

AFGE New Leader Resources

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Local Officer Resources

AFGE: Take Action Initiatives

Campaigns

<https://www.afge.org/take-action/campaigns/>

Big Enough to Win

<https://www.afge.org/leaders-activists/Win/>

Current Actions

<https://www.afge.org/leaders-activists/Win/current-actions/>

Committee for the Future

<https://www.afge.org/leaders-activists/Win/the-afge-committee-for-the-future/>

AFGE History Timeline

<http://educationtraining.afge.org/AFGETimeline/index.html>

Local Officer Toolkit

<https://www.afge.org/leaders-activists/education/local-officers-toolkit/>

- AFGE Constitution
- Local Officers Resource Guide
- Election Manual
- Committee of Investigation Guide
- Official Time Booklet
- NST Resources (local secretary-treasurer's resources including samples and forms)

AFGE Constitution

<https://www.afge.org/globalassets/documents/afge-national-constitution.pdf>

Local Officers Resource Guide

<https://www.afge.org/globalassets/documents/education/local-officers-manual-web-2.pdf>

Election Manual

<https://www.afge.org/globalassets/documents/manuals/Electionmanual.pdf>

Committee of Investigation Guide

<https://www.afge.org/globalassets/documents/manuals/2004-09-29investigationmanual.pdf>

Official Time Booklet

<https://www.afge.org/globalassets/documents/official-time/official-time---time-well-spent-booklet.pdf>

NST Resources for local-secretary treasurers

<https://www.afge.org/leaders-activists/financial-officers-training/class-resources/>

Official Time

<https://www.afge.org/take-action/campaigns/official-time/>

Official Time: Time Well Spent

<https://www.afge.org/globalassets/documents/official-time/official-time---time-well-spent-booklet.pdf>

Official Time Q & A

<https://www.afge.org/take-action/campaigns/official-time/official-time-q--a/>

Stay Safe this Election Season: A Hatch Act Primer

<https://www.afge.org/article/stay-safe-this-election-season-a-hatch-act-primer/>

Leadership Meeting Resources

<https://www.afge.org/leaders-activists/Win/leadership-conference-resources/>

AFGE and Government Employee News

<https://www.afge.org/media-center/publications/>

AFGE Event Calendar

<https://www.afge.org/events/>

Union Leader Benefits

<https://www.afge.org/member-benefits/union-leader/>

Communication Training and Resources

<https://www.afge.org/leaders-activists/education/communications-training/>

Communications Guide to Mobilize Members

<https://www.afge.org/globalassets/documents/comms-training/telling-our-story-guide.pdf>

How to Improve Member Outreach

<https://www.afge.org/leaders-activists/education/communications-training/how-to-improve-member-outreach/>

- Newsletter tips
- Digital Activism tips
- Storytelling tips
- Interviewing tips
- Email tips
- Facebook tips

Communications Training Courses

<https://www.afge.org/leaders-activists/education/communications-training/courses/>

- Representation in the Social Media Environment
- Hands-On Training with Facebook & Twitter
- Creating Content for the Social Web

Communication Presentations

<https://www.afge.org/leaders-activists/education/communications-training/resources/>

- Cyber Unions Training
- Utilizing Tools and Reaching Audiences
- Social Media Network
- Storytelling
- Creating Effective Newsletters
- Mobilizing in the Digital Age

Engaging Your Community: Media Tips

<https://www.afge.org/leaders-activists/education/communications-training/engaging-your-community-media-tips/>

- Interviews with the Press
- Media Advisories
- Press Releases
- Letters to the Editor
- Print, Radio and Online Advertising
- AFGE News Alerts

Engaging Online: Social Media Activism

<https://www.afge.org/leaders-activists/education/communications-training/social-media-activism/>

- Facebook
- Twitter
- Social Media at AFGE
- Flickr

How to Setup Digital Communication Tools

<https://www.afge.org/leaders-activists/education/communications-training/getting-started/digital-communications-tools/>

To have the AFGE Communications Department contact you about the services, email post@afge.org.

