



**NTEU Chapter 305**  
**P. O. Box 996**  
**Cincinnati, OH 45202-0996**

**To:** Bargaining Unit Employees of the *Alcohol and Tobacco Tax and Trade Bureau* (TTB)  
**From:** Renee Yankey, Chapter President, Sharon Petroff, Chief Steward,  
The Officers and all of the Stewards of *NTEU Chapter 305*  
**RE:** *NTEU Chapter 305 and Your Employment Rights*

## **We welcome you to TTB!**

*NTEU Chapter 305* of the **National Treasury Employees Union (NTEU)** represents all bargaining unit employees of *TTB*. *NTEU* currently represents some 150,000 Federal employees nationwide. We pride ourselves in being the advocate of Federal employees on Capital Hill, in the courts and at the workplace. *NTEU* has always been aggressive in our programs and in the representation of our members and that tradition continues today.

Membership in *NTEU* provides you with:

- Professional on-site representation from Stewards nationwide;
- Skilled negotiators fighting for additional rights and benefits e.g. Pay Banding, Overtime Pay, Mileage Allowance Increases, Telework / Flexiplace, Credit Hours, and the Collective Bargaining Agreement;
- Experienced lobbyists monitoring and influencing legislation and regulations that impact your daily work life;
- An expert legal staff challenging the never-ending attacks on Federal sector jobs, pay and benefits e.g. Pay Band Funding / Bonuses and Retirement on High 3; and
- *NTEU* member only benefits, such as:
  - Monthly *NTEU* Bulletin;
  - \$1,000 AD&D Coverage — Free! and other types of insurance offered;
  - *NTEU* credit card; and
  - Discounts for auto care; hotels; and real estate services.

We hope that you will be joining *NTEU* and will support us in seeking to improve the working conditions of *TTB* bargaining unit employees. We are enclosing a **Form SF-1187** for your convenience, as well as our Chapter Officers and Stewards. The **Form SF-1187** should be returned to ***NTEU Chapter 305, P. O. Box 996, Cincinnati, OH 45202-0996***. Our dues vary according to grade and step and average about \$15.00 per pay period.

If you have any questions on the completion of Form SF-1187, please contact any Chapter Officer or Steward. Please visit the Chapter 305 website at <http://www.nteu305.org/> to learn more about *NTEU*. Each new member makes us stronger. Join *NTEU* today to improve our working conditions and agreements with *TTB*.

Sincerely,

*G. Renee Yankey — Chapter President, and*

*Sharon Petroff — Chief Steward, and*

*The Officers and all of the Stewards of NTEU Chapter 305*



**NTEU Chapter 305**  
**P. O. Box 996**  
**Cincinnati, OH 45202-0996**

## **NTEU CHAPTER 305**

### Officers

**G. Renee' Yankey – Chapter President**

[ginayankey@yahoo.com](mailto:ginayankey@yahoo.com)

[gina.yankey@ttb.gov](mailto:gina.yankey@ttb.gov)

NRC - Alcohol & Tobacco Tax & Trade Bureau  
Application Services Branch

Brewery/Wholesaler/Importer Applications  
Section

Brewery/Wholesaler/Importer Applications  
Group A

550 Main Street, Suite 8002  
Cincinnati, OH 45202

**Phone: 513-684-7145**

**Fax: 202-435-7650**

**Amy Glenn – Vice President**

[Amy.Glenn@ttb.gov](mailto:Amy.Glenn@ttb.gov)

NRC

Tax Services Branch

Wine and Tobacco Excise Tax Section

Wine and Tobacco Excise Tax Group

**Direct (513) 684-3430**

**Dottie Howlett – Secretary**

[Dottie.Howlett@ttb.gov](mailto:Dottie.Howlett@ttb.gov)

NRC

Application Services Branch

Brewery/Wholesaler/Importer Applications  
Section

Brewery/Wholesaler/Importer Applications  
Group B

**Direct (513) 684-3179**

**Robin Paxton – Treasurer**

[rlpaxton43@current.net](mailto:rlpaxton43@current.net)

[Robin.Paxton@ttb.gov](mailto:Robin.Paxton@ttb.gov)

