

N.A.A.E.

National Association of Agriculture Employees

NEWSLETTER



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OUR Web Site <http://www.aginspectors.org>

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National Association of Agriculture Employees

Newsletter Issue No. 74 January 2008



A Message From Our President

Mike Randall

HAPPY NEW YEAR!

This year is bound to be better than the last one! We ONLY lost 2/3 of our bargaining unit when we ultimately lost them in the CBP battles. That bale of hay sure hurt when it fell from the top of the barn...on to my shoulder.

NOMINATIONS BALLOT

With this issue, we begin a new election cycle for NAAE Officers. We must all renew or start our commitment to be representatives of ourselves. This year continues the multitude of changes we have experienced over the past several years. We are again the labor force for one organization in one Agency in one Department—We can concentrate on Protecting American Agriculture. NAAE embodies the tradition of protecting American agriculture. NAAE also embodies the tradition of democracy in the workplace. We continue that tradition with a new election. At the **front** of this issue is a nominations ballot. USE IT! We are a rank-and-file Union. You know who your colleagues are who can navigate us through these rough waters-- those who can negotiate, mediate, moderate, and if absolutely necessary, teach the boss basics of what human beings need to EXIST!. They also must be capable of assisting NAAE grow, not just in power and respect, but in numbers.

Contract

Work on a new National Collective Bargaining Agreement (The Green Book) proceeds on a swiftening pace -- almost lightspeed compared with the years we've waited for a Management group and Labor Relations team as interested as we are in producing a finished comprehensive Contract.) It has been an entomological and acarological endeavor as we swat Thysanoptera and smash dust mites lurking in the pages on provisions that have already been agreed to and signed. We must work to update these already signed provisions to conform to what PPQ looks like today. We also must take off the gloves and get to work on the 25% of contract articles that had not been signed. These unsigned articles deal with tough and contentious topics that had been placed on the back burner. The only gift we have from the passage of time is that we have a changed organization that, for the most part, has some different priorities, including some that should make negotiation of some of the formerly contentious topics less so troublesome.

Kate Richardson Retires!

In working to the conclusion of the contract negotiations, our Chief Negotiator, Kate Richardson, and her team have some real goals to meet and deadlines to face. Kate, our current National Vice President as well as our Chief Negotiator, will retire at the end of April. She is a long-time member of the National Executive Committee as National Vice President, Second Vice President, and Treasurer as well as often serving as a local branch officer in Seattle. She will not be attending the Convention. We won't run an extensive biography and spell out all of the accolades she has earned here, as we don't really believe -- we refuse to believe -- this is happening. We will run that bio in the next newsletter when Kate no longer has license to edit what we say! Good luck to Kate in her world travels! Just tell her there is an Eighth Continent...and she'll go looking for it, camera in hand, after she finds a field guide. Kate, we don't miss you...yet!.....But we will.

Full Welcome to SITC

With this issue, we welcome SITC members as full voting stockholders in NAAE! Up until this time, SITC unit members had no negotiated agreement covering their employment with PPQ. Unlike PPQ Officers (now Safeguarding Specialists), Technical employees, Identifiers, and Pest Survey Specialists who are covered by our National Collective Bargaining Agreement (our “Red Book”), SITC Officers were not included in coverage. This “omission” is or was the unintended byproduct of the Federal Labor Relations Authority hearing process, and the years long battle we had engaged in to win back these employees into NAAE protection and the years long battle and wait in getting Management into a contract negotiation process. Details of the negotiation process are located in another article in this issue. It has been a long road that took much too long to travel, but it is worth it, and we believe the benefits to our SITC colleagues and Management in the collective bargaining process will be beyond measure. Now, the road ahead is to build upon and keep the promise we made in earning the representation of SITC. The best representative of you is you. If you are in SITC and have been waiting to jump on board the Union wagon, now is the time. We can only get closer to what is right for the SITC working condition when more SITC people get involved in collective bargaining—both locally and nationally. Tell your non-member SITC coworkers what NAAE is doing for them—encourage them to join.

