

EXECUTIVE AND LEGISLATIVE BRANCH LETTERS

Dear AD Firefighter:

Following are suggestions for your use in expressing concerns **in a personal letter to your elected representatives** about past and current AD Hire Pay Plan Proposals and treatment of AD firefighters, as well as the continued use of the 1951 Administratively Determined Pay Authority in general.

OBJECTIVE: The objective of this document is to provide guidance to our membership and affected individuals so that you can inform the **TARGET AUDIENCE** (see below) of issues regarding application of the government's Administratively Determined (AD) hiring authority and, if applicable (e.g., you are a federal retiree), OPM's *Waiver of the Dual Compensation Penalty for Rehired Annuitants*.

TARGET GROUP WHO MIGHT USE THIS LETTER:

- ADFA members (both retirees and non-retirees)
- Other ADs who are not ADFA members
- Other affected individuals (agency personnel)

TARGET AUDIENCE:

- **George W Bush, President of the United States; Dick Cheney, Vice- President of the United States;**
- **Your 2 Senators**
- **Your Representative in the House of Representatives**
- **Your Governor**

[SEE END OF THIS DOCUMENT FOR A REFERENCE CHART ON ACCESSING ALL THE RELEVANT DOCUMENTS]

The ADFA has put up a web site at <http://www.eteamsolutions.com/adfal/legislative.htm> where you can access all materials necessary to:

- Write your letter
- Obtain regular mail and e-mail addresses and fax numbers of your elected representatives (if you don't know who your Representative is in the House, there is a link to a page that will determine who he/she is and the District he/she represents)
- Once you know who your representative is, click on Congressional and Gubernatorial Contacts, and then click on your State. A page will open that has your State's elected representatives (including Governor, 2 Senators, and House Members)

IMPORTANT NOTE: Less than 50% of the US Legislative Branch have direct e-mail addresses (they have "webmail" e-mail which is appropriate only for sending a short message). If no e-mail, you will have to fax and/or snail-mail.

TRANSMISSION OF YOUR LETTER:

For maximum effect and to ensure your letter catches the target groups' attention, we recommend transmitting it to the President, the Vice-President, your Governor, and the three (3) legislators (2 Senators plus 1 House) via:

- E-Mail (if available)
- Fax
- Snail mail

At a minimum, send it via at least one of the above 3 methods. As stated, all three is preferable.

ATTACHMENTS TO YOUR LETTER #1: THE ADFA BOARD LETTER

It is recommended that you reference and attach the ADFA's Board Letter To Congress to your e-mail. You can reference the points we make in it generally or specifically.

The ADFA Board letter is also available at <http://www.eteamsolutions.com/adfa1/legislative.htm>

Of particular importance are the short- and long-term solutions ADFA is recommending. These are available in Letter in the *Executive Summary* attachment

ATTACHMENTS TO YOUR LETTER (E-MAIL ONLY): ADFA BOARD LEGISLATIVE AND MEDIA BRIEFING DOCUMENT

We have put up an extensive briefing document for use by everyone that should be referred to in your letter (e.g., "*For complete information on these issues, please refer to AD Firefighter Association Briefing on the Utilization of the 1951 AD Hiring Authority and OPM Waiver to Dual Compensation Penalty for Rehired Annuitants: Background, Challenges, and Solutions*")

You may choose to download it (it's 2 Mb) and attach to your e-mail, at <http://www.eteamsolutions.com/adfa1/legislative.htm>

or you may simply reference it as available on the web at <http://www.eteamsolutions.com/adfa1/legislative/ADFAcongmedbrief.pdf>

If you have trouble downloading, e-mail Hugh Carson, ADFA Chair, at adfa@rmci.net

GENERAL GUIDELINES:

Your letter should be your personal expression of concerns.

- It should avoid the impression of a "form letter". Personal letters receive much more attention than volumes of obvious "form letters".

- In addition, be positive and politically non-partisan. Avoid an impression of “whining and demanding”. Congressional staffs receive lots of negative, whining letters. Let’s display our “old school” professionalism and we will likely get more attention.
- You should keep your letter short (not more than two pages of text) and to the point
- It should also explain the issues in a concise and understandable way

It should be formatted in MS Word. If you only have WordPerfect e-mail it to Hugh Carson at adfa@rmci.net and he will send it back to you in Word so you can attach it to your e-mail to your legislators and agency directors as an MS Word document.