- Websites
- Facebook
- Digital Newsletters
- Email accounts

Communication References and Templates

<https://www.afge.org/leaders-activists/education/communications-training/resources/>

- Sample Content Calendar
- AFGE Words that Work
- Sample Newsletter Template
- Sample Article Template
- Writing Tips
- Mobile Photography Tips
- Email Collection Campaign & Surveying Membership
- Union Communications Analysis Worksheet
- Communications Plan Outline Template

AFGE Branding

AFGE Brand Book

<https://www.afge.org/globalassets/documents/afge-brand-guidelines.pdf>

AFGE logos

<https://www.afge.org/media-center/publications/afge-logos/>

Organizing Resources

AFGE.org Organizing home page

<https://www.afge.org/leaders-activists/organizing/>

Membership & Organizing Forms

<https://www.afge.org/leaders-activists/organizing/organizing-forms/>

- Agency Collective Bargaining Agreements (CBAs)
- 1187 Federal Employee Request for Payroll Deductions for Labor Organization Dues
- 1158 TSA Form
- D.C. Membership Form
- Merchandise Transfer Form
- METRO Transfer Form

Organizing Flyers

<https://www.afge.org/leaders-activists/organizing/flyers/>

Contact the Services Department to have materials printed.

General Organizing flyers

- Pay Cuts flyer
- flyer for H.R.1461
- Bulletin board kit
- AFGE facts + 1187
- Monthly Telephone Town Hall
- Know Your Rights at Work flyer
- Hands Off Our Retirement (FERS) flyer
- Retirement flyer
- Membership Benefits flyer
- Student Loan flyer
- Veterans Make Your Voice Heard flyer
- Tips for Meeting Congress flyer

- 182 Billion Federal Workforce Contribution flyer
- Meeting Sign-in Sheet
- Lunch & Learn flyer (editable template)

Bureau of Prisons

- Budget Cuts Make Prisons Less Safe flyer
- Federal vs Private flyer

Department of Defense (DoD)

- 3000 Jobs Saved by AFGE
- Firefighter flyer

DOI

- Are You Ready to Lose this View flyer
- More Opportunities Than Ever Before flyer

DOT

- FAA Privatization Workplace flyer
- Privatization Won't Work flyer

EPA

- Pay Cuts flyer

HUD

- Pay Cuts flyer

LEO

- Hands Off Our Retirement (FERS) flyer
- Hands Off Our Retirement (FERS) flyer (1187)
- You Protect Us, Who's Protecting You flyer

SSA

- Pay Cuts flyer
- It's Time to Save Our Social Security flyer

TSA

- Title 5 flyer
- Staff TSA flyer
- Staff TSA L&L flyer
- TSA 5 Reasons flyer

VA

- VA AFGE Has Your Back flyer
- IT Specialist flyer

Organizing Brochures

<https://www.afge.org/leaders-activists/organizing/brochures/>

Contact the Service Department to have materials printed.

DoD Workplace Brochures:

- DoD Professional Brochure
- Fire Fighters Steering Committee Brochure
- Depot & Arsenal Workers Brochure
- New Member Orientation Brochure
- Generic Professional Brochure
- Health Care Professional Brochure
- IT Professional Brochure
- Research Professional Brochure
- Scientist Professional Brochure

VA:

- VA Doctors Brochure
- VA Nurses Brochure
- VA Pharmacists Brochure

DoD Workplace Brochures:

- DoD Professional Brochure
- Fire Fighters Steering Committee Brochure
- Depot & Arsenal Workers Brochure

TSA:

- TSO Brochure

BOP:

- AFGE: The Union for Correctional Workers

CDC:

- NIOSH Employees Brochure
- A Powerful Voice for CDC Employees

EPA:

- A Powerful Voice for EPA Employees

LEO:

- Law Enforcement Brochure

AFGE Veterans:

- AFGE Veterans Pocket Brochure

AFGE Retirees:

- AFGE Retiree Brochure

Organizing Campaigns

<https://www.afge.org/leaders-activists/organizing/organizing-campaigns/>

Contact the Service Department to have materials printed.