On the Horizon--TDY

No one can deny there have been many changes for us as PPQ employees since the horrific 9/11 terrorist attacks. We have had 2/3 of our brethren sent off to “the camps” at CBP, and we have had other changes foisted upon us in the areas of emergency response. Cooked up in the backrooms of Washington, we witnessed the birth of the new of the Department of Homeland Security. This foul mix of Customs Federal Emergency Management Agency and other emergency response agencies became DHS. A new need to RESPOND to everything ---feed the new Response Monster and the “mysterious unavailability” of the National Guard for **domestic** emergency response to disasters, insurrection, and

etc. all combine to make you and me, Joe and Jane PPQ employees, now responsible for more than just medflies and sick chickens---we now are the labor force for hurricane, flood, disaster cleanup, zoonotic disease quarantine (people disease too!), terrorists attacks, etc.

All of this new responsibility arises from our little Agency being specifically mentioned in the Homeland Security Presidential Directives (HSPD-11) as an “Emergency Response Agency.” We have our own little place in the inches-thick National Response Plan. [If you liked War and Peace, you can find these tomes about DHS on the internet.]

Not to lessen the importance of patriotism, civic-mindedness, and our overall desire to help our fellow countrymen/countrywomen (and there IS a part we all can play in our official work capacities to advance these causes), you and I all know that, with our zero-physical-requirement job, when asked to perform duties “outside the regular job description,” there will be a FEW employees, our fellow workers, maybe even you, who do not have the capacity to fill even half a sandbag within them.

Soon we must attempt to sort out how all this is going to work for “mobilization” type TDYs. Management is on the verge of proposing some very new TDY protocols and procedures that will have a PROFOUND effect on how we do our TDY business. We do not have the specifics of these new systems, but we have had some incomplete glimpses at what is on the horizon:

All employees’ names, skills, availability, etc. will be entered into a computer called ROSS- Resource Order and Status System. All of the cars, pencils, office equipment, pesticide, etc. are entered into the computer, too—did you know that you are a “resource”? ROSS is a computer program we inherited from the Forest Service. The program is used to detail able-bodied Forest Service personnel to fight wildfires. (I have not seen any documentation that this system has been used for anything but wildfires, and I am confident it has not been employed for detailing a workforce as diverse as our bargaining unit—thus, we will be an experiment.)

When I first heard this “ROSS” acronym in conjunction with being sent mandatorily to a Katrina-type event, I thought it stood for **Resign Or Shovel S_____er...Stuff.**

Preliminary plans call for employees to be totally available for **one quarter** (ninety day) blocks of the year. This will have serious implications for scheduling leave and other family events.

NAAE has not been given formal notice of the proposed new TDY protocol, but we have agreed to approach the problem through a non-adversarial joint Labor-Management committee pledged to working out some of the bugs before any bargaining is contemplated.

NAAE knows that there will be many issues surrounding a new TDY system and duties that will touch each unit employee, some in the same and some in quite different ways. There will be childcare, adultcare, single-parent, personal health and family health issues that must be addressed. Many scheduling and leave issues will spill over from being national to local problems.

NAAE will be on guard for these changes and will do its best to minimize the impact and protect our jobs from the possible consequences of a system gone awry. Stay tuned on our website, and we will make the new Agency plans available for your consideration as they become available to us. NAAE needs your input!

NAAE 2008 NATIONAL CONVENTION

Sunday, May 11 – Wednesday, May 14, 2008

West Palm Beach, Florida

This year’s convention will be located at the Marriott West Palm Beach. Meeting days will be Sunday through Wednesday, departing Thursday with a Social – Mixer on Sunday evening. Please see information below regarding hotel accommodations.

Hotel room rates have been established for NAAE at \$103.00 single/double occupancy, plus 11.5% tax per night. In order to be guaranteed this reduced rate, you must call the Marroitt and make your reservations by **Friday, April 11, 2008**. You must tell them you are with “NAAE”. **The hotel and NAAE cannot guarantee**

availability or this rate after April 11th. Full hotel information on the website:
www.AGInspectors.org

Reservations: (561) 833-1234 or (800) 228-9290

Guest Fax (561) 833-4689

Travel for Branch Representatives: The Executive Committee has authorized transit expenses (e.g. airfare, bus, train, gas-receipts required) up to \$600 per branch representative (one per branch). Subsidized airfare is to West Palm Beach Airport. At-large members and representatives at larger workunits should call M. Randall or S. Rehberg Clore regarding authorization of additional delegates from a workunit and travel expenses. Please call regarding airfares exceeding the \$600 limitation. We will work with you on exceptions to airfare limitations. We are hoping for a representative turnout from all workunits. [We will make some exceptions to the \$600 rule and per Branch limitations—We will get you there!]