NRC

Tax Services Branch

Wine and Tobacco Excise Tax Section

Wine Excise Tax Group

**Direct (513) 684-3529**

### Stewards - NRC

**Sharon Petroff – Chief Steward**

[sspetroff@aol.com](mailto:sspetroff@aol.com)

[Sharon.Petroff@ttb.gov](mailto:Sharon.Petroff@ttb.gov)

NRC

Tax Services Branch

Spirits and Delinquent Excise Tax Section

Delinquent Tax Group

**Direct (513) 684-6134**

**Audrey Addison – Steward**

[Audrey.Addison@ttb.gov](mailto:Audrey.Addison@ttb.gov)

NRC

Tax Services Branch

Wine and Tobacco Excise Tax Section

Wine Excise Tax Group

**Direct (513) 684-2880**

**Pam Graber – Steward**

[Pamela.Graber@ttb.gov](mailto:Pamela.Graber@ttb.gov)

NRC

Application Services Branch

Winery and Tobacco Applications Section

Winery Applications Group

**Direct (513) 684-6948**

**Diane McCants – Steward**

[Diane.McCants@ttb.gov](mailto:Diane.McCants@ttb.gov)

NRC

Tax Services Branch

Beer/Firearms and Ammunition Excise Tax  
Section

Firearms and Ammunition Excise Tax  
Group

**Direct (513) 684-3532**

**Mark Price – Steward**

[Mark.Price@ttb.gov](mailto:Mark.Price@ttb.gov)

NRC

Operations Services Branch

Operations Staff/Automated Business  
Programs Section

**Direct (513) 684-6136**



**NTEU Chapter 305**  
**P. O. Box 996**  
**Cincinnati, OH 45202-0996**

## Stewards – Headquarters

**Warren Wynn – Steward - Headquarters**

[Warren.Wynn@ttb.gov](mailto:Warren.Wynn@ttb.gov)

International Trade Division

1310 G Street NW

Room 400W

Washington, DC 20220

(202) 927-8129

**Cell 240-346-8647**

## Stewards – TTB Field Offices

**Doug Wallace – Steward – Central by North East**

[Douglas.Wallace@ttb.gov](mailto:Douglas.Wallace@ttb.gov)

Tax Audit Division

Tax Audit- Cincinnati East

(859) 402-2774

**Cell (513) 313-9272**

**Tim Foster – Steward – South by South East**

[twfoster@sbcglobal.net](mailto:twfoster@sbcglobal.net)

[Tim.foster@ttb.gov](mailto:Tim.foster@ttb.gov)

Tax Audit Division

Tax Audit- Dallas

P. O. Box 180974

Dallas, TX 75218-0974

(214) 660-0108

**Cell 214-287-9604**

**Nancy Lalic – Steward – North West**

[Nancy.Lalic@ttb.gov](mailto:Nancy.Lalic@ttb.gov)

Tax Audit Division

Tax Audit- Seattle (Los Angeles or San Francisco)

(206) 553-1700

**Cell (206) 276-9681**

**Ron Mahtesian – Steward – South West Coastal**

[Ronald.Mahtesian@ttb.gov](mailto:Ronald.Mahtesian@ttb.gov)

Tax Audit Division

Tax Audit- San Francisco

(650) 284-5550

**Cell (650) 208-0545**



## TTB EMPLOYEES:

Work life balance?  
New and improved workplace rights?  
It's all in your new contract!

