

# NFFE.ORG

## USER'S GUIDE

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**NFFE**  
We Work for America Every Day.  
National Federation of Federal Employees, Affiliated with the International Association of Machinists and Aerospace Workers, AFL-CIO

Home About NFFE Legislative News & Press Resources Issues

JOIN NFFE  
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Get NFFE *E-NEWS!*  
Enter Your Email GO

**FROM THE DESK**  
OF THE PRESIDENT

  
**Labor Day Message**

We celebrate the proud history of all workers across the country this Labor Day. No matter what your job is, the collective efforts of us all make this nation strong and safe.

On this day, we acknowledge the contributions of the men and women who came before us; who toiled and sacrificed to build the great nation we have inherited from them. When we survey the legacy given to us, we stand on the shoulders of giants.

  
The Federal Salary Council found that federal workers make 34.6% less on average than those in similar jobs in the private sector.

**FEATURED NEWS ARTICLE**

**Federal Salary Council Finds Big Jump as Public-Private Pay Gap Hits 34.6%**

The Federal Salary Council (FSC) recently announced findings from its annual report on the public-private pay gap, and the numbers are eye popping. In the matter of just one year, the private sector pay premium shot up from 26.3% to 34.6%. For federal employees working comparable jobs to these private sector workers, this means that they are underpaid by nearly 35%. Much of the increase in federal pay gaps in recent years has been attributed to the two-year federal pay freeze, changes in the FSC's methodology, and private sector wage growth. [: : MORE](#)

**NEWS ARTICLES**

**FLRA and MSPB Training Slides from NFFE Convention Now Available!**

At NFFE's 49th National Convention earlier this month, we were lucky to have the leaders from both the Federal Labor Relations Authority and Merit Systems Protection Board join us to deliver trainings. These trainings were widely popular with those in attendance. Now you can have a look at them too! Just click the links below to access these valuable trainings.

[News Item](#) • National Federation of Federal Employees • Oct 25, 2012

**FEDERAL EMPLOYEE**  
FOR MEMBERS OF THE NATIONAL FEDERATION OF FEDERAL EMPLOYEES  
**High Stakes**  
VOTE

**NFFE TOOLBOX**

**Legislative Action Center**

Become a **MEMBER**  
Here's why >

JOIN US

# GET CONNECTED WITH YOUR UNION



“ *Now—more so than ever before—communicating with our members is the key to our union’s success. In a digital age where information flows faster and easier than ever, we have a unique opportunity to stand at the forefront of labor communications. Due to your efforts, in many ways we already are; but this is not enough.*

*So long as discrimination, favoritism, and anti-unionism exist, we must do our part to fight back; we must educate our members with truth and reason; and we must extoll the virtues of collective action in all our coworkers. We do this through communication.* ”

*William R. Dargatzis*

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## USING THE SITE LOCATOR

As we go from webpage to webpage in this booklet, follow the site locator to learn where that section’s page is located.

For example, if you flipped to the “NFFE Toolbox” section of this guide, you would simply find the red “x” on the Site Locator to see where to click.

Just follow the Site Locator. It’s that easy!



# SIGNING UP

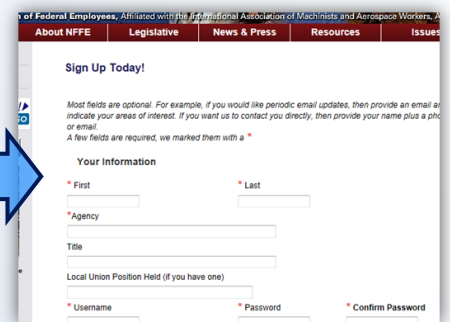
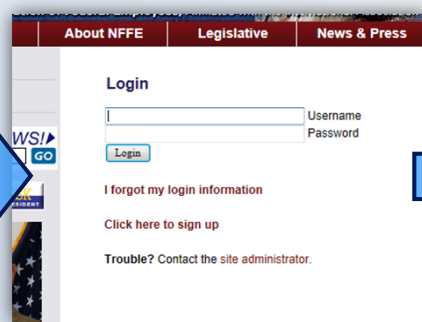
As a union representative, we understand that you only have so much official time to get the job done. NFFE's national website, [www.nffe.org](http://www.nffe.org), was purpose-built to give you the resources you need to do your job faster, better, and more easily than ever before. To access these resources, however, you must be registered with the NFFE website.