RSVP Convention Attendance with NAAE by April 11th. CALL or e-mail

Sarah Rehberg (Clore) on (734) 942-9005 to RSVP

SarahRehberg1@Yahoo.com

[Note: Only NAAE members in good standing may receive reimbursement for convention expenses.]

For Further Information CALL:

Mike Randall NAAE President after 7 am Hawaii Standard Time

(Honolulu) 808-838-2705

Sarah Rehberg (Clore)

(Detroit) 734-942-9005

OR ANY EXECUTIVE COMMITTEE MEMBER- PHONE LISTINGS ON OUR WEBSITE OR ON THE BACK OF THIS NEWSLETTER

See your old Union friends. See your young Union friends. Make new Union friends.

The following is a brief agenda for the convention week:

*Light refreshments every day. Hour lunch break daily. Lots of intensive training and Labor Mgt. stuff to learn. ***Sunday** – internal business with registration from 0800 – 1000. Sunday evening a social mixer with food/refreshments.

***Monday, Tuesday, and Wednesday:** Structured topics. Opportunities members to interact, as well as sub-divide, as needed, with colleagues. Consultation with Management and Labor Relations if scheduling permits. Training from NAAE General Counsel.

- Book travel reservations NOW to obtain best airfare (21 days advance purchase usually the best)
- Realize that POV mileage will only be reimbursed up to the cost of an airline ticket
- Call your NAAE representative if you are unsure about what you will be reimbursed for (NAAE usually pays travel only for one representative per Local, and one member At-Large from each region; the Local usually reimburses for hotel room and meals)
- Initially, you must request Annual Leave to cover your anticipated time in attendance at the convention. Sunday will not be granted any official time as it is an internal union business day.
- Following the convention, NAAE will forward the names of the attendees to management, requesting that they be granted official time for their attendance at the meeting. Traditionally, within the payperiod, management will determine the number of hours of official time granted which will be applied to the T&A.
- All time used not credited as official time will be charged to annual leave.

The Planning Committee this convention is Eastern Region VP, Athena Pappas JFK Inspection Station, NY and Jose Granada , NY ALB.

---PLEASE PLAN TO ATTEND! There will be plenty to learn and much fun for all.

Uniform Update

Sarah Rehberg (Clare) and Kate Richardson

New Uniform Allowance

By now those of you who wear the agency uniform should be aware that your allowance has been substantially increased. In June of this year the Union was advised that government wide regulations had been changed to raise the cap on uniform allowances from \$400 to \$800 per year. Management planned to implement this over a two year period. We reviewed the record and presented it to them: Since 1990 when our allowance last increased, prices of many uniform components have risen substantially. For example, men's short sleeve shirts, \$16.15 in 1990, are now \$38.18; men's pants, \$25.60 in 1990, are now \$57.46; shoes in 1990 were \$75.00

and now range from \$94 to as high as \$209.00 per pair. We proposed that management forego the phase-in period and grant the full increase. Within a few short weeks agreement was reached that full implementation would begin at the start of the 2008 fiscal year, this October. We'd like to thank management for its prompt and cooperative efforts.

Remember, you don't have to suffer in silence! Send your comments to your NAAE Uniform Committee representatives: for the Eastern Region email Sarah Rehberg (Clare) (Detroit) and Western Region Dennis Punzal (Honolulu.)

New Uniform Contract Next Year

Zeffi's contract has expired, though it has been extended through the end of this fiscal year while the Uniform Committee works on getting a new contract in place. One of the main issues we have wrestled with has been consistency of product, which we had with Lion Apparel versus prompt responses to problems which we have with Zeffi. With Lion we were one of their smallest contracts and had a difficult time getting anyone from the company to call us back. However since they manufactured their own clothing, we did have consistent products that were made to our specifications at a reasonable rate and were higher quality. The Zeffi contract requires products to be purchased off the rack and so we are at the whim of the manufacturer, though Zeffi is very responsive and has been willing to be flexible with the contract, adding or removing items according to our needs. We are working with a Contract Officer in Minneapolis to address all of our concerns with the new contract. So at this point we are looking into small companies in the U.S. that have the capability to manufacture their own pants and shirts. We're hoping that we will be the best aspects of our two former uniform companies this way. A Request for Information has gone out through the contracting website and hopefully we'll hear from many interested companies.

