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

Local Officers Resource Guide

Election Manual

Committee of Investigation Guide

Official Time Booklet
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

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


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

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/](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/cLYj_JmC2M](https://youtu.be/cLYj_JmC2M)

**TSA Employees How to fill out an 1158**
[https://youtu.be/EhE9sQQrBKE](https://youtu.be/EhE9sQQrBKE)

Organizing Videos

**AFGE Generic Orientation Video: A Strong Voice for Government Workers**
[https://youtu.be/dQd5jnZCvHI](https://youtu.be/dQd5jnZCvHI)

**AFGE VA Orientation Video: Proud to Keep the Promise to America’s Veterans**
[https://youtu.be/pFDcE-U8dwc](https://youtu.be/pFDcE-U8dwc)

**AFGE: A Strong Voice for Defense Workers**
[https://youtu.be/LGUPNrgeUoM](https://youtu.be/LGUPNrgeUoM)

**AFGE: A Strong Voice for TSA Workers**
[https://youtu.be/O8XKdCcCr-WQ](https://youtu.be/O8XKdCcCr-WQ)

AFGE Member Benefits

[https://www.afge.org/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

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

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

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-cPoi9

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 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
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


National Women’s Advisory Coordinators


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

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

Claimant Query System (CQS)
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

MyLocal3 for Locals (MyAFGE for Staff)

OKTA/MyAFGE Single Sign-On Portal

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

MyLocal3 Introduction

MyLocal/MyCouncil Intro Video

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

Adding Officer Position by Editing Membership Information

Local Union Addresses

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

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

Add and Edit a Member in MyLocal

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)

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

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

Dashboard Summary and Performance Reports
Summary Report

Performance Report

Local List Report

Upload and Edit Member Documents

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

Local Union 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

- Dashboard
- Summary Section
- Chart Section
- Dashboard Filtering

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

- 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

Accessing SharePoint Online

Accessing the National Representative Weekly Report

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

Sorting and Filtering Data on the National Representative Weekly Report

OKTA/MyAFGE Single Sign-On Portal

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

Adding an App from the OKTA Browser Plugin

Outlook & Outlook Web Access

Setting Automatic Replies in Outlook Web App (“AFGE Webmail”)

Accessing Outlook Web Access (AFGE Webmail”)
Open a Shared Mailbox in Outlook Web App

Open a Shared Calendar in Outlook 2013

Online Security Awareness Training

Duo Security Two Factor Authentication

How to Log In to Microsoft Windows with Duo Security

Duo Mobile App on iPhone

Duo Mobile App on Android

Manage Your Duo Security Linked Devices

iPhone and iPad

Update the iOS software on your iPhone, iPad, and iPod touch

Office 365 Online Training

Get to know Office 365: Welcome to Office 365
iPhone Email Setup for Office 365
https://afge.zendesk.com/hc/en-us/articles/200432730-iPhone-Email-Setup-for-Office-365

Office 2016 Quick Start Guides

Excel 2013 Tutorial for Beginners

Concur Expense Reporting
Concur Account Creation

Concur Mobile Instructions:

Concur Web Login Instructions

8X8 Virtual Office

8x8 Telephone Service
https://afge.zendesk.com/hc/en-us/sections/200738470-8x8-Telephone-Service

Polycom VVX500 Telephone Quick Start and User Guides

AT&T Teleconferencing

Skype for Business

Skype for Business Quick Intro
Skype for Business: Step-by-step guide for new users

Personify

Glossaries

AFGE Steward Glossary Mobile
http://educationtraining.afge.org/StewardGlossary/index.html

Glossary of Federal Sector Labor-Management Relations Terms
http://www.afge1309.org/librarycontract/opmglossary.html