### Here are highlights of the new agreement:

- ★ **A New Maxiflex Schedule.** A new provision, gliding schedules, allows employees to vary arrival and departure times on a daily basis, up to one hour before and after the approved daily start and end times. Also added new "flexible 5/4/9" and "flexible 4/10" schedules that allow employees to take advantage of gliding schedules; gliding schedules are not available to those working "compressed" 5/4/9 or 4/10 schedules. Core Hours have been changed to 9:00 – 3:00 (previously 9 – 3:30).
- ★ **Expanded Protections for Employee Details.** TTB will now be required to use the selection procedure set forth in the contract for any detail or special assignment of more than 10 workdays when outside the commuting area, or for details or special assignments of more than 30 days, within the commuting area.
- ★ **Telework Opportunities.** TTB will continue to offer telework opportunities and provide participating employees with laptops and cell phones, or reimbursements for telephone expenses.
- ★ **Improvements to the Performance Management Program.** Enhanced rights in the area of performance appraisals, including a requirement that performance-related documents or files that could have an adverse impact on an employee's performance rating be provided to an employee, normally within ten work days.
- ★ **Greater Transparency on Awards.** Expanded requirements for TTB to provide information on awards, including grade/band level, gender, race/national origin, age and bargaining unit status for each recipient.
- ★ **New Procedures for Employees Seeking a Voluntary Reassignment.** NTEU secured new procedures for employees who request a reassignment to another job or post-of-duty.
- ★ **Enhanced Employee Rights.** Equal Employment Opportunity matters can now be raised through the grievance and arbitration process.
- ★ **Labor-Management Cooperation.** TTB has agreed to continue to utilize a National Partnership Council as a forum to address and resolve labor-management issues, and to maintain goal of providing the Union with pre-decisional involvement in all matters affecting working conditions of bargaining unit employees, while preserving the Union's right to bargain over such matters.

Want to learn more about  
your contract? Visit the Members' section  
of [www.NTEU.org](http://www.NTEU.org).

**NTEU**  
The National Treasury Employees Union



# NTEU The Voice of Federal Employees

NATIONAL TREASURY EMPLOYEES UNION

To organize federal employees to work together to ensure that every federal employee is treated with dignity and respect.

## What Makes NTEU The Voice Of Federal Employees?

NTEU is widely known as a highly-focused, smart, tough organization, well-respected for its knowledge of federal employee issues. And for its determination to work with federal agencies, with Congress, and in the courts to protect, promote and expand the rights of those it represents.

For 70 years, NTEU has been driven by the principle that every federal employee should be treated with dignity and respect. In that time, NTEU has grown to represent some 150,000 bargaining unit employees in 31 federal agencies and departments. NTEU members are represented by an experienced and professional staff in Washington, D.C., seven field offices across the nation and highly-trained, dedicated local leaders in their workplaces.

Here's a brief look at how NTEU is working every day on behalf of federal employees.

### On Capitol Hill

NTEU is leading the fight for fair pay and benefits and for laws that improve the quality of work life for federal employees. Full-time lobbyists work with NTEU leaders and members

across the country to educate elected officials on federal employee issues.

### At the Bargaining Table

Known for the most innovative contracts in the federal sector, NTEU's bargaining expertise is reflected in such gains as alternative work schedules, flexiplace, transit subsidies, performance awards and much more. Skilled negotiators fight for local and national agreements that advance federal employee rights and benefits.

### In the Courts

NTEU's Office of General Counsel has a history of establishing major legal principles and winning millions of dollars in back pay for federal workers not receiving proper compensation for overtime work. In one instance, it pursued a case for 22 years, winning special rate employees more than \$178 million in back pay. In another, it won \$533 million in back pay for delayed pay raises.

### In the Workplace

Experienced attorneys working in offices around the country serve as

the direct connection between NTEU chapters and the National Office, and represent members in grievance arbitrations, unfair labor practice hearings, and more. Highly-trained stewards work to resolve employee issues at the lowest possible level and negotiate over local changes to working conditions.

### In the Media

Skilled communications specialists take the message of the importance of federal workers to the media and produce publications—both print and electronic—that keep members updated on a timely basis. Working in concert with all these professionals are information technology experts, maintaining and improving NTEU's primary web site ([www.nteu.org](http://www.nteu.org)) as well as its DHS web site ([www.DHSunion.org](http://www.DHSunion.org)). At the local level, chapters keep members informed of issues via deskdrops, e-mail, web sites, newsletters, meetings and more.

In all these ways, NTEU ensures that federal employees have a strong, effective and persistent advocate speaking in every forum where decisions are being made about the work of our country.

## NTEU Leadership

NTEU is led by two full-time elected officers—**National President Colleen M. Kelley** and **National Executive Vice President Frank D. Ferris**—and 15 elected district national vice presidents.