New Items:

There are now two material options in the Class B button down shirts, poplin and twill. Hopefully the new light weight shirt should help those of us doing domestic work in warmer climates.

Coveralls are now available in Tall sizes.

The windbreaker is new unfortunately because the manufacturer discontinued the previous one. There are two new options, a traditional windbreaker and a lighter version of the old carrier coat. They are no where near as great as the old windbreaker but they are the best that is available.

Footwear: There are going to be some changes coming up, so stay tuned. Once all the details are in place we'll let you know about it, but I know many people will be pleased.

KEEPING IN TOUCH

A great way to stay in touch with NAAE is to send us your NON-GOVERNMENT, personal E-mail Address. Also, as an option, you can save a tree by requesting that your newsletter (in color too!) and special bulletins be sent by e-mail. While Federal Law requires that we still have and use your home address in order that we can provide you with election related materials, we can help you join the electronic age for non-election matters. **NAAE will not provide your personal information to external parties.**

THE LEGAL REPORT

Kim Mann, Esq.

I. Arbitration Proceedings Involving 100+ Grievance May Resume

During the past few weeks, I have received many calls and emails regarding the status of the so-called 100+ grievances. These are the grievances filed years ago by PPQ Officers who were performing GS-11 duties while paid as only GS-9s. The grievances sought retroactive temporary promotions and back pay for the periods of time in which they were performing GS-11 services.

As many of you know, the processing of these grievances had to be put on hold when the arbitrator assigned to hear these 100+ cases, Professor Bernhardt, passed away in the Summer of 2002. At the time, he had heard three categories of grievances making up a portion of the so-called 100+ grievances. He had heard and decided the so-called "Cleveland Four," finding in the favor of all four grievants, awarding them full retroactive temporary promotions and back pay. The "Cleveland Four" were domestic PPQ Officers who worked at considerable distances from their supervisors. Professor Bernhardt also had heard and decided the group of some 30 large-port grievances of PPQ Officers stationed at Miami and performing primarily AQI functions under direct supervision. He granted approximately half of the 30 Miami grievances in whole or in part. He had also heard but had not issued a decision on the grievances of nine domestic PPQ Officers located at duty stations across the country but whose grievances were heard in Baltimore, MD. He had announced he would decide those nine before hearing, also in Baltimore, 12 additional grievances of domestic PPQ Officers.

Shortly after deciding the Miami grievances Professor Bernhardt passed away. Thus, at the time of his death, arbitration hearings had been concluded in nine of the 21 so-called "Baltimore" cases, but no arbitration decision had been issued. The other 12 "Baltimore" cases had not been heard nor had the remaining 60 grievances representing claims filed primarily by PPQ Officers performing AQI functions in Port Elizabeth, NJ and San Juan, PR.

Efforts to renew and complete the arbitration proceedings following Professor Bernhardt's death were derailed, primarily at the request of management, for various reasons. A major delaying factor was the constant change in the identity of PPQ's labor relations staff assigned responsibility for defending the 100+ grievances for the Agency. Each new iteration of staff claimed it needed more time to review the enormous record in this case and to familiarize itself with the facts and law in this area, but departed before completing this task. This phenomenon of changing management staff continues to this day; however, the current staff under the leadership of Beth Blackwood has now reviewed the record and is prepared to resume the arbitration proceedings or otherwise resolve these grievances.

The second factor resulting in delaying resumption of these grievance proceedings was 9/11 and the chaos occurring at PPQ following Congress's creation of DHS and Customs and Border Protection and the transfer of approximately two-thirds of the NAAE bargaining unit to CBP. Management contended it needed to focus all of its energies on facilitating this transition and dealing with other emergency situations arising out of the creation and evolution of DHS and CBP.

At the insistence of NAAE, the current labor relations staff responsible for PPQ has completed its review of the extensive record in these proceedings and has begun discussions with NAAE about how to move forward the remaining 100+ grievances. From the initial discussions, it is clear the Agency is amenable to resolving the grievances, but is insistent upon resolving them through a negotiated settlement. The passage of time, the retirement of many of the grievants, and the logistical nightmare created by the transfer of the large-port grievants to CBP all come together to make a negotiated settlement the preferred way, even from the Union's perspective, to resolve these long-pending grievances.

