

# N.A.A.E.

National Association of Agriculture Employees

## NEWSLETTER



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**National Association of Agriculture Employees**

*Newsletter Issue No. 80 March 2012*



## **A Message From Our President**

*Sarah Rehberg*

As always, it has been a very eventful year, with great accomplishments for NAAE and our members—a COMPLETED Contract, to be known affectionately as the “Green Book,” and along with this success, other significant changes that will affect all of our members. NAAE anticipates that these are not the last of the drastic changes (among the drastic changes—the close of much of the Emerald Ash Borer Program) we will see in the future. Then there are those changes that may grind against all of us for years—changes from Washington that make us want to apologize daily for being federal employees. We should not have to apologize! These changes may extract from our pay, health insurance, retirement, and other benefits, key to the reasons we decided to care—the reasons we became federal employees. We have had our pay frozen for two years. Is that long enough? Or should we go for five years without an inflation adjustment? While some Washington-sent changes are a certainty, the rest are not, and we can play a part in attempting to head them off by writing Congress and remembering those who did not remember us, when we vote in November. Be vigilant, be proactive, and get involved in the legislative process—save the jobs we know. Save how good it is to care and be a part of the federal community!

### Collective Bargaining Agreement

As we told you in the last newsletter, the Green Book (the new contract between NAAE and PPQ), is finally complete. However, completing national negotiations and signing the document into effect was not the end of the work. NAAE and PPQ worked with the PDC to produce a series of live training webinars (video-aided mini “seminars” given on the computer through the internet) covering key aspects of the new contract. NAAE partnered with Labor Relations to jointly present 4 topics each of which was offered 5 times. There was also a 5<sup>th</sup> topic that we weren’t invited to co-present, on discipline. [Guess we couldn’t fool ‘em into presenting #5 the RIGHT way.]

Part 1: Article 16 Grievance Procedures

Part 2: Highlights from Article 1 General Provisions, Article 3 Recognized Levels of Authority and Responsibility, Article 5 Employer Rights and Obligations, Article 6 Employee Rights, Article 7 Union Rights, Article 9 Union Representatives, Article 11 Official Time, and Article 13 Consultation

Part 3: Article 29 Overtime and Premium Pay and Article 22 Negotiation Provisions

Part 4: Article 32 Domestic TDY and the Mobilization Guide MOU

These webinars were required viewing for all managers supervising employees in our bargaining unit. Gone is the standard supervisor excuse, “Oh, I didn’t know that”. Also invited to view the webinars were all of our local union representatives. Unfortunately, due to limited space we were unable to invite all bargaining unit employees to the live webinars.

However, after we were all done with the live presentations, we taped them, and they are now available on AgLearn. Once in AgLearn, search “Green Book”; all 5 presentations show up. No, they aren’t as good as the live seminars because they aren’t as interactive. When you know you might have to start all over if you goof up, believe me, you stick to the script. But the information in the webinars is still good and it’s a great way to get familiar with the new contract without reading through its 200 pages. An email went out to everyone on January 30<sup>th</sup> announcing the Green Book training webinar availability on AgLearn; this training is available to everyone, though you’ll need to get supervisory approval to take it. This approval is no different than requesting official time in advance for a union activity. If you are in the bargaining unit, there is no legitimate reason for a denial, but if you should be denied this opportunity to learn, please contact an Executive Committee member immediately. You might also see contract training part 6 in AgLearn. This training unit was developed specifically for AgLearn and was never presented in webinar format. It’s basically word for word contract language from articles not covered in the webinars, again, intended for management, but still available to our unit members.

Just in case you can’t remember where to find the new Green Book, it’s posted on the APHIS Labor Relations Intranet site, [http://inside.aphis.usda.gov/mrpbs/labor\\_relations/lr\\_naae.shtml](http://inside.aphis.usda.gov/mrpbs/labor_relations/lr_naae.shtml), along with the Appendix and all of our other MOUs, or you can get there through a link on [www.AgInspectors.org](http://www.AgInspectors.org).