Important: At your discretion, you can utilize the Talking Points document for background and supporting information. It also is available at <http://www.eteamsolutions.com/adfa1/legislative.htm>

THE PERSONAL PART: Personalize it to identify yourself, your background and experience, and to outline the issues.

Recommended as most effective: Put the personal letter in the body of the e-mail and also attach it as a Word document, along with the other Attachments (ADFA Board Letter; ADFA Briefing)

Unless you have a personal, first-name relationship with a member of Congress or one of their staff members, the way you guarantee that your communication will be effective **is to make sure the receiving office instantly can identify you as a constituent.** If they can't, there is an excellent chance your communication will be discarded without being read. Start each communication with your name and address at the very top:

Ms. Sally Jones
123 Main Street
McAlester, OK 74501

When writing a member of Congress it's important to use the proper salutation.

- For senators it's "Dear Senator" (and the senator's last name: Dear Senator Lansing:).
- For the House, "Dear Representative" (Dear Representative Hammond:) is also acceptable.

If you are sending an e-mail to a representative, you won't receive a response via e-mail but will receive one through the mail (rules of the House - however, you can communicate with House staff members via e-mail). Senators respond to e-mail with e-mail.

Major areas to address are:

- Personal Data
- Summary of Your Job Experience In The Agency or Elsewhere
- Your AD Status
- Personal Effect(s) On You Of Wage Decreases: For Retirees, personalize off the example; for non-retirees, the impact may be even greater, i.e., I am dependent upon this income
- What you are qualified to do on incidents

- How you are hired. **IMPORTANT NOTE: For those of you running into problems getting signed up with a local unit, or encountering a flat refusal to sign you up, make this a major point in your letter)**
- How often do you go out each season
- Your Job Responsibilities; Bring up high-profile incident(s) that your legislator will recognize
- Why you're writing this letter
 - ✓ Talk about Pay Period Inequality Based Upon the 2004 Rates: For info regarding your ICS position(s), go to <http://www.eteamsolutions.com/adfa1/legislative/2005ComparisonPaycheckAtDifferentGSGrades.pdf> (also available at <http://www.eteamsolutions.com/adfa1/legislative.htm>) and insert applicable data
 - ✓ Talk about the ADFA Proposed Rates For 2005. Go to <http://www.eteamsolutions.com/adfa1/legislative/2005ADFAPayProposal.pdf> (also available at <http://www.eteamsolutions.com/adfa1/legislative.htm>). You will see the applicable GS grade for position duties, responsibilities, and complexity there also.
 - ✓ Address your "bottom line:" you may choose to say you will or may not go out, or if you are financially forced to, the effect the pay disparity will have on your dedication and morale; it's each person's choice
- Express how you feel about the Agencies' Past Responses, or lack thereof, to ADFA concerns
- Effect of AD rates and treatment on Staffing of Incidents
- Solutions (see ADFA's Three Recommendations To Lay A Foundation For Success in the ADFA Board Letter to Congress)
- Your Closing Info (e.g., *"Thank you for your attention. I may be contacted at...."*)

Last but not least, please e-mail a copy of your letter to adfa@rmci.net We desperately need to maintain an accurate list of folks who've contacted their legislators. Please do not cc us with the e-mail you send to the legislators (if you put the 2 Mb ADFA Briefing Attachment on, it will not go through our e-mail system. Just do it as a separate e-mail, please).

Thanks for your support. If you have any questions or concerns, please e-mail us at adfa@rmci.net

The ADFA Board:

Hugh Carson, Chair, 970-921-5333, adfa@rmci.net
Dick Grace, Vice-Chair, 541-935-3724, dgrace@efn.org
Joe Bistryski, Secretary, 435-843-7917, jrbistryski@msn.com
Gary Helsel, Treasurer, 208-884-0259, glhelsel@cableone.net
Carl Pence, Legislative Affairs, 208-468-9318, pencavi@msn.com
Bud Ivey, Media/Information, 530-241-3352, hedera@c-zone.net
Dick Mangan, Training Coordinator, 406-544-8922, blackbull@bigsky.net
Ken Palmrose, National Membership Coordinator, 480-812-8102,
firecomm1@hotmail.com
Shari Downhill, Non-Retiree AD Representative, 541-955-0755,
shari@nwtimberfallers.com