Kelley, a former IRS Revenue Agent, was first elected to the union's top post in August 1999, after a four-year term as national executive vice president. She was overwhelmingly re-elected to a third term in August 2007. Her dedication to improving the lives of federal



employees is clear from her exemplary service to NTEU and its members at the local and national levels for more than 20 years.

Ferris has served NTEU for more than 31 years. Prior to his election as national executive vice president, he was director of NTEU's Negotiations Department.

The district national vice presidents sit on the NTEU Executive Board along with Kelley and Ferris and together they are leading NTEU to even greater success.



For more information, contact NTEU • 1750 H St., NW • Washington, DC 20006 • p (202) 572-5500 • f (202) 572-5643 • [www.nteu.org](http://www.nteu.org)



## A History of Success

*There is a lot to point to in NTEU's proud and successful history—from courtroom and legislative victories, to significant contractual and workplace improvements to precedent-setting arbitration wins and much more. The positive impact of the gains and protections NTEU has won are being enjoyed by federal employees today. Here is just a sampling:*

NTEU won **\$533 million in back pay** for federal employees when an appeals court ruled against President Nixon's 1972 pay raise deferral.

In a significant legislative victory, NTEU won passage of a bill that made permanent a **child care tuition assistance** program for federal employees.

NTEU's work led to **Flexible Spending Accounts** (FSAs), allowing employees to save money by setting aside pretax income to pay out-of-pocket medical and dependent care expenses. FSAs joined another NTEU initiative allowing the use of pretax income to pay health care premiums.

An expansion of the ability of employees to contribute to or modify their contributions to the federal **Thrift Savings Plan** is the result of NTEU's efforts on Capitol Hill.

A successful fight for a **dental-vision plan** for federal workers.

After 19 years of legal challenges, NTEU's fight against OPM regulations exempting **special rate employees** from annual pay raises ended in victory in 2002. The 212,000 current and special rate employees won \$178 million in back pay.

A new employee benefit providing the right to earn **compensatory time for business travel** outside normal work hours.

Thousands of dollars in **back pay** for Customs and Border Protection Officers forced to work an unpaid sixth day of training.

A successful challenge to the law prohibiting federal employees from participating in **informational pickets**.

A federal court agreed with NTEU that employees have the right to **review promotion files**.

Legal action prompted the Customs Service to **revoke its questionnaire** asking employees for information about mental health care, political activity and foreign connections.

An 18-month challenge by NTEU to the IRS' proposed field reorganization and corresponding reduction-in-force of 5,000 employees ended in victory for the union in 1997 and **saved 29,000 jobs at the IRS**.

A long-running battle to expand the political and legislative action rights of federal employees resulted in meaningful reforms to the 1939 **Hatch Act**.

A major **First Amendment victory** allowed a rally of federal employees on the grounds of a New York federal building.

NTEU negotiated a **precedent-setting employee salary and benefit package** with the FDIC.

NTEU got a federal court to declare portions of the **Department of Homeland Security personnel rules illegal**.

In a major battle impacting both employees and the public, NTEU beat back an attempt by the IRS to close dozens of its **Taxpayer Assistance Centers (TACs)** nationwide.

NTEU won by a large margin the **largest representation election** in federal sector history, covering 20,000 CBP employees.

For the first time in the federal sector, NTEU won a court victory against an **agency's illegal use of appropriated funds** to give federal jobs to a contractor without giving employees the chance to compete.

The **Food and Drug Administration (FDA)** backtracked on plans to close seven of 13 national food-sampling laboratories after NTEU forced intense media and congressional pressure on the agency, highlighting the public safety risks involved.

Won a lengthy, difficult battle for enhanced **Law Enforcement Officer (LEO)** retirement benefits for Customs and Border Protection Officers.

