

## Lobbying Do's

- **Employees** must visit or contact their Congressional Representatives while on leave, credit hours, or personal time (breaks, lunch, before or after work).
- **Employees** must write or email Congressional representatives without the use of government computers, stationery and postage.
- **Employees** must telephone, fax or send telegrams to Congressional representatives from their homes, personal cell phones, or pay phones or Union owned office equipment.
- **AFGE Union Representatives** at SSA, on official time and under the provisions of the collective bargaining agreement, may contact Member of Congress utilizing government phones provided to the Union.
- **AFGE Union Representatives** at SSA can use official time and equipment belonging to the agency to present the views of the Union to Members of Congress as this past practice has been upheld in arbitration and is provided for in the Statute.
- **AFGE Union Representatives** at SSA can use official time to directly or indirectly urge employees, who are on non-duty time (breaks, lunch, before or after work), to contact their lawmakers regarding legislative proposals.
- Based on past practices and provisions of the collective bargaining agreement, **the Union** may use the Agency's mail delivery, email, interoffice phone or other communications system to advise employees of:
  - The contents of specific legislative proposals
  - When Congress may mark-up a legislative proposal
  - When Congress may vote on a certain issue
  - When AFGE is to testify on a certain legislative issue
  - AFGE's position on certain legislation.

## Lobbying Don'ts

- **Employees** who are no union representatives, cannot write letters to or phone Members of Congress when on the job and using an agency's phone, computer, paper or other government equipment.
- **Employees and AFGE Union Representatives** at SSA cannot use the agency's email or other communication systems to circulate sample letters urging Member of Congress to support or oppose certain legislative initiatives.
- **AFGE Union Representatives** at SSA cannot use the agency's email or other communications to directly or indirectly urge employees to contact their lawmakers regarding legislative proposals.