WHAT YOU WANT TO DO	GO TO	ACTION
<p>Determine who your Representative is in the House</p> <p>Senate, House of Representatives, and Governor Physical Address, Fax, and E-Mail</p>	<p>http://www.visi.com/juan/congress/</p> <p>http://www.eteamsolutions.com/adfa1/legislative/contact.htm</p>	<p>Enter applicable information and write down name</p> <p>Click on your state</p> <p>Cut and paste information into a blank Word Document so it's accessible when you write, fax, or e-mail your legislator</p>
<p>Agency Head Physical Address, Fax, and E-Mail</p>	<p>http://www.eteamsolutions.com/adfa1/legislative/contact.htm (may not be available until April 18)</p>	<p>Click on Agency Directors Link</p> <p>Cut and paste information into a blank Word Document so it's accessible when you write, fax, or e-mail the Agency Directors</p>
<p>ADFA Board Letter to Congress</p>	<p>Go to http://www.eteamsolutions.com/adfa1/legislative.htm and right click on the ADFA Board Letter To Congress link, select "Save As," and put it in a folder on your hard drive</p> <p>OR open up in directly in Acrobat by clicking on the address below (or entering it in your browser): http://www.eteamsolutions.com/adfa1/legislative/ADFALegislativeLetter.pdf</p>	<p>Attach to E-Mail, fax, or snail mail letter</p>
<p>ADFA Talking Points</p>	<p>Go to http://www.eteamsolutions.com/adfa1/legislative.htm and right click on the ADFA Talking Points link, select "Save As," and put it in a folder on your hard drive</p> <p>OR open up in directly in Acrobat by clicking on the address below (or entering it in your browser): http://www.eteamsolutions.com/adfa1/legislative/TalkPoints.pdf</p>	<p>Quick reference to major points regarding the AD issue; helpful especially for media interviews</p>
<p>AD Firefighter Association Briefing on Utilization of Emergency Fire Fighters To Supplement Emergency Incident Staffing : Background, Challenges, and Solutions (166 pp)</p>	<p>Go to http://www.eteamsolutions.com/adfa1/legislative.htm and right click on the ADFA Congressional/Media Briefing link, select "Save As," and put it in a folder on your hard drive</p> <p>OR open up in directly in Acrobat by clicking on the address below (or entering it in your browser): http://www.eteamsolutions.com/adfa1/legislative/ADFAcongmedbrief.pdf</p>	<p>Reference in letter (unless you want to print out and attach this 166 page document. The majority of this document is tables illustrating pay inequality, ADFA proposed rates, and ADFA's entire history of correspondence with the agencies</p>

WHAT YOU WANT TO DO	GO TO	ACTION
Hourly Pay Decrease in the 2005 Proposal	<p>Right click on the Pay Decrease Analysis: Difference Between 2005 And 2004 AD Rates link at http://www.eteamsolutions.com/adfa1/legislative.htm and select "Save As" and put it in a folder on your hard drive,</p> <p>OR go directly to http://www.eteamsolutions.com/adfa1/legislative/2005RateComparisonWith2004Rates.pdf</p>	Note that the agencies will use the 2004 rates in 2005
Pay Period Inequitability Based Upon the 2004 Rates:	<p>Go to http://www.eteamsolutions.com/adfa1/legislative.htm and right click on the Pay Inequality Analysis: Difference Among Pay Period Earnings Of GS Employees And An AD Employee's Earnings At 2004 Rates link at and select "Save As" and put it in a folder on your hard drive,</p> <p>OR open up in directly in Acrobat by clicking on the address below (or entering it in your browser): http://www.eteamsolutions.com/adfa1/legislative/2005ComparisonPaycheckAtDifferentGSGrades.pdf</p>	Illustrates the pay disparity of \$1000-\$7000 per pay period <u>very clearly</u>
ADFA Proposed Rates For 2005.	<p>Go to http://www.eteamsolutions.com/adfa1/legislative.htm and right click on the ADFA's Proposed 2005 Pay Scales link at and select "Save As" and put it in a folder on your hard drive,</p> <p>OR open up in directly in Acrobat by clicking on the address below (or entering it in your browser): http://www.eteamsolutions.com/adfa1/legislative/2005ADFAPayProposal.pdf</p>	