Registration is quick and easy—taking no more than five minutes. By registering you gain access to restricted material that only NFFE union representatives can see and use. These are the tools that will help you take your local to the next level. Here's how to do it:

## STEP 1

## STEP 2

## STEP 3



Start by clicking “Log In” on the homepage of the website, [www.nffe.org](http://www.nffe.org)

Next click “Click here to sign up” in order to begin registering for the site

Finally, fill the brief form and click “You’re Done” at the bottom of page

**\*Please allow 24hrs for member only access settings to be processed, or contact NFFE Communications Director Cory Bythrow at [cbythrow@nffe.org](mailto:cbythrow@nffe.org) for instant access.**

## Site Locator



*Registering with the website is your key to our virtual union office.*

# GET NFFE E-NEWS

Keeping your members and BUEs informed is your most important task as a union representative. It's a fact that no one can join a union that they've never heard of. Worse yet, no one would ever want to join a union that they've heard of, but have no idea what you do for them.

The easiest way to get the message across is to sign up for NFFE E-News. Simply enter your email into the box on the left-hand side of the website, click "Go," and you're done! With this simple step, you will now receive NFFE's weekly News Brief, detailing all of the latest developments that impact you as a federal employee. Don't wait—get your local membership signed up today!

## WHAT'S INSIDE:

- ◆ NFFE News Articles on pay, benefits, jobs, union events, representational issues and more
- ◆ Press Releases to major media outlets
- ◆ Latest NFFE appearances in big media like the Washington Post and USA Today
- ◆ News from the IAMAW

### NFFE NEWS BRIEF: AUGUST 11-17, 2012

Want to Get the Latest Union News & Updates in Your Inbox? [Get NFFE E-News!](#)

Connect With Us: [NFFE Website](#) | [Facebook](#) | [Twitter](#)

(Do not forward from a government computer.)

#### NEWS ARTICLES:

[Back for More: National Newspaper Smears Federal Workers with Another Misleading Article on Retirement Benefits](#)  
August 16, 2012

For the past several years, the nation's most widely circulated newspaper, USA Today, has published high profile stories disparaging the pay and benefits of federal employees. One story claimed federal employees earn double that of workers in the private sector despite conclusive BLS reports confirming federal workers earn 26% less than their private sector counterparts. Another claimed that the number of federal employees earning \$150,000 per year exploded under President Obama, without accounting for the fact that the GS 15 Step 10, the governments pay cap, barely crept past the \$150,000 milestone due to a 2% pay increase endorsed by Congress the year before. This week it appears that these anti-federal worker reporters are back to their old ways with a new story exposing the handsome rewards received by federal retirees. [\(Full Story\)](#)

[Feds Helping Feds: FEEA Offers Millions in Emergency Loans and Scholarships to Federal Employees](#)  
August 15, 2012

As union sisters and brothers, we understand that there is strength in working together toward common goals. In this spirit NFFE was a founding member of the Federal Employee Education and Assistance Fund (FEEA), the only organization dedicated solely to helping federal workers and their families with emergency assistance and scholarships. Since that day in 1986, FEEA has given millions to federal workers in need. In the last five years alone, FEEA has been able to assist over 1,900 feds affected by Hurricanes Gustav and Ike during the summer of 2008; more than \$870,000 in grants was provided. [\(Full Story\)](#)

[Detailed Agenda for 49th NFFE National Convention Now Available!](#)  
August 14, 2012

The NFFE National Office today released a detailed agenda for members planning to attend the 49th NFFE National Convention in Portland, Oregon. Attendees and other non-attendee members can access the agenda by clicking here. Scheduled for Oct. 1-4, members from across the nation are encouraged to join one another for a week of rousing speeches, networking, and internal union business. The Convention is an excellent opportunity for delegates from every one of NFFE's nearly 200 Locals to come together and conduct the business of our union. [\(Full Story\)](#)

#### NFFE IN THE NEWS:

Government Executive, 8/15/12

[Romney's proposed budget cuts could be more severe than Ryan's](#)

Washington Post, 8/14/12

[Debate over government's role ensnarls federal employees](#)

