



National Active and Retired Federal Employees Association

FL Federation Legislative Policy

Background: The Legislative Program for the FL Federation is set forth below to provide a broad policy guideline for the Federation Legislative Officer to use in the execution of NARFE's Legislative objectives.

Purpose: To establish a Legislative Policy as guidance to the FL Federation Legislative Officer, District VP's and Chapter Legislative Officers.

Mission. According to the Articles Governing the Corporation of the National Active and Retired Federal Employees Association the top two objectives are as follows:

§3. Objectives. The aims and objectives of said Corporation shall be as follows:

- A. To sponsor and support legislation, rules and regulations beneficial to Federal civilian employees, and annuitants or potential annuitants under any Federal civilian retirement system;
- B. To oppose legislation, rules and regulations detrimental to the interests of Federal civilian employees, and annuitants or potential annuitants under any Federal civilian retirement system;
- C. To maintain constant vigil upon the status of legislation in the various Legislatures in the area, and to take such action with respect to any such legislation as is beneficial to retirees.

Priorities. The current legislative priorities, as outlined by the National Office of the NARFE are:

- ⇒ Preserving Existing Benefits
- ⇒ Enhancing Existing Benefits
- ⇒ Additional Priorities

The Florida Federation in supporting the National legislative goals, objectives and priorities has defined the following process.

Program: The FL Federation will emphasize its role at the local level by the Federation Legislative Officer keeping District VP's and Chapter members well informed of necessary legislative actions that need to be taken. It will be the responsibility of the Legislative Officer to prepare information for the members on the what, why, where, when and how on legislative activity. This grass roots participation by constituents in each Congressional District will reinforce NARFE's Legislative objectives. Grass roots participation will reinforce NARFE's Legislative objectives. Visitation to local Congressional Offices provides for local Congressional District offices to become more familiar with the FL Federation Legislative team and with the NARFE legislative agenda.



National Active and Retired Federal Employees Association

FL Federation Legislative Officer Plan

1. The FL Federation Legislative Officer needs to define how the Legislative budget can best be spent during the fiscal year to maximize the impact of NARFE's Legislative objectives. The legislative schedule for the House of Representatives, the Senate and the FL Federation Executive Board meeting schedule should be consulted in preparing a written plan. This plan should be in writing and should include, but is not limited to: preplanning, the meeting, and follow-up after the meeting.
2. A general guideline for these functions is attached as an addendum to and included by reference to this policy. After review and comments by the 2nd Vice President and the FL Federation President the Florida Federation Legislative Policy will be submitted to the FL Federation Executive Board for their final approval.

Renewed May 15, 2009 for the 2009-2010 Fiscal Year:

Wallace W. Roepke, President
FL Federation of Chapters
National Active and Retired Federal Employees Association

Date

William H. Leatham, Federation Secretary
FL Federation of Chapters
National Active and Retired Federal Employees Association

Date



National Active and Retired Federal Employees Association

Addendum

Guidelines for Preplanning, Meeting and Meeting Follow-up

1) *Preplanning:*

- a) Contact the office of the FL Senator or Representative that you are planning to visit and request a meeting with the District Director.
- b) The Legislative Oversight Officer will prepare a legislative package for the file for each Congressional District for use by any District or Chapter Legislative Officer to use in the meeting. It will be the responsibility of the Federation Legislative Officer to see that any District or Chapter Legislative Officer is properly prepared. This information is contained in the M111.
NOTE: Allow one week for preparation by the Legislative Oversight Officer of the Legislative Package. This means that any meeting must be scheduled well in advance so that proper documentation can be prepared unless it is already in the file.
- c) Once the date and time of the appointment is established and the Legislative Package is in hand send an e-mail to the NARFE District Vice President notifying them that you are meeting at the Congressional Representatives office in their area and would like to invite local participation. Only constituents should attend the meeting unless the Federation Legislative Officer attends also. Ideally, the delegation would include Chapter Presidents and Legislative Officers from each Chapter within the Representatives Congressional District. Request the District VP e-mail you any constituents on the delegation. Have the appropriate number of Legislative packages prepared for the visit.
- d) Make hotel reservations, if required. **Keep** your budget in mind when making these reservations.



National Active and Retired Federal Employees Association

2) Meeting:

- a) Ensure that all members of the constituent delegation understand that:
 - (1) you are all there as FL Federation NARFE representatives – there are NO personal agendas, only NARFE priorities; and
 - (2) **There is** one and only **one** spokesman for the group.
- b) Dress professionally. This is a professional organization and that image needs to be projected both by actions and appearance.
- c) You are there for a business meeting, but opening pleasantries are expected and acceptable. Keep them short.
- d) When you go into the meeting make sure you pass out your business card and receive one of theirs.
- e) Be polite **and** respectful.
- f) You will have, at the most, **20** minutes. Make your introductions, presentation, summary and get out. No matter how they appear to have all the time in the world – be business like, professional – get the job done effectively and efficiently and get out!
- g) Part of your job is to dispel the rumor regarding Federal Retirees annuity income. **The rumor is that** Federal retirees have plenty of money in retirement. Your presentation should **absolutely** dispel this rumor – if not you have missed the point you need to convey. Your package will provide you the necessary financial information.
- h) Have the DVP introduce the NARFE representatives attending the meeting with you and what chapters they represent. Also, make sure that the person you are meeting with understands they are constituents of the Representative and they will be visiting the office on a regular basis to see if anything is needed from NARFE to assist the staff and to follow-up on progress of the co-sponsorship of the bills.
- i) If the Representative has co-sponsored the bill make sure that you express your appreciation for the co-sponsorship!
- j) The presentation that has been developed gives the Senator or Representative a reason to support our cause. The average FL Annuitant and Survivor does NOT make enough money to live on, this is a FACT supported by data – not from NARFE, but OPM!
- k) Before the delegation leaves take a public relations picture with the Congressional staff with which you are meeting.



National Active and Retired Federal Employees Association

3) **Follow-Up:**

- a) After the meeting, be sure to do the following:
 - i) Thank you card. This is extremely important. Be sure to hand write a thank you card and address it to the person with whom you met.
 - ii) Check with the delegation members to see if they have plans to go back and visit the Congressional Office for follow-up and, if so, when.
 - iii) Monitor the www.Thomas.gov website for the co-sponsorship after the visit.
 - iv) Prepare a Congressional Visits page for the FL Federation website that keeps the members informed of visits to the various Senators and Representatives.
 - v) These visits also become part of your report to the Executive Board (EB) at the next meeting,