## NTEU-Represented Agencies

*NTEU represents some 150,000 employees nationwide and in the U.S. Virgin Islands, Puerto Rico and Canada who work for:*

### Department of Agriculture

- Farm Service Agency
- Food and Nutrition Service

### Department of Commerce

- Patent and Trademark Office

### Department of Energy

### Department of Health & Human Services

- Administration for Children and Families
- Administration on Aging
- Food and Drug Administration
- Health Resources and Services Administration
- National Center for Health Statistics
- Office of the Secretary

- Program Support Center
- Substance Abuse and Mental Health Services Administration

### Department of Homeland Security

- U. S. Customs and Border Protection
- Transportation Security Administration

### Department of the Interior

- National Park Service

### Department of Justice

- Bureau of Alcohol, Tobacco, Firearms and Explosives

### Department of the Treasury

- Bureau of Engraving and Printing
- Bureau of the Public Debt
- Departmental Offices

- Financial Management Service
- Internal Revenue Service
- Tax and Trade Bureau

### Environmental Protection Agency

### Federal Communications Commission

### Federal Deposit Insurance Corporation

### Federal Election Commission

### National Credit Union Administration

### Nuclear Regulatory Commission

### Office of the Comptroller of the Currency

### Securities and Exchange Commission

### Social Security Administration

- Office of Disability Adjudication and Review



# NTEU MEMBERSHIP HAS ITS BENEFITS (2008)

*\$1,000 AD&D\* Coverage — Free!*

*\*Accidental Death and Dismemberment*

*Professional Liability Insurance*

*Auto & Homeowners Insurance*

*Long-Term Care*

*Hospital Indemnity Plan*

*Universal Life Insurance*

*Car Rental Discounts*

*Oil Changes*

*Credit Card*

*Moving Services*

*Real Estate Services*

*Hotel Discounts*

*Short-term Disability*

*Online Bank*

*Critical Illness & Cancer Insurance*

For more information, see your local chapter officer or steward or log on to the Member Benefits section of [www.nteu.org](http://www.nteu.org)

**NTEU**  
The National Treasury Employees Union

# Beneficial working conditions do not just happen

## NTEU Negotiated Protections and Benefits at TTB

- An expansive hours of work article, that includes provisions for flextime and schedules allowing for one day off every week (the 4/10 plan) or one day off every other week (the 5/4-9 plan).
- A performance review process, which provides bargaining unit employees an opportunity to provide input into the appraisal before it is finalized. Employees have 21 days to file grievances on performance appraisals.
- Procedures for bargaining unit employee selection for details.
- Light duty assignments for temporarily ill or injured employees who may not meet the legal requirements for receiving a “reasonable accommodation” under the Rehabilitation Act.
- Protection from reprisal for bargaining unit employees who decline to perform their assigned work tasks based on the reasonable belief that to do so would expose them to an imminent risk of death or serious bodily harm.
- The requirement that management, for any proposed notice of disciplinary action for alleged off-duty misconduct, provide a written explanation of the nexus between the alleged off-duty misconduct and the efficiency of the service.
- A part-time employment article that allows for job-sharing.
- An expansive Awards Article, with guidance on performance/cash awards, quality step increases (QSIs), time-off awards, suggestion awards, and miscellaneous honorary awards, among others.
- TTB employees have a new expansive flexiplace agreement negotiated by NTEU.

## NTEU Does More at TTB

- NTEU is leading the fight against wholesale contracting out of federal jobs.
- NTEU continues to win strong support in Congress for higher federal pay raises than those proposed by the administration.
- NTEU’s determined advocacy brought Flexible Spending Accounts (FSAs) for health and dependent care expenses to federal employees.
- NTEU fought for and won the right for federal employees to make pretax insurance payments.
- NTEU protects current employee rights and secures new rights at the bargaining table.
- NTEU is an acknowledged leader in setting the standards for excellence in federal courts.
- NTEU consistently wins more than 80 percent of the arbitrations it handles on behalf of NTEU members.

## Join NTEU and Get

- Immediate assistance from highly-trained NTEU stewards for job-related issues.
- Effective bargaining to achieve improved working conditions.
- Money-savings discount programs for a variety of insurance programs including dental, vision, universal life, accidental death & dismemberment, critical illness, long-term care, auto & homeowners, professional liability and pre-paid legal.
- Free \$1,000 accidental death & dismemberment policy for all NTEU members in good standing
- Special pricing on a variety of products and services
- Relocation and moving services
- Monthly union publication - the *NTEU Bulletin*.
- Weekly electronic *e-Bulletin*.
- The benefits of effective lobbying efforts, litigation, negotiations, and public relations, all part of the most aggressive and fastest-growing union in the federal sector—NTEU.
- A powerful national voice.