Current Rebate Campaigns

- Big Enough To Win Campaign
- BOP Organizing Campaign
- DEFCON Organizing Campaign
- C.H.A.M.P. - D5 Organizing Initiative
- NVAC Campaign
- Social Security Administration (SSA)

AFGE Application Form Assistance

Federal Employees (except TSA) How to fill out an 1187

https://youtu.be/cLYJj_MnC2M

TSA Employees How to fill out an 1158

<https://youtu.be/EhE9sQQRbKE>

Organizing Videos

AFGE Generic Orientation Video: A Strong Voice for Government Workers

<https://youtu.be/dQd5jnZCvHI>

AFGE VA Orientation Video: Proud to Keep the Promise to America's Veterans

<https://youtu.be/pFDcE-U8dwc>

AFGE: A Strong Voice for Defense Workers

<https://youtu.be/LGUPNrgeUoM>

AFGE: A Strong Voice for TSA Workers

<https://youtu.be/O8XKDcCr-WQ>

AFGE Member Benefits

<https://www.afge.org/member-benefits/>

Benefit Programs available only to AFGE members

- Travel Benefits
- Technology Benefits

- Financial Benefits
- Home Benefits
- Entertainment Benefits
- Education Benefits
- Consumer Benefits
- Health Benefits
- Auto Benefits
- Insurance Benefits
- Moving Benefits
- Retiree Benefits
- Union Leader Benefits
- Your Career Benefits
- Legal Benefits
- Local Coordinator Resources

AFGE Member Benefit flyer

<https://www.afge.org/globalassets/documents/flyers/afge-membership-flyer.pdf>

Toll-free Benefits Line:

(888) 844-2343; In DC: (202) 639-6941

Legislative and Political Action

Legislative Political Coordinator (LPC) Dashboard

<https://www.afge.org/take-action/lpc-dashboard/>

Legislative Political Coordinator (LPC) Resources

<https://www.afge.org/take-action/lpc-dashboard/>

- Find out about the roles and responsibilities of an LPC.
- Make sure to keep up to date with the Congressional Calendar.
- Sign up for AFGE Email and Text Action Alerts.
- Nominate someone who would make an outstanding LPC

Issues: AFGE Supports/Opposes

<https://www.afge.org/take-action/lpc-dashboard/>

Lobbying Tips

<https://www.afge.org/take-action/lpc-dashboard/lobbying-tips/>

Materials for your Meeting

- Talking Points 115th Congress
- 2017 Legislative Conference Fast Facts

Refining your Message

- Elements of an Effective Message
- Meeting with Lawmakers Toolkit
- Knowing your Lawmaker's Voting Record
- Understanding how Congress works
- Lobbying Do's and Don'ts

Training Materials

- LPC Presentation at AFGE National Convention 2015
- Pocket Guide to Political Activity

Legislative Action Fund (LAF)

<https://www.afge.org/leaders-activists/legislative-action-fund-laf/>

- Why do we need LAF funds?
- What is LAF Used for?
- How can your Local contribute to LAF?

AFGE Political Action Committee (PAC)

<https://www.afge.org/take-action/pac/>

Information and PAC Rules

<https://www.afge.org/take-action/pac/about-afge-pac/>

AFGE PAC FAQ's

<https://www.afge.org/take-action/pac/about-afge-pac/afge-pacs-faqs/>

Local Union Administration

Labor Management Forums

<https://www.afge.org/leaders-activists/local-union-administration/labor-management-forums/>

Introduction

Is your Agency active in the Management Forum?