If you tried to download the Green Book immediately after it was posted online, there were some technical difficulties and it was accidentally protected. But that’s all fixed and you can now open the pdf on the site, or you can download a copy. I personally put a copy on my desktop so that it’s handy. There’s no reason why you cannot also do that on your work computer. The pdf has bookmarks along the left side so that you can quickly get to the contract article you might be looking for and it’s also searchable. But, if you aren’t comfortable

with accessing a copy on a government computer (which you have to do since it's on the intranet), send us an email and we will mail you a copy on a CD.

### Emerald Ash Borer

If you haven't heard this by now, the Emerald Ash Borer program is being drastically cut, and starting next fiscal year will become another one of the many regulatory programs that makes up a domestic work unit. Each EAB affected state will only be given one staff year to accomplish EAB regulatory functions. This means that most current term appointments (NTEs) for EAB regulatory positions will not be renewed. Additionally, most of the permanent PHSSs in the program will be offered a directed reassignment elsewhere or shown the door. Because of our ongoing hiring freeze, PPQ has many vacant positions that cannot be filled with new hires, so we worked with management to come up with an early voluntary reassignment procedure for the affected EAB folks. You may have noticed a distinct lack of special lateral transfer announcements. That is because EAB PHSSs were allowed to submit a resume and apply for various locations with available positions outside the EAB program. This procedure is nearly complete and some of our coworkers will soon be packing up their lives to head to the next stage of their PPQ careers. But many others are not in a position where they can pick up and move. To say this is a difficult time is woefully inadequate. We have conducted several conference calls and submitted countless questions to be answered so that employees will have a better idea of what is going to happen, but at the end of the day, or more appropriately, fiscal year, PPQ will lose cherished, intelligent, dedicated, noteworthy, competent employees.

### Office Closures

So far, we've seen many small offices close. Sometimes employees are consolidated into a larger office, and in other situations, employees now have a home duty station. The latter situation is typically seen with a single occupancy office. We're also starting to see consolidations of offices that aren't very far apart. The karnal bunt program is ending and the Olney and San Saba, TX offices are closing. Two single-employee EAB offices in Ohio have closed and the employees now have home duty stations. The Plantation, FL CHRP office will be co-located with the Davie, FL fruit fly office. Though it seemed like there was going to be an official review of all offices with three or fewer employees, we have yet to see anything formal or organized. We do know that managers are being asked to review their locations. So, this is an excellent time to discuss a change in your current circumstances. NAAE can help. Please contact a union representative and we can begin discussions with management. Or, if the reverse is true and you're concerned that a change may be made for you that you don't want, contact a union representative. We can't help if we don't know what is going on.

## Telework

Telework has been an ongoing issue for us for quite a while now; that may, or may not, still be an issue for you. When the telework initiative came out, starting with the Telework Enhancement Act of 2010 and its implementation, beginning with the new department regulation, we saw high levels of support for teleworking from the department, MRPBS, APHIS, and PPQ Headquarters. And there it stopped. That support did not include the field managers. Change is always difficult, and, as a largely field based program, teleworking is a new concept that PPQ is still adjusting to. Last summer when employees were notified that they were eligible to telework and asked to submit a preference sheet, we heard lots of stories of false information. Many employees were told verbally by their managers that it would only be allowed for weather related unscheduled telework. Not true. We were told that the Regional Directors were against telework. Not true. Regularly scheduled telework may not be appropriate for all employees, but NAAE feels it is an option for many, should employees desire. True, if you work in a PIS, pre-departure, or a trapping program, it would be very difficult to justify enough work to approve a day a week of teleworking. Other field based positions, however, could be appropriate, depending on your circumstances.