#### NEWS FROM THE IAMAW:

[Click Here to Read These Stories from This Week's Iml](#)

AM Reaches Tentative Agreement with Caterpillar

Indiana Machinist Saves He art Attack Victim

## Site Locator

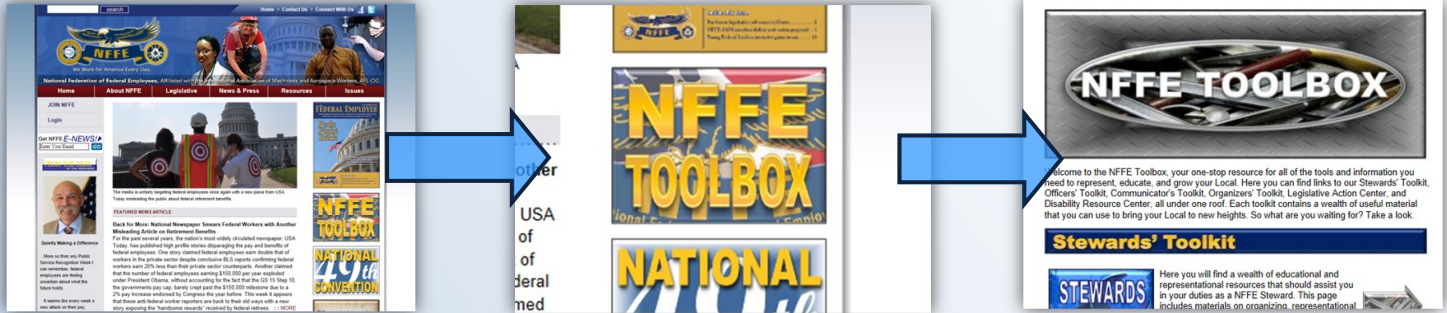


*In less than 10 seconds you  
can get NFFE News Briefs  
in your inbox each week.*

# THE NFFE TOOLBOX

The NFFE Toolbox is the single most important resource available to you as a local representative. Within it are six toolkits with essential tools and training resources for key positions within your local, such as officers, stewards, recruiters, communicators, and others. It is critically important that every NFFE representative have a working knowledge of the NFFE Toolbox. Here's how:

## LOCATE THE TOOLBOX



## WHAT'S INSIDE:

- ◆ Stewards Toolkit
- ◆ Officers Toolkit
- ◆ Communicators Toolkit
- ◆ Organizing Toolkit
- ◆ Legislative Toolkit
- ◆ Service Toolkit

Welcome to the NFFE Toolbox, your one-stop resource for all of the tools and information you need to represent, educate, and grow your Local. Here you can find links to our Stewards' Toolkit, Officers' Toolkit, Communicator's Toolkit, Organizers' Toolkit, Legislative Action Center, and Disability Resource Center, all under one roof. Each toolkit contains a wealth of useful material that you can use to bring your Local to new heights. So what are you waiting for? Take a look.

**Stewards' Toolkit**

Here you will find a wealth of educational and representational resources that should assist you in your duties as a NFFE Steward. This page includes materials on organizing, representational

## Site Locator



*You can't build a good house without tools. You can't build a good local without your toolbox.*

# STEWARDS TOOLKIT

The first of NFFE’s six toolkits was the Stewards Toolkit. The purpose of this toolkit is to give NFFE stewards all of the tools and knowledge they need to perform the vital role of a union steward.

Inside the toolkit stewards can find an easy-to-use Guide to Handling Complaints, representational training, recruitment training, representational forms, and samples of important duties like grievances and ULP’s. Steward’s can also use it to order NFFE visibility materials for their local, such as flyers, signs, brochures, and new member and recruitment kits.

As a Steward, we know your official time is limited. Make the most of it by using your toolkit!

# OFFICERS TOOLKIT

Local Contracts		
Army Corps of Engineers	U.S. Coast Guard	Department of the Interior
Department of the Army	U.S. Department of Agriculture	Federal Aviation Administration
U.S. Forest Service	General Services Administration	Indian Health Service
National Park Service	United States Air Force	Passport Service
Defense Commissary Agency	Department of Housing & Urban Development	Department of the Navy

Much like its predecessor, the Stewards Toolkit, the Officers Toolkit is the one-stop resource for NFFE officers to make their lives easier.