Tools to use

- DHS Labor-Management Forum Charter - November 4, 2010
- FAQs for Labor/Management Forums
- Charter of the Department of Commerce Labor-Management Forum
- Department of Homeland Security Federal Law Enforcement Training Center Labor-Management Forum
- Federal Bureau of Prisons Labor-Management Forum
- DHS Labor-Management Forum Charter

FAQs for Labor/Management Forums

<https://www.afge.org/leaders-activists/local-union-administration/labor-management-forums/faqs-for-labormanagement-forums/>

Collective Bargaining

<https://www.afge.org/leaders-activists/local-union-administration/collective-bargaining/>

What is Collective Bargaining?

https://youtu.be/SV_yd3iUcXA

Types of Bargaining

<https://youtu.be/-nUqPoZETCU>

Advanced Notice

<https://youtu.be/ajMSO6tA27A>

Impact and Implementation

<https://youtu.be/iNeSZ-cPolg>

Management Rights

<https://youtu.be/NQNRaIBLPX0>

Service Model Versus Organizing Model

https://youtu.be/1gv0sDG_ztE

Fiduciary Compliance Resources

Procedures Policies and QuickBooks

<https://www.afge.org/leaders-activists/financial-officers-training/class-resources/>

- Local and Council QuickBooks Data File
- Financial Officers Resource Guide
- Official Time – 38 FLR No 107
- DOL 10-Step Audit Guide
- Financial Policies and Procedures Manual

Financial Officer Forms

<https://www.afge.org/leaders-activists/financial-officers-training/class-resources/>

- Meeting Sign In Sheet
- Meeting Minutes Fillable Form
- Sample Budget (Excel Format)
- Checklist to Conduct Internal Audit
- AFGE's annual audit form 41 (Non-DC Government)
- AFGE's annual audit form 41 (DC Government)
- Help sheet to fill in IRS & DOL forms
- AFGE's Guide to Official Time

National Secretary Treasurer FAQ

<https://www.afge.org/leaders-activists/financial-officers-training/nst-faq/>

- About MyLocal
- Member Requests
- AFGE Constitution
- Membership Dues
- Per Capita Taxes
- Managing Local Finances
- My Local's Charter

Worksite Representation

AFGE Steward Checklist and Resources

<https://www.afge.org/leaders-activists/education/afge-stewards/>

- Stewards Checklist
- Weingarten Rights
- Steward Essentials
- AFGE Stewards Handbook
- Health & Safety Resources
- AFGE Labor History Timeline
- Stewards Glossary (Mobile)
- Stewards Glossary (Print)
- Representation (Stewards) Jeopardy
- The Statute Federal Labor Relations Authority (FLRA)
- Educational tools and online resources for Stewards
- 5 USC Chapter 71
- Communication Log
- Designation Letter
- Douglas Factors
- Example Demand to Bargain
- Example of Council Grievance
- Example ULP from Council 222
- FLRA 22 ULP Form
- Grievance Disciplinary Example
- Grievance Folder Cover Sheets
- Grievance Intake Form
- Info Request (Short)
- New Employee Orientation Leaders Guide

New Stewards Orientation Webinar Schedule

<https://www.afge.org/leaders-activists/education/afge-stewards/new-stewards-orientation-webinar/>

Worksite Representation: Steward Essentials Self-Paced Course

<https://afgelearn.moonami.com/course/view.php?id=14>

Women's and Fair Practices (WFP)

<https://www.afge.org/leaders-activists/womens-fair-practices/>

WFP Department Programs

<https://www.afge.org/leaders-activists/womens-fair-practices/wfp-department-programs/>

- Voter Protection
- AFGE Pride (LGBT & Allies)
- AFGE Conflict Resolution Program
- Pictures from WFP Events
- HISCO
- AFGE YOUNG

National Fair Practices Affirmative Action Coordinators

<https://www.afge.org/leaders-activists/womens-fair-practices/national-fair-practices-affirmative-action-coordinators-nfpaac/>

National Women's Advisory Coordinators

<https://www.afge.org/leaders-activists/womens-fair-practices/national-womens-advisory-coordinators-nwac/>

WFP Local Coordinator's Toolkit

<https://www.afge.org/leaders-activists/womens-fair-practices/local-coordinator-toolkit/>

Health & Safety

<https://www.afge.org/member-benefits/health-and-safety/>

AFGE Health & Safety Online Training

http://educationtraining.afge.org/Health_and_Safety_Essentials/story_flash.html

Joint Occupational Health & Safety Committee Resource Tool

<http://innovation.ghrp.ubc.ca/JOHSC/>

Your Rights as a Federal Employee

<https://www.afge.org/member-benefits/health-and-safety/your-rights-as-a-federal-employee/>

