



National Federation of Federal Employees, Local 1998 – International Association of Machinists & Aerospace Workers, AFL-CIO
 Representing the bargaining unit employees of Passport Services, a division of the Department of State's Bureau of Consular Affairs

Union Principles

Non-Discrimination	We do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or political party. A true unionist is not racist, sexist, or elitist.
Selflessness	We represent the needs of all bargaining unit employees, not solely our own. If you have a situation that should be addressed by the Union, seek out another Union official to represent you (e.g., the national level officers). A Union official should virtually never file a grievance on his/her own behalf.
Duty of Fair Representation (DFR)	We do not discriminate on the basis of union membership in matters of the contract (filing grievances or bargaining); however, we only represent dues paying members in MSPB, EEO, OSC, and other statutory appeals matters.
Loyalty	Communicate with employees prior to making deals with Management. You represent the employees in your office and they are counting on you.
Openness	Secrets are antithetical to union principles (unless it involves a confidential situation - see below), so beware of Managers trying to bind you to a secret policy matter, as the whole point of having a union is that our strength comes from working together. Make it clear to the managers that you deal with that it is your duty to consult with the employees that you represent, and to obtain guidance from Local 1998 national level officers as well as NFFE officials, prior to making deals.
Confidentiality & Trustworthiness	When dealing with an employee's personal situation, only share information with other Union reps (unless they do not wish it to be shared) and do not share with other employees.
Respect & Dignity	We need to practice what we preach, so it is important to always treat others with respect and dignity.
Democracy	The office may not be a democracy, but we are: respect the election process and election results.
Solidarity	We are far stronger together than we are apart. Do not fall prey to the "divide and conquer" game: government worker vs. contractor; one office vs. another - PPT/XX vs. PPT/YY; "old-timer" vs. "rookie"; adjudication vs. processing; union member vs. non-union member. Work together and share problems and solutions with each other.
Integrity	We must remain loyal to the highest morals and ethics – set an example for others to follow. Wisely and frugally spend union funds, and accurately account for their expenditure. Be on time and fully participate in union-funded training courses.
Solving Problems	Try to solve problems and address complaints and grievances in an amicable, professional manner, as early and informally as possible, and in a way that allows the manager to “save face”. Do not file a grievance if it is not necessary, but never fail to file a grievance over a valid complaint in order to “get along” with Management.