Inside you can learn how to sign up for training at the Winpisinger Center, review other locals’ contracts and bylaws, access member only savings, learn how to conduct local elections, and find essential the forms necessary to conduct the business of your local.

Officers can also use it to locate their IAM auditor, access recruitment materials and trainings, and other key resources like the NFFE national bylaws, the IAM constitution, and federal labor relations case law.

There is also a great deal of content duplicated from the Stewards Toolkit, saving you time.

# COMMUNICATORS TOOLKIT

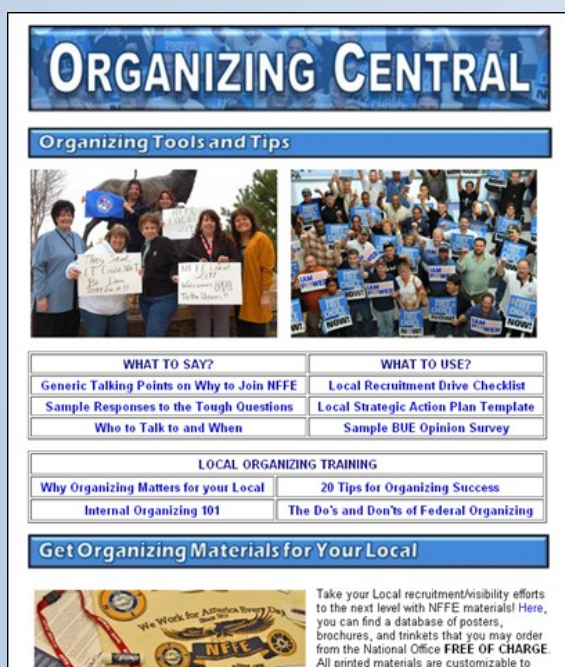


At every federal employees course at the Winpisinger Center, we tell our members that you can't join a union that you don't know exists. Also, you probably wouldn't want to join a union that you know exists, but never tells you what they do.

With the Communicators Toolkit, local representatives have access to trainings, templates, and samples detailing everything from starting/running a local newsletter, to finding/printing visibility materials; from starting/running a local website, to making your voice heard in the press; and much more.

With a renewed focus on improving local communication, NFFE locals can use these tools in conjunction with assistance from NFFE national to build a model communications program at their workplace.

# ORGANIZERS TOOLKIT



When NFFE implemented its new Organizing and Recruiting Strategic Plan this year, we knew that certain aspects of our strategy had to change. One of those aspects was more effectively connecting locals with the recruiting tools at their disposal.

That's why in early 2012 we completely redesigned the Organizers Toolkit. Gone are the old trainings with dubious relevance to today's organizing challenges. In are new and innovative trainings, tools, and how-to-guides designed to meet the needs of the 24-hour recruiter.

Designed in concert with NFFE's Organizing Department, the toolkit now features streamlined ordering of NFFE materials, easy to use trainings, model orientation PowerPoints, and much more.



# LEGISLATIVE TOOLKIT



As a citizen of the United States of America, you have the right to seek help from your elected representatives in addressing your concerns – including policies that affect your conditions of employment as a federal employee. You may contact your Congressional representatives on such matters as long as you are on your own time, use your personal phone/computer, and make it clear you are contacting them as a citizen and not speaking on behalf of the agency.

**Call Members of Congress**



**U.S. Capitol Switchboard  
(202) 224-3121**  
You can contact your House Representative or Senators by phone by calling the Capitol Switchboard. Simply call the number above, give the operator your zip code, and he/she will connect you with your elected officials' office. Or use the contact lists below:  
**House | Senate**

**Sample Letters to Congress**

**U.S. House of Representatives**      **United States Senate**



In a political climate where elected officials are targeting the federal workforce for deep cuts, it is essential for federal workers to speak truth to power and defend our livelihoods.

To give you the upper hand in this struggle, NFFE has developed the NFFE Legislative Action Center, an online toolkit that gives you the resources necessary to make a difference on Capitol Hill.

Inside you will find sample letters to Congress, contact information for every elected official in Washington, talking points on major issues like pay and retirement, tips for meeting with elected officials, and much more.