Bargaining for Health and Safety

<https://www.afge.org/member-benefits/health-and-safety/bargaining-for-health-and-safety/>

Workers Compensation

<https://www.afge.org/member-benefits/health-and-safety/>

Workers Compensation Video Tips

<https://youtu.be/ou8NDYj9xMw>

<https://youtu.be/RaKN3U2u6T4>

<https://youtu.be/ICBHsAifxTQ>

Forms you need to file a worker's compensation claim

- CA -1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
- CA-2 Notice of Occupational Disease and Claim for Compensation
- CA-2a Notice of Recurrence
- CA-7 Claim for Compensation
- CA-7a Time Analysis Form
- CA-7b Leave Buy Back (LBB) Worksheet/Certification and Election
- CA-16 Authorization for Examination and/or Treatment
- CA-17 Duty Status Report
- CA-20 Attending Physician's Report

OWCP Booklet: What a Federal Employee Should Do When Injured at Work

<https://www.afge.org/globalassets/documents/health--safety/ca-10.pdf>

Claimant Query System (CQS)

<https://www.afge.org/globalassets/documents/health--safety/claimantquerysystem-cqs.pdf>

AFGE Case Track

AFGE Member Legal Assistance/Representation

<https://www.afge.org/leaders-activists/government-employee-resources/legal-assistance/>

Structure of AFGE Legal Representation

- Field Support Group
- Council Support Group
- Attorney-of-the Day

Requests for Attorneys to Handle Cases

Case Tracking System

Registering for AFGE Case Track

<https://afge.zendesk.com/hc/en-us/articles/200125199-Registering-for-AFGE-CaseTrack>

Logging into AFGE Case Track

<https://afge.zendesk.com/hc/en-us/articles/200542184-Logging-into-AFGE-CaseTrack>

MyLocal3 for Locals (MyAFGE for Staff)

OKTA/MyAFGE Single Sign-On Portal

Getting Started with Your AFGE Okta Dashboard (myafge.org)

<https://afge.zendesk.com/hc/en-us/articles/203375330-Getting-Started-with-Your-AFGE-Okta-Dashboard-my-afge-org->

MyLocal3 Introduction

MyLocal/MyCouncil Intro Video

<https://afge.zendesk.com/hc/en-us/articles/205301580-MyLocal-MyCouncil-Intro-Video>

Accessing Reports in MyLocal3 and MyAFGE

<https://afge.zendesk.com/hc/en-us/articles/204424434-Accessing-Reports-in-MyLocal3-and-MyAFGE>

Editing Membership in MyAFGE for Trustees (video)

<https://afge.zendesk.com/hc/en-us/articles/212144083-Editing-Membership-in-MyAFGE-for-Trustees-video->

Support Contact Information

<https://afge.zendesk.com/hc/en-us/articles/204425054-Contact-Information>

Local Officer Positions

Local Profile: Viewing and Managing Officer Positions

<https://afge.zendesk.com/hc/en-us/articles/209762923-Local-Profile-Viewing-and-Managing-Officer-Positions>

Adding Officer Position by Editing Membership Information

<https://afge.zendesk.com/hc/en-us/articles/203606674-Adding-Officer-Position-by-editing-membership-information>

Local Union Addresses

<https://afge.zendesk.com/hc/en-us/sections/200649530-Local-Address>

Mark Good Address/Bad Address

<https://afge.zendesk.com/hc/en-us/articles/204345570-Mark-Good-address-Mark-Bad-Address>

Change Local Address

<https://afge.zendesk.com/hc/en-us/articles/203302284-Change-Local-Address>

Finance and AutoPay**Requesting a DOL Electronic Filing System (EFS) PIN for LM-2 and LM-3 Filing**

<https://afge.zendesk.com/hc/en-us/articles/207696416-Requesting-a-DOL-Electronic-Filing-System-EFS-PIN-for-LM-2-and-LM-3-Filing>