To that end, NAAE and Agency representatives met October 25, 2007 to explore on a preliminary basis how best to proceed to resolve these grievances, focusing on a negotiated settlement. The exploratory discussions revolved principally around the pending "Baltimore" 21, the nine cases Professor Bernhardt had heard but not decided, and the 12 that remain to be heard. Both sides recognize that trying the other 50 or so big-port grievances not associated with the "Baltimore" 21 would be very difficult primarily because of the transfer of the vast majority of these grievants from PPQ to CBP.

Initial discussions revolved around the concept of a lump sum settlement and the administrative benefits of that approach. NAAE has agreed to come back to Management with a proposed lump-sum settlement "number" embracing all financial aspects of a resolution of the grievances, including reimbursement of NAAE's legal fees. The analysis of the record and other background information necessary to generate a settlement offer number has already begun.

Once the Deputy Administrator denied these grievances, the "Red Book," the Collective Bargaining Agreement between NAAE and the Agency, placed control of the grievances in the hands of the NAAE's Executive Committee, including the decision as to whether to arbitrate the grievances and how that arbitration should be conducted. NAAE's Executive Committee takes this responsibility very seriously and will continue to keep all interested parties, grievants and non-grievant bargaining unit members alike, apprised of the progress made in resolving these grievances and may consult with affected grievants along the way. Everyone must keep in mind, however, that a negotiated settlement is, by its very nature, a process aimed at arriving at a compromise solution. Realists, somewhat cynically, describe a good settlement, a fair settlement, as one in which neither party to the settlement negotiations comes away happy.

SITC Agreement!!!!

Kate Richardson

As of September 13 of this year, SITC bargaining unit employees are covered by (1) NAAE's Master Collective Bargaining Agreement (the Redbook), and (2) a NAAE-Management subordinate agreement expressly for SITC, the intent and purpose of which are, in its words, "...to foster employee-management cooperation, to promote and improve the efficient administration of SITC, and to ensure the employees' participation in the development and application of policies, procedures, and other matters affecting their conditions of employment through consultation and negotiation when appropriate."

SITC officers became members of NAAE's bargaining unit November 25, 2003, when the Federal Labor Relations Authority (FLRA) issued the formal clarification of unit certificate (see President's article for details). This was at a difficult period for both the Union and Management as we were trying to cope with people and programs split between two governments departments. As far as our understanding went, SITCers were not covered by the Redbook until NAAE finally put its desire for contract coverage of SITC officers in a letter to Management in December of 2004. In it we sought to accomplish this coverage "...without going through the time consuming, expensive, and divisive mechanism of negotiating an entirely new contract." We wanted a simple amendment to the paragraph on coverage in the Redbook to include SITC officers. We were hoping to restart negotiations on the new contract, the GreenBook, to replace the ancient Redbook, and needed to focus our energies there.

Unfortunately, Management didn't see it that way. A year later we were prepared to take the issue of a SITC contract to the FLRA as an unfair labor practice charge for failure to come to the bargaining table. Fortunately for us, a new labor relations chief took over and was prepared to work with us on a solution. Unfortunately Management still felt SITC required an agreement separate from the other PPQ bargaining unit employees and wanted to use a patch work of memoranda of understanding (MOUs) to cover whatever we needed for SITC while we got back to negotiating a Redbook replacement, the Greenbook. Also unfortunately, we didn't realize what a big job the SITC agreement would be (primarily because of the hard-nosed approach the Management negotiating team took on many issues) and opted to finish that SITC agreement first as an interim agreement.

Negotiations got underway at an after-hours meeting during our NAAE 2006 Convention in Salt Lake and were finally concluded in July of this year. It was mostly a battle to hang on to what we had, having offered the Redbook as our initial proposal. Language was tweaked to accommodate our new electronic environment and to recognize SITC's unique managerial structure. We also captured language from the Agency's discarded directive on temporary promotions.

At agency-head review (the process whereby USDA's labor relations expert gets to review the agreement to insure it complies with various laws), the agreement was rejected, with suggestions given to remedy the four identified problem areas. This was done [what was done?] without difficulty, but here's the interesting twist: The main problem was that because the agreement covers only part of the bargaining unit, it must be considered subordinate to the master (Redbook) agreement. Therefore, provisions in the Redbook also apply to SITC employees unless inconsistent with the new SITC agreement, just the result we were asking for all along.