The stakes are too high to sit on the sidelines.

# SERVICE TOOLKIT



## Service Toolkit



### Why Serve Your Community?

The labor movement has a long and proud tradition of community service. Well before we won a seat at the negotiation table, unions made it a priority to care for their sick and wounded, provide for the families of injured workers, and establish vibrant communities. Each day unionists continue to express these sentiments of solidarity, not only in the workplace, but in their communities by donating their time and resources to strengthen their neighborhoods, cities, and states. Although unions, and federal employees in particular, remain the unfair target of political attacks in the media, we have the opportunity to reclaim our reputations by illustrating the true essence of the labor movement by serving our communities.

### Starting Your Own Service Project



- STEP 1**  
Identify a Service Opportunity
- STEP 2**  
Gather Volunteers or Start a Service Committee
- STEP 3**  
Publicize Your Event

The labor movement has a long and proud tradition of community service. Well before we won a seat at the negotiation table, unions made it a priority to care for their sick and wounded, provide for the families of injured workers, and establish vibrant communities.

Although unions, and federal employees in particular, remain an unfair target of political attacks in the media, we have the opportunity to reclaim our reputations by illustrating the true essence of the labor movement through serving our communities.

With the NFFE Service Toolkit, members are given access to service projects all over the country. On top of this, the toolkit lays out a three-step program for choosing a project, forming a Service Committee, and getting the public involved. Lend a hand. Serve!

# MAIN NAVIGATION BAR

The main navigation bar is your compass for navigating the NFFE website. Without it webpages, links, images, and other content would be strewn throughout the site with no rhyme or reason. Using the navigation bar, you can access the news, information, and resources you need quickly and easily. Within the navigation bars are what are called 'drop tabs.' Drop tabs are the menus that drop down when you move your cursor over a particular tab, such as About NFFE. Try for yourself!

## LOCATE THE NAVIGATION BAR



## WHAT'S INSIDE:

- ◆ Home Tab
- ◆ About NFFE Tab
- ◆ Legislative Tab
- ◆ News and Press Tab
- ◆ Resources Tab
- ◆ Issues Tab



## Site Locator



*Our mission is to get the tools and information you need as quickly and easily as possible.*

# HOME TAB



This is the tab that you use to navigate to the home page no matter where you are on the NFFE website. Think of it as the North Star of the site.

This functions differently than all of the other drop tabs because it does not have a menu of pages that drop down below it.

This saves you time and allows you to browse the NFFE website much easier.

# ABOUT NFFE TAB



This is where you can learn all about your union, its history, the benefits of joining, and who to get in touch with for a variety of issues.

Here you can find contact information for the National Executive Council, NFFE National Business Representatives, and the NFFE National Office Staff.

You can also learn more about your fellow NFFE brothers and sisters by browsing their locals' websites.

# LEGISLATIVE TAB

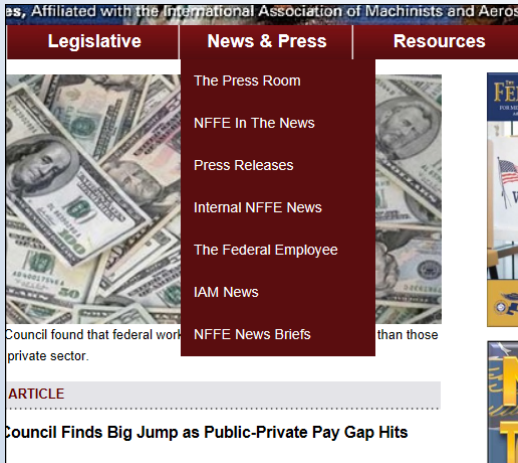


This is where you can find the latest legislative news and resources from Washington, D.C. on issues impacting your paycheck, job, and workplace.

Here you can register to vote, contact your elected officials via phone, email, or written letter, and research legislators' voting records. You can also find issue talking points and advice on handling a meeting with legislators using our handy one-page guides.

Here you can also find information on the upcoming IAM Legislative Conference, held in DC each May.

# NEWS & PRESS TAB



The NFFE News & Press tab is the hub of our union's fast-growing public relations effort.