Add and Edit a Member in MyLocal

<https://afge.zendesk.com/hc/en-us/sections/200622080-Add-Member>

Adding a Member

<https://afge.zendesk.com/hc/en-us/articles/203064224-Adding-a-Member>

Add Other Information On Member Screen

<https://afge.zendesk.com/hc/en-us/articles/204787010-Add-Other-Information-On-Member-Screen>

How to Add Documents (Form 1187/1158/1188)

<https://afge.zendesk.com/hc/en-us/articles/204383720-How-to-add-documents>

Description of Various Fields in the Member Form

<https://afge.zendesk.com/hc/en-us/articles/203073194-Description-of-various-fields-in-the-member-form>

Mandatory / Optional Fields

<https://afge.zendesk.com/hc/en-us/articles/203305050-Mandatory-Optional-fields->

Transfer a Member

<https://afge.zendesk.com/hc/en-us/articles/203061214-Transfer-a-member>

Drop a Member

<https://afge.zendesk.com/hc/en-us/articles/203084624-Dropping-a-member>

Reinstate a Member

<https://afge.zendesk.com/hc/en-us/sections/200627170-Reinstate-member>

Member Search

<https://afge.zendesk.com/hc/en-us/articles/204448364-Search-Overview>

Dashboard Summary and Performance Reports

<https://afge.zendesk.com/hc/en-us/sections/200625844-Dashboard-Reports>

Summary Report

<https://afge.zendesk.com/hc/en-us/articles/203327930-Summary-Report>

Performance Report

<https://afge.zendesk.com/hc/en-us/articles/203327870-Performance-Report>

Local List Report

<https://afge.zendesk.com/hc/en-us/articles/203328130-Local-List-Report>

Upload and Edit Member Documents

<https://afge.zendesk.com/hc/en-us/sections/200630914-Documents>

- Upload Member Documents
- Open Member Documents
- Editing Member Document
- Save Member Notes
- Editing Member Notes
- Upload Local Documents

Local Union Profile

<https://afge.zendesk.com/hc/en-us/sections/200632590-Local-Profile>

- Officer Information
- Adding an Officer
- Removing an Officer
- History
- Affiliations
- Election and Financial Details

Display charts and reports of AFGE Districts, Councils and Locals

<https://afge.zendesk.com/hc/en-us/sections/200634120-Dashboard>

- Dashboard
- Summary Section
- Chart Section
- Dashboard Filtering

Mailing Labels and Data Export

<https://afge.zendesk.com/hc/en-us/sections/200609454-Mailing-Labels-and-Data-Export>

Print Member Labels

<https://afge.zendesk.com/hc/en-us/articles/203243890-Print-Member-Labels>

- Export Results List
- Sign Sheet
- Printable Roster
- Election Mailing Labels
- Print a Temporary Membership Card

MyLocal3 and MyAFGE FAQ

<https://afge.zendesk.com/hc/en-us/sections/201622266-FAQ>

- How can I change the bank account info for my local's dues deduction?
- How do I enter Social Security Number for service fee members?
- How can I update a member's record to "Retired"?
- Where can I see the balance due for my local?
- How can I find members with "bad addresses"?

Employee Technology Use Guides

SharePoint Online

<https://afge.zendesk.com/hc/en-us/sections/200549320-SharePoint-Online>

Accessing SharePoint Online

<https://afge.zendesk.com/hc/en-us/articles/202824660-Accessing-SharePoint-Online>

Accessing the National Representative Weekly Report

<https://afge.zendesk.com/hc/en-us/articles/202508944-Accessing-the-National-Representative-Weekly-Report>

Add, Edit, and Delete Items in the National Representative Weekly Report

<https://afge.zendesk.com/hc/en-us/articles/202824670-Add-Edit-and-Delete-Items-in-the-National-Representative-Weekly-Report>

Sorting and Filtering Data on the National Representative Weekly Report

<https://afge.zendesk.com/hc/en-us/articles/202508964-Sorting-and-Filtering-Data-on-National-Representative-Weekly-Report>

OKTA/MyAFGE Single Sign-On Portal

Getting Started with Your AFGE Okta Dashboard (myafge.org)

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