**Secure your future. Join NTEU.**



# KNOW YOUR RIGHTS

You did **not** give up your basic rights the day you became a federal employee. Many rights are provided by law and additional rights have been negotiated. All are enforced for you daily by NTEU.

Your rights, under both the law and the NTEU/Agency contract, are only words on paper until you claim them, assert them, and exercise them. Exercising your rights will transform hopes and aspirations for the future into a positive action program that will make a better tomorrow for federal employees.

**You will never be alone in exercising these rights.  
NTEU – its members, leadership, and staff – stand with you.**

The Federal Service Labor-Management Relations Statute defines and protects your rights.

**As a federal employee, you have the right to:**

- join NTEU;
- actively participate as a member of NTEU;
- participate in the decisions affecting your worklife;
- file grievances through your NTEU representative;
- be guaranteed protections in exercising your rights.

It is against the law for management to take any action against you because of your membership in, support of, or active participation in, NTEU.

**Stand up and be counted.  
Exercise your rights.  
Join NTEU Today.**



**Do you have the right to have an NTEU representative present in a "formal discussion" between you and management?**

**YES**

Any examination of an employee in the bargaining unit by a representative of the agency in connection with an investigation, including Internal Security, Inspection or the Inspector General, entitles you to have an NTEU representative present if:

- you reasonably believe that the examination may result in disciplinary action against you
- and;
- you request representation.

**Do you have the right to file grievances or complaints against the agency without fear of reprisal?**

**YES**

It is illegal for the agency to discipline or otherwise discriminate against you because you have filed a grievance, complaint or affidavit against the agency or its representatives.

**Does the law state that the statutory protection of the right of employees to form, join, and participate in labor unions of their own choosing contribute to the effective conduct of public business?**

**YES**

In addition, Congress has found, and the law thus states, that employees' participation in labor unions also safeguards the public interest and facilitates and encourages the amicable settlements of disputes between employees and the agency involving "conditions of employment."

---

All of the above are rights afforded to you in accordance with the Federal Service Labor-Management Relations Statute. **NTEU ensures that those rights are protected.**

---

Congress guarantees your right, as a federal employee, to join NTEU. Some managers may not understand the law or have no respect for it. Make it perfectly clear to them that you know what your rights are, and that you plan to assert them, immediately.

**Take that important first step!**

**Join NTEU Today.**





## 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 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.

<b>1. Name of Employee</b> (Print—Last, First, Middle)	<b>2. Employee I.D. Number</b> (SSN or Other)	<b>3. Timekeeper Number</b>
<b>4. Home Address</b> (Street Number, City, State and ZIP Code)	<b>5. Name of Agency</b> (Include Bureau, Division, Branch or Other Designation)	

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

**National Treasury Employees Union**  
 Chapter No. 305

\*--- % For Grade  
 And Step On National  
 Chart + Chapter

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~~).  
 (Strike out whichever period is not appropriate, based on arrangement with the employee's agency.)

Signature and Title of Authorized Official	Date (Month, Day, Year)
National President	

### 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 Organization) **NTEU Chapter No. 305** 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; and that, if for a monthly deduction, it will become effective the first full pay period of the calendar month 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 above 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 (Month, Day, Year)

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.)	<b>YES</b>	<b>NO</b>

PERMANENT

WAE Employee work e-mail \_\_\_\_\_ Recruiter's Name \_\_\_\_\_

Employee home e-mail \_\_\_\_\_ Recruiter's e-mail \_\_\_\_\_

5/07

The SF-1187 should be returned to:  
 NTEU Chapter 305, P. O. Box 996, Cincinnati, OH 45202-0996.  
 Please write your grade and step (GS-\_\_\_\_) on the top of the form.  
 If you are a pay band employee, there is a special calculation for dues. Please write your salary and pay band (PD-01, PD-02, PD-03) on the top of the form.