NAAE has been working with PPQ to overcome the prevalent misinformation and to let the field know that telework is supported. Hopefully everyone has seen the messages that recently came out from the Regional Directors in support of telework. That email contained the following link to the MRPBS telework site which provides a Q&A document:

[http://inside.aphis.usda.gov/mrpbs/publications/teleworks/Telework\\_QA.pdf](http://inside.aphis.usda.gov/mrpbs/publications/teleworks/Telework_QA.pdf)

In fact, this document was produced by the PPQ Forum, with questions taken from preexisting telework Q&As and additional questions intended to correct the false information we'd heard about. The draft document was sent to the MRP Telework Coordinator, Tara Green, for approval, and she liked it so much, they posted it on their site.

Another discovered hurdle to telework was that many work units don't have laptops. We are currently working with management to obtain a shared laptop for these work units that may be checked out for a telework day. If your work unit is in a similar situation, please let us know.

In January, at the last USDA Forum meeting, we learned that the Department is not happy with the low numbers of teleworkers in the field. The Department is currently developing some metrics that will be dictated to the mission areas requiring that 45% of all eligible teleworkers actually telework. We were very happy to hear that Department leaders recognize a resistance to allowing telework and agreed that agencies cannot be arbitrary and capricious with telework implementation. If an agency cannot produce a satisfactory reason for low telework numbers, the issue will be elevated to the Assistant Secretary's office. So, it is our recommendation that any employee interested in any form of telework officially apply for it. That way, if it is denied, it is an official denial

that can be tracked, as opposed to not applying because of a verbal or threatened denial. Who knows, maybe it'll actually be approved. We do, however, recognize that telework is a personal choice. I for one have no desire to telework; it just wouldn't work for me and it may not for you.

We would really like to hear from you regarding telework. Let us know if you're already teleworking or if you want to and aren't allowed. The only way we'll know if it's a problem, a problem that is being resolved, or not a problem at all, is by hearing from you.

### USDA Forum

As mentioned above, there was a USDA Forum meeting in January. Much of the Forum's work has been focused on the Administrative Solutions Project (ASP) and all its subsets, as it evolves in name. You may have heard about the Blueprint for Strengthening Service, which is the main initiative, and it has three subsets, the Administrative Solutions Project (previously named Administrative Services Project), Cultural Transformation, and the budget. Confusing? I agree, and I'm a member of the USDA Forum. So far the ASP has developed 27 improvements that will be implemented first, and after that it will look at additional change/improvement suggestions. At this point the focus is on administrative functions, so our employees won't be directly affected, but they will in all likelihood feel their effects. Secretary Vilsack attended a portion of our meeting to discuss the ASP and other budget related items. The overall message that we got from him was this: furloughs and RIFs are a last resort for him and the Department. Vilsack's goal is a thorough, systematic review of the Department for inefficiencies that can be corrected; some at a cost savings, and some not, so that we are doing our part to address the budget, but not more than our part. Reorganizing to a more efficient Department is another way to show that the government is not all about waste, fraud and abuse, and that there are real consequences to budget cuts. He ended his discussion by pulling out his wallet and showing the members of the forum his lifetime AFSCME (American Federation of State, County and Municipal Employees) membership card. I was sincerely impressed. He is still one of us.

### Training

Training is always a high priority for NAAE because it's a high priority for our employees who we represent — not just to be trained for anything, but to get the *right* training that can help us do our jobs and not to receive a bunch of useless info to crowd our minds. With the reduced budget, the already few training opportunities have further diminished. NAAE has frequently discussed alternatives to the traditional classroom setting (besides AgLearn), and the Professional Development Center has been working on blended learning approaches. There are many new opportunities available, check out the PDC course catalog for fiscal year 2012:

[http://inside.aphis.usda.gov/ppq/pdc/downloads/PDC\\_Course\\_Catalog.pdf](http://inside.aphis.usda.gov/ppq/pdc/downloads/PDC_Course_Catalog.pdf)

Thanks to PDI (pre-decisional involvement-- an Obama Administration effort to involve unions in the policy formulation process), we have been able to

cultivate a new relationship with the PDC, an area that was previously not negotiable and outside our realm of influence. We hope this will continue to be a productive and lasting relationship.