Here you can access the latest NFFE & IAM news articles, press releases, and press statements. You can also view all of NFFE's most recent appearances in newspapers, magazines, radio, and television.

For fans of more traditional news, you can also browse through issues of NFFE's award-winning newsletter, the *Federal Employee*.

# RESOURCES TAB

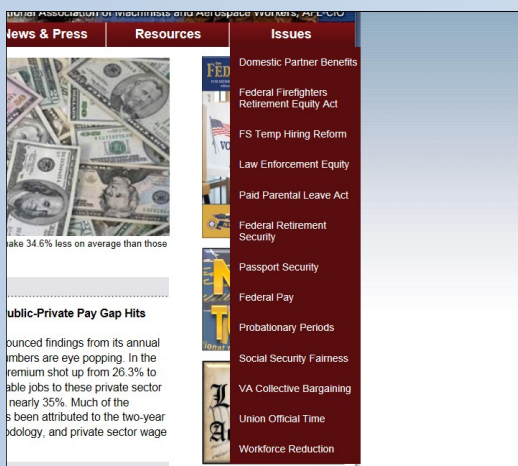


The NFFE Resources tab is the central location for a number of useful NFFE programs.

Here you can find information on NFFE's members benefits, apply for the hundreds of thousands of dollars in college and trade scholarships, connect with NFFE's Young Federal Leaders initiative, and more.

You can learn more about NFFE-affiliated organizations like the Federal Employee Education and Assistance fund, and Employer Support of the Guard and Reserve.

# ISSUES TAB



The issues tab lists all of the legislative issues that NFFE is currently advocating for on Capitol Hill and in the White House.

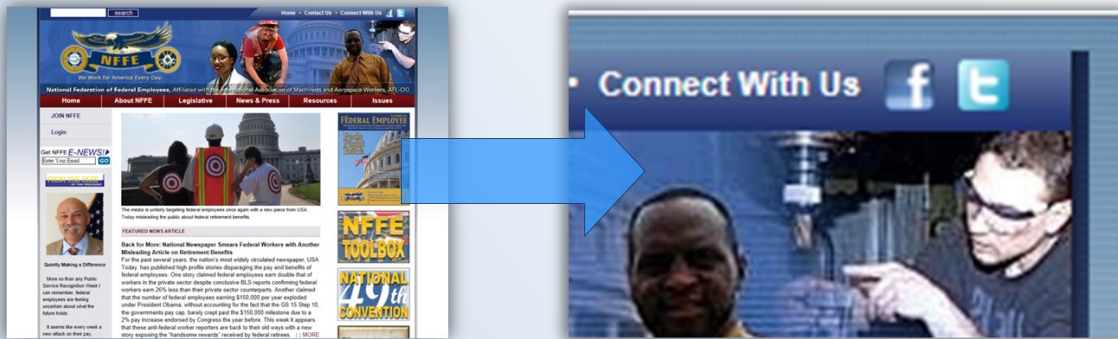
Here you can learn NFFE's position on a given piece of legislation, and how it will impact you. You can also find printable position papers for each issue.

These are useful when preparing for a lobbying meeting, calling/writing/emailing elected officials, or simply educating members of your local on the legislative issues that impact them. Legislation impacts feds in a big way—it's important to keep informed.

# SOCIAL MEDIA

There is no doubt that the popularity of social media has soared in recent years. Every day, all across the world, hundreds of millions of people share billions of instant messages, ideas, pictures, and videos. This has made our world much smaller, and our connections to one another much tighter. This change is critical for a labor movement that now must be more united than ever. That is why NFFE has dove into social media with both feet, and is dedicated to help you do the same.

## LOCATE NFFE'S SOCIAL MEDIA ICONS



## WHAT'S INSIDE:

- ◆ NFFE Facebook Page
- ◆ NFFE Twitter Feed
- ◆ 'I Am A Federal Employee' Blog



## Site Locator



*Social media is the biggest development in the history of labor communications.*

# NFFE FACEBOOK PAGE



In eight years, Facebook has gone from zero to over one billion members—including many of our own.

Facebook allows us to not only share information in new ways with our members, it allows our members to share our information with everyone they know—federal employees and otherwise.

