up Opportunities ▾**

**Longshore to Clerk Transfer**

Go to Sign-up Opportunities > **Longshore to Clerk Transfer**

Payroll ▾ Reports/Docs ▾ Leave Request ▾ Setup ▾ Sign-up Opportunities ▾ Help

Sign-up Opportunities > Longshore to Clerk Transfer

Your Assigned Local  Application Deadline

If you are interested in clerk transfer, you MUST fill out an online application. THE TRIPARTY LRC HAS AGREED THAT ALL FORMER APPLICATIONS ON FILE ARE NOT VALID.

Registration Number and Name

Address

Contact Phone Number \*

Date on which you first became a limited (Class B) registered longshore worker

Date on which you first became a fully (Class A) registered longshore worker

If any of the above information is incorrect, please contact LR rep in your area.

Verify all your information is correct.  
Update your contact phone number here.  
Contact LR rep in your area if any of the information is incorrect.

Click the check boxes to confirm.

- ☐ I understand that passing Clerk Cognitive Test (Arithmetic/Numbers' Competency) is a requirement to qualify for fully registered (Class A) clerk status
- ☐ I understand that passing the CRT Keyboard Skills Test is a requirement to qualify for fully registered (Class A) clerk status.
- ☐ I can speak and understand English
- ☐ I can read and write English legibly

If there was an interruption in your registration status:

- enter Start and End Date
- select Deregistration or Withdrawal from the picklist
- type in an explanation of why there was an interruption in registration.

Interruption in registration status			
Start Date	End Date	Interruption due to	Explanation
<input type="text" value="MM/dd/yyyy"/>	<input type="text" value="MM/dd/yyyy"/>	<input type="text" value="Deregistration"/>	<input type="text"/>
<input type="text" value="MM/dd/yyyy"/>	<input type="text" value="MM/dd/yyyy"/>	<input type="text" value="Deregistration"/>	<input type="text"/>
<input type="text" value="MM/dd/yyyy"/>	<input type="text" value="MM/dd/yyyy"/>	<input type="text" value="Deregistration"/>	<input type="text"/>

Click **Submit**

**e-Sign**

ATTACHMENT A, CLRC Meeting No. 19-15

A. P. undertake to transfer me or

B. signification or revocation of

By signification and Deregistration application.

Once application by going to "Reports/Docs" > "Documents" > "Download completed"

Initial \*

Review Attachment A and e-Sign on the acceptance by providing your initial.  
Click **Agree** and **e-Sign** to complete your application.

Go to Reports/Docs > **Documents**, to download and print your Clerk Transfer Application.

Year	Created Date	Document
2021	03/19/2021	Clerk Transfer Application (19-Mar-2021 10:11:46)