### Labor Relations

Last summer, Beth Blackwood, APHIS Labor Relations Chief, was given a new opportunity with the Department. We were very sad to see her go. Beth set the tone for our current labor management relationship, one of partnership, cooperation and communication. She was an inspiration, and we would not be where we are now without her. Lucky for us, she left behind an excellent team: Peter Brownell and Ron Dale in the Western Region, and Frank King and Robi Maple in the Eastern Region. Frank King is now our new Labor Relations Chief. We appreciate Frank's excellence as a Labor Relations Specialist, and we know he will be just as appreciated in his new position.

### Uniforms

The uniform committee has a new member. Dennis Punzal was the NAAE Western Region representative on the committee and has recently stepped down to give someone else a chance. Dennis will be missed. For those of you in pre-departure, he is the one to thank for the return of the black and white uniform. He was persistent and relentless in the face of a change that no one thought there was a chance of getting approved. Through his efforts and with the rest of the committee, he was successful. Dennis reminded us all not to give up on something you believe in, just because you're told it can't be done. Tim Cassidy, of Kona, HI, now has big shoes to fill, but we are confident he will do a terrific job.

### Convention

Victor Zeno, our NAAE Convention Chairperson has been hard at work planning our 2012 convention. For details, check out the flier he created that is posted on the NAAE homepage ([www.aginspectors.org](http://www.aginspectors.org)). This is a great opportunity and we are looking forward to seeing new and familiar faces in Savannah, GA – the dates are April 22-25. During the convention, we will have a consultation with upper PPQ management. A month before the convention, we submit a list of questions to PPQ management that we would like to hear answers to. We try to put together a list of all the issues that we know about, but this is an opportunity for you to get your questions answered from the top. Whether you plan to attend or not, we'll get you answers. Submit any questions you'd like us to ask to me at [sarahrehberg1@yahoo.com](mailto:sarahrehberg1@yahoo.com). Also, please let Victor ([zenvictor@gmail.com](mailto:zenvictor@gmail.com)) or an Executive Committee member know if you're interested in attending the convention.

## **USDA-APHIS-PPQ One Employee's Perspective-**

*Susan P. Kostelecky*

How do you describe your job? I usually say I work for USDA or PPQ, and then I take time to explain the acronym and a bit of the work I am involved in, such as facilitating agricultural exports and looking for exotic plant pests. I don't recall in 30+ years of service ever saying I work for APHIS. Maybe it's just me, but the acronym just doesn't roll off my tongue smoothly. I feel slighted when the agency I work for is referred to as "APHIS-PPQ" or just plain "APHIS". I have pride in the job I have done for most of my adult life working for USDA, APHIS, PPQ. And now you're thinking ..... just get to your point.

For me, the "light bulb" came on 2 years ago when I attempted to sign a new company up for the US Nursery Certification Program. I learned from headquarters that the Secretary of Agriculture believes that only the Office of the Secretary of Agriculture could use the USDA Seal. That means that our OMB approved Federal Phytosanitary Certificate PPQ 577 (and many other official forms) should no longer have the USDA Seal on them. Then I read more and more emails about "APHIS" being involved in phytosanitary negotiations with foreign countries. Sorry, but as an Export Certification Specialist and Authorized Certification Official, my training said that **Plant Protection and Quarantine** is the **National Plant Protection Organization** contact for the United States of America.

Then came Kevin Shea's blog, "What Holds Us Together?" and the quote "I work for no single agency; I work for APHIS." No offense Mr. Shea, but I respectfully disagree. Alarm bells began to go off in my mind and still do to this day. What happens to the work we do every day as frontline PPQ employees when weekly reports are sent to the Secretary's office and there's no mention of **PPQ**? What happens when administrative units list the work they do for field offices to justify their portion of PPQ's budget but PPQ is not found in the report? At budget crunch time a year ago, most PPQ field employees were considered "non-essential". It was a big surprise to NAAE to see the "support" positions that were considered "essential," and I'm not talking about our beloved T&A timekeepers.