This powerful, free tool, has allowed NFFE to reach old and new audiences in ways not possible before. Follow NFFE on Facebook by visiting our page, [www.facebook.com/NFFEUnion](http://www.facebook.com/NFFEUnion), and click “Like.”

# NFFE TWITTER PAGE

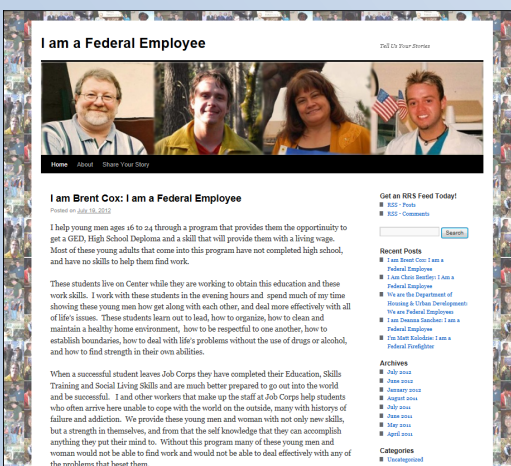


The new kid on the block in social media terms, Twitter is another great tool for expanding NFFE’s communications reach.

Gone are the days where members had to open a federal employee, or visit our website to get the latest news. Now it is pushed instantly onto their Twitter feeds every day!

From articles, to statements, to photos, Twitter is an unrivaled means for getting media right into your members’ pockets—and fast!

# FEDERAL EMPLOYEE BLOG



Let’s face it – it’s been a tough two years to be a fed. Between the pay freeze, budget reductions, and retirement cuts, we are all at the end of our ropes.

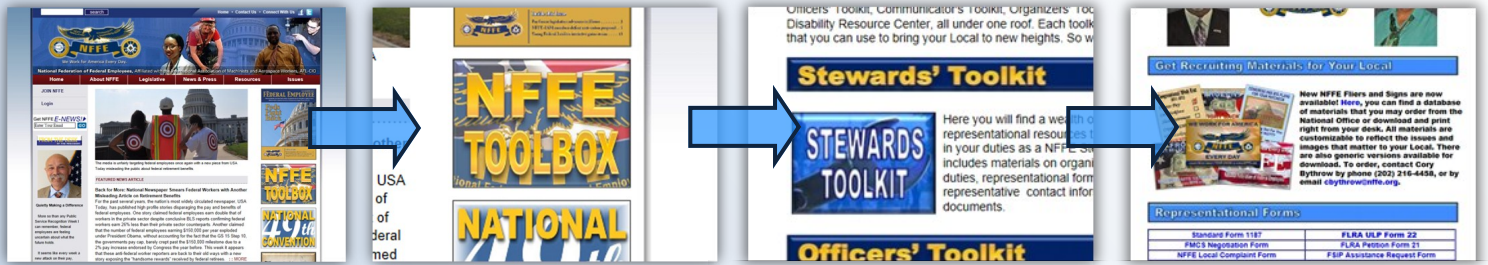
If we truly want to turn things around, we need to come out and say it ourselves. That is why we need you to speak up on [www.IamAFederalEmployee.org](http://www.IamAFederalEmployee.org)!

Our goal is to change the public perception of federal employees by sharing the struggles, accomplishments, and sacrifices that come with your day to day service to the American people.

# NFFE MATERIALS PAGE

Did you know NFFE offers more than three dozen standard flyers, signs, brochures, trinkets and other items to locals completely free of charge? Not only that, but NFFE locals also have access to custom-tailored materials to better appeal to local bargaining unit members.

These materials have been critical to NFFE's recent recruiting success, allowing locals to communicate that they are part of a large and active union that represents the interests of federal employees from the workplace to Washington. Ordering materials is easy—just go to [www.nffe.org/materials](http://www.nffe.org/materials).



## WHAT'S INSIDE:

- ◆ New Member Kits
- ◆ Recruitment Kits
- ◆ Recruitment Brochures
- ◆ Standard/Custom Flyers
- ◆ Standard/Custom Signs
- ◆ Leaflets
- ◆ Weingarten Cards

**Labor Day Message**

We celebrate the proud history of all workers across the country this Labor Day. No matter what your job is, the collective efforts of us all make this nation strong and safe.