The next step is for SITC officers to put this document to use. A copy may be found on the APHIS Intranet at:

[HTTP://inside.aphis.usda.gov/mrpbs/labor_relations/LR_NAAE.shtml](http://inside.aphis.usda.gov/mrpbs/labor_relations/LR_NAAE.shtml)

It sets up a framework for cooperation at the local level with Management on a host of situations; from negotiating procedures for the assignment of leave and overtime, to setting up consultations for communicating on workplace issues, to defending against unfair practices and mitigating (lessening) negative impacts of working conditions, and finding resolution to grievances, among others. These representational activities of your elected Union representatives are accomplished on official duty time in your home port. This is done working within an existing NAAE local branch or setting up a new one. For those SITC officers not currently covered by a branch, your effective "branch president" is the NAAE Regional Vice President for your region: Currently this is Athena Pappas in the East and Willis Gentry in the West. These people, as well as the rest of the Executive Committee of NAAE, are ready and willing to assist you with your issues and to help set up new Branches where we can. There are also opportunities for Union representatives to participate with Management on committees and working groups covering a variety of work-place issues. We all look forward to working with you to improve your conditions of employment, and encourage you to get involved, be a part of NAAE. We are, after all, a grassroots, of-the-people organization, wholly dependent on the activities of you who do the work.

HARDSHIP TRANSFERS

NAAE's Contract with the Agency provides for Hardship Transfers of employees from one duty station to another as a factor Management must consider when filling vacancies. NAAE is involved in the process of hardship transfers for one purpose only -- to see that Management actually gives the consideration it is obligated to give, though we take no part in the actual decision. Occasionally, an employee finds him or herself in a "hardship" situation during the course of a career. This hardship could be a result of a change in the employee's or employee's family health or some other compelling change in the employee's situation. Usually Management requires that before it will give consideration to a request for hardship transfer, the hardship must not originate purely from financial circumstances or from circumstances of the employee's own creation.

Procedurally, the hardship request is simple. An employee follows the instructions in the contract. The employee writes his or her Regional Director requesting a hardship transfer by stating the reasons and the desired transfer duty station or stations that would ameliorate the hardship, and sends this letter to his or her NAAE Regional Vice President. Often, hardship requests of a medical nature will contain documentation with the cover letter. NAAE National Officers can not and will not render a decision about the hardship (whether it is legitimate or worthy of justifying the transfer), but can be invaluable in providing consultation over how recent hardships with similar circumstances have fared, and how the request might be improved and better supported

Upon receipt of the hardship request, the Regional Vice President will write the Regional Director a cover letter recommending the Agency consider the hardship request under the Agency's own criteria for hardships and will forward the entire Hardship package to Region. The hardship procedure is considered an exception to regular lateral transfer procedures; however, hardship transfers are still Merit procedures and must conform to requirements in the Statute. NAAE cannot "take sides" or lobby for a hardship transfer over another employee who desires a standard

lateral transfer. NAAE represents ALL bargaining unit employees on an EQUAL footing.

The Agency has granted many hardship transfers over the years. It is NAAE's policy not to report these transfers in our Newsletter or elsewhere in order to avoid identification of the individuals and thus to maintain their privacy.

NAAE has no desire to review personal medical documentation and, if desired, it may be supplied in a sealed envelope. We do need to see the letter requesting the hardship and we need to be involved in initiating the Hardship procedure in order to monitor the Agency's handling of the request to ensure that the contractual guarantee of consideration by Management is met.

In Memory of Leo Cross:

A true Union soul and a decent guy. Created the Branch 8 website. Long term local officer, a former member of the NAAE National Executive Committee serving a term as National Secretary. Stood up to local Miami management when it went astray. He was caretaker of Branch 8 as he moved to CBP and remained an ardent NAAE supporter even as union interest waned. He is missed.



**No! This is the beginning. We Have
Just Begun to Fight!**

**Now More Than Ever! Encourage Your Co-
Workers to Join! Strength In Numbers!**



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>	
FOR COMPLETION BY AGENCY ONLY- 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

1-Agency Copy

2-Labor Organization Copy

3-Employee Copy

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

Mike Randall, **President**
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