I believe it is our identity as PPQ that holds us together and defines our purpose in the great USDA scheme of life. It is our pride and our belief in our PPQ mission that hold employees and management together. It is within PPQ that NAAE has representational rights. What happens to NAAE if PPQ slowly fades into the background? Are you as an employee, supervisor, or manager concerned?

## **Personal Info in IPHIS**

In March 2011, Lisa Peraino, NAAE member in Aurora, CO, brought an issue to NAAE's attention, an issue involving the Integrated Plant Health Information System (aka, IPHIS). As many of you probably know, each IPHIS user has a "user profile" within IPHIS that contains information such as email address, phone number, etc. When a user profile was created, the system would auto populate some profile fields. The problem occurred when the address field was automatically populated with the user's *home address*. Apparently IPHIS integrates with e-Authentication (apparently that is where the home address information came from) as a means of securing the system. Exactly how/why this is done is beyond our IT knowledge. But the bottom line was for us ... having home addresses appear in IPHIS is unacceptable. Initially we were told that everyone could go into the system and change his/her address, which was true, but we were concerned that people would be unaware of the issue and therefore would not know to go into IPHIS to change their information. On a conference call with IPHIS leaders, we were able to come to an agreeable solution. It was determined that the address fields could be removed all together and that, when accomplished, would fix the personal information problem for every user. So, with the release of IPHIS 3.3, the address field was removed, along with anyone's home address that may have been in the system. Further, new users won't encounter this issue because the fields simply aren't there. NAAE is glad we were able to resolve this issue and want to thank all involved in helping us fix this problem. Also, many thanks Lisa for bringing this issue to our attention so it could ultimately be resolved. As always, we need you to keep us apprised of any issues you come across out there, so please don't hesitate to contact us!

## **Considering Retirement?**

Heads up for anyone thinking of retiring in the near future -- review and make a copy of your eOPF prior to retirement. Make sure your beneficiary forms are in your eOPF and they are consistent with your current wishes. Once an employee retires, he/she will not have access to his/her eOPF or the NFC Employee Personnel Page. Upon retirement, e-Authentication for that employee is disabled. An employee can change his/her beneficiary after retirement, but the form is sent to OPM and not through the agency. If you are planning to do this, check with your HR Specialist to make sure you have the information you need. Employees may request that a hard copy of the final Earnings & Leave Statement be mailed to his/her home address.

## **FORMS TO LOOK FOR –**

SF-2808	Designation of Beneficiary (CSRS)
SF-3107	Designation of Beneficiary (FERS)
SF-1152	Designation of Beneficiary for Unpaid Compensation
SF-2823	Designation of Beneficiary for Federal Employee's Group Life Insurance (FEGLI)
TSP-3	Designation of Beneficiary (Thrift Savings Plan)

## **What the Heck is a Formal Meeting?**

*Mike Randall*

Formal? Should I bring my coat and tie? Put on the tux? Bow tie? Maybe a ballroom gown? NO!

A formal meeting is any workplace discussion between one or more managers or other Agency representatives and one or more bargaining unit employees regarding any grievance or any personnel policy or practice or other general condition of employment. The Union, by law, has a right to be notified in advance of such meeting and to be present at that meeting. 5 U.S.C. § 7114(a)(2)(A).

The right to be present at a formal meeting is one of the most frequently triggered union rights, yet it is often one of the least understood rights among new union representatives.