On this day, we acknowledge the contributions of the men and women who came before us, who labored and sacrificed to build the great nation we have inherited from them. When we survey the legacy given to us, we stand on the shoulders of giants.

Despite our bountiful inheritance, millions of our brothers and sisters remain on the unemployment rolls. They struggle to find the basic dignity and self-worth that comes from being employed and knowing they are contributing to the greater good. Their struggle is our struggle; an injury to one is an injury to all.

The labor movement has always played an important role in protecting the inherent dignity of work and the rights of those who labor. The election this November is a call to action for each of us as members of that movement.

We must work to elect candidates who believe in and

New NFFE Materials are now available! Here, you can find a database of materials that you may order from the National Office or download and print right from your desk. All print materials are customizable to reflect the issues and images that matter to your Local. There are also generic versions available for download below. All signs and fliers come in 8.5"x11" and 12"x18".

To order, contact Amy Burns by phone (202) 216-4420, or by email [aburns@nffe.org](mailto:aburns@nffe.org). Please specify your name, Local Union number, phone, mailing address, and amount of materials. Note that large orders may take upwards of two weeks, as heavy shipments will be sent via ground.

**New Member and Recruitment Kits**



**New Member Kit**



**Recruitment Kit**

**NFFE Brochures**







## Site Locator



*Posting flyers and signs around the worksite is the easiest way to communicate with members.*

# NEW MEMBER/RECRUIT KITS



NFFE's new member and recruitment kits are great tools to bring new and potential members into the union family.

Included in every kit are nearly a dozen separate items designed to reward, educate, and engage federal employees in the labor movement. Some examples are a lanyard, Weingarten rights card, newsletter, Union Plus brochure, and more.

All new member and recruitment kits are free of charge. Order yours today!

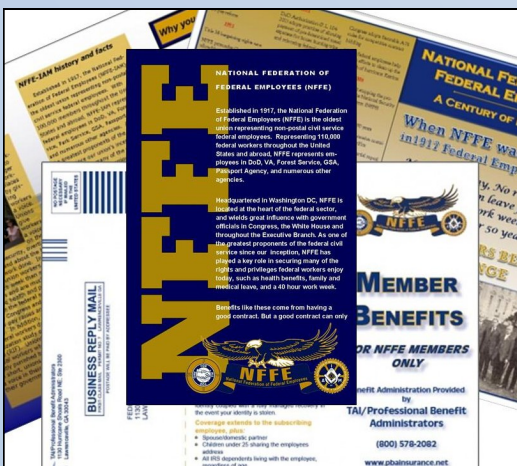
# FLYERS AND SIGNS



Flyers and signs are a simple yet incredibly effective way to communicate with your bargaining unit. If you have a union office, bulletin board, or any other approved area, you can hang a NFFE flyer or sign!

This way members will know that there's a union in the facility, that the union is active on key federal worker issues, and that we are looking for new members. It's that easy. All signs and flyers are free, so order now!

# BROCHURES AND LEAFLETS



Brochures and leaflets are essential for any recruiting event or union office display. These handy brochures give members all of the information they need to know about the union in the palm of their hand.

There are brochures that emphasize joining the union, others that educate people on NFFE's history, and even more that explain the supplemental insurance and consumer benefits that only come with NFFE membership. Order them for your local today!



# QUESTIONS?

The screenshot shows the NFFE website homepage. At the top, there is a search bar and navigation links for Home, Contact Us, and Connect With Us. The main header features the NFFE logo with the tagline "We Work for America Every Day." and a photo of four diverse workers. Below the header is a navigation menu with links for Home, About NFFE, Legislative, News & Press, Resources, and Issues.

**JOIN NFFE**

Login

Get NFFE **E-NEWS!**  
Enter Your Email  [GO](#)

**FROM THE DESK OF THE PRESIDENT**

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[News Item - National Federation of Federal Employees - Oct 25, 2012](#)

**Other Promotional Banners:**

- FEDERAL EMPLOYEE** - High Stakes VOTE
- NFFE TOOLBOX**
- Legislative Action Center**
- Become a MEMBER** - Here's why

**CONTACT NFFE COMMUNICATIONS**

**DIRECTOR CORY BYTHROW AT:**

**[CBYTHROW@NFFE.ORG](mailto:CBYTHROW@NFFE.ORG)**