The first thing a union representative must do is to recognize that a formal meeting is about to take place. The best starting point is for the representative to analyze the content of the meeting. While a published agenda may be a key to alerting the Union as to the content of the meeting and indeed is one of the indicia of a formal meeting, there does not have to be an agenda in order to make the meeting formal. Whether the meeting is formal will depend upon all the facts and circumstances involved, the existence of an agenda being only one. Others include whether the meeting is scheduled, who called the meeting, where it takes place, whether attendance is mandatory, how long it lasts, whether notes or minutes are taken, etc.

Examples of different types of formal meetings include but are not limited to:

**A staff meeting** -- The Union has a right to have a representative present when matters of personnel policy and practice are discussed. How shall we inspect cargo? What is expected of each employee? These are all things that can come up at a staff meeting. The Union speaks for employees, and NAAE is the *exclusive representative* of those employees in its bargaining unit — Management does not get to “cut its own separate deal” with individuals. The Union has a right to be present at the meeting to hear what Management is telling the employees, to hear the employees’ responses, and to speak for those employees.

Many seemingly “innocent” meetings of Management with small or cleaved off groups of bargaining unit employees are or may be formal meetings (e.g. smaller groups such as: all technicians, all part-timers, all canine handlers, etc.) depending upon their content — think content. What is being discussed? Anything that affects working conditions or conditions of employment? The correct response from a manager when faced with the individual employee or group of bargaining unit employees who want to discuss matters of personnel policy and practice without the Union present is to refuse to do so and to refer that individual or group to their Union representative.

Recently, Headquarters mandated a field roll-out of its new Strategic Plan. The roll-out was to include a staff meeting and a reading of this new plan to all employee groups. A strategic plan tells us where our Agency will be going, how much money we’ll have in our budget, what activities we’ll be adding, what activities we’ll be axing, etc. Sort of sounds like future employment conditions to me. Key to completing the formula that labels a meeting a formal meeting **there has to be a discussion**, one of the four elements of a formal meeting; simply “reading this new plan” does not constitute a discussion, although one might ensue following or preceding the reading. Someone’s “D-Day” planning for rolling out the Strategic Plan failed to include telling the Union and affording the Union an opportunity to be present at each and every roll-out meeting where at least one bargaining unit employee would be present. OOPS! Once Management was alerted to the faux pas, it recognized this Strategic Plan roll-out was the “Romper Room” obvious case for a formal meeting. Well, there was a mad scramble for union representatives for all of these meetings. NAAE was not able to attend all of these meetings, but we attended enough meetings to get important feedback as to what our unit members thought about the Plan. We would have been more efficient in attending these meetings had union representatives and managers in the field immediately recognized that this type of meetings triggers the Union’s right to be notified and to be present.

**A grievance settlement meeting**—The Union has a negotiated grievance procedure, memorialized in the Green Book, designed as a complaint resolution system. This procedure makes the Union a party to any settlement of a grievance. We have an interest in the ultimate adjustment of any grievances. Why? Because grievance settlements can affect bargaining unit personnel policy and practice or general conditions of employment. NAAE gets the opportunity for input into settlements. What if an employee submits a grievance requesting as a remedy that he/she be rewarded and the rest of the bargaining unit or selected individuals in the unit be punished??? That employee can try, but he/she will have to explain the reason for such a ridiculous remedy in front of a bargaining unit Union representative—possibly, one of those unit employees marked for punishment. (While this scenario is not common, it does happen.)

**An investigational meeting**— While not usually a formal meeting, this is another type of meeting where the union may have a right to be present, and the employee has a right to representation. It would be beneficial to review union and employee rights for representation at meeting in your studies in the “Yellow Book” (see below.)

There are many more permutations of meeting types that come under the definition of formal meeting triggering an Agency obligation to the Union, and you can't be expected to sense all of this and make the right call the first time an incidence occurs. No article this small can do justice to the topic. That is why it is a good idea to run scenarios past one of the national union representatives or an old-timer who has had a lot of this type experience. We like helping our employees claim their rights. You can also read a bit more of a technical explanation of formal meeting at our union website at the “Yellow Book” resource at:

<http://www.aginspectors.org/PDF/Yellow.pdf> and read Chapter 5 FORMAL MEETINGS AND INVESTIGATORY INTERVIEWS-- or give one of us on the Executive Committee a call. Our numbers are on the back of this newsletter or on this website.



# REQUEST FOR PAYROLL DEDUCTIONS FOR LABOR ORGANIZATION DUES

## Privacy Act Statement

Section 5525 of Title 5 United States Code (Allotments and Assignments of Pay) permits Federal agencies to collect this information. This completed form is used to request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. Completing this form is voluntary, but it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of the Treasury to make proper financial adjustments; 2) a Congressional office if you make an inquiry to that office related to this record; 3) a court or an appropriate Government agency if the Government is party to a legal suit; 4) an appropriate law enforcement agency if we become aware of a legal violation;

5) an organization which is a designated collection agent of a particular labor organization; and 6) other Federal agencies for management, statistical and other official functions (without your personal identification).

Executive Order 9397 allows Federal agencies to use the social security number (SSN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.

1. Name of Employee <i>(Print or Type-Last, First, Middle)</i>	2. Employee Identification Number <i>(SSN or Other)</i>	3. Timekeeper Number
4. Home Address <i>(Street Number, City, State and ZIP Code)</i>	5. Name of Agency <i>(Include Bureau, Division, Branch or Other Designation)</i>  <input type="checkbox"/>  <input type="checkbox"/>	

### Section A-For Use By Labor Organization

Name of Labor Organization *(Include Local, Branch, Lodge or Other Appropriate Identification)*

I hereby certify that the regular dues of this organization for the above named member are currently established at \$ _____per	(biweekly pay period) (calendar month). <i>(Strike out whichever period is not appropriate, based on arrangement with the employee's agency.)</i>
Signature and Title of Authorized Official	Date <i>(Month, Day, Year)</i>

### Section B-Authorization By Employee

I hereby authorize the above named agency to deduct from my pay each pay period, or the first full pay period of each month, the amount certified above as the regular dues of the (Name of Labor Organization):

\_\_\_\_\_ and to remit such amount to that labor organization in accordance with its arrangements with my employing agency. I further authorize any change in the amount to be deducted which is certified by the above named labor organization as a uniform change in its dues structure.

I understand that this authorization, if for a biweekly deduction, will become effective the pay period following its receipt in the payroll office

of my employing agency. I further understand that Standard Form 1188, Cancellation of Payroll Deductions for Labor Organization Dues, is available from my employing agency, and that I may cancel this authorization by filing Standard Form 1188 or other written cancellation request with the payroll office of my employing agency. Such cancellation will not be effective, however, until the first full pay period which begins on or after the next established cancellation date of the calendar year after the cancellation is received in the payroll office.

Contributions or gifts (including dues) to the labor organization shown at left are not tax deductible as charitable contributions. However, they may be tax deductible under other provisions of the Internal Revenue Code.

Signature of Employee	Date <i>(Month, Day, Year)</i>	
<b>FOR COMPLETION BY AGENCY ONLY-</b> The above named employee and labor organization meet the requirements for dues withholding. (Mark the appropriate box. If "YES", send this form to payroll. If "NO", return this form to the labor organization.)	YES	NO

THE END???

?

**No! This is the beginning. We Have  
Just Begun to Fight!  
Now More Than Ever! Encourage Your Co-  
Workers to Join! Strength In Numbers!**

**YOUR NATIONAL NAAE REPRESENTATIVES**  
**(Your Input & Feedback Is Most Welcome) PLEASE MAIL ALL DUES**  
**WITHHOLDING FORMS TO NAAE NAT'L PRESIDENT FOR SIGNATURE**

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Home: (808)239-4393  
Email: [Mikeran@aloha.net](mailto:Mikeran@aloha.net)  
Cell: 808-782-6556  
Please call AFTER 0700  
Hawaii Standard Time!

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