



NARFE FLORIDA FEDERATION OF CHAPTERS

ZIP-CODE POLICY

The following information is established in order to clarify for a better understanding of how the more than 1400 zip-codes within the state of Florida are addressed.

Article 1:

Each of the zip-codes within Florida are assigned by the U.S. Postal Service that cover a geographic area that can range from a very large area to as small as the post office boxes within a single post office. They may also be as different as APO and FPO zip-codes that cover mail going to service personal outside of the U.S. Zip-codes in numerical order do not always adjoin one another, therefore, it is recommended that you look within your telephone book to view the zip-code/s within your geographic area.

Article 2:

(a) All zip-codes within Florida are assigned to NARFE chapters by the authority of the Federation President. (National Bylaws – Standing Rules, Section 1, A. B. & C.) The chapter does not have ownership of said zip-codes assigned to the chapter, zip-codes may be reassigned to a different chapter. However, once assigned to a chapter, should only be reassigned to a different chapter when there is a compelling need to do so.

(b) It must also be noted, that a zip-code reassigned from one chapter to another will only affect future membership applications and when reassigned to a different chapter, those current members of the chapter residing within the zip-code that was transferred from, shall not be affected unless the member themselves request their membership be transferred, and submits the proper national form to execute the transfer.

Article 3:

New Zip-Code: A new zip-code is a zip-code that has not existed within the current list of zip-codes assigned by the USPS within Florida. New zip-codes are mainly the result of an existing zip-code in which the population has expanded to the point that a current zip-code is split or even creates two (2) or more new zip-codes.

Article 4:

Unassigned Zip-Codes: An unassigned zip-code is an existing zip-code within the state of Florida, but that has never had any person living within that zip-code apply for a NARFE membership. When a person from an unassigned zip-code applies for a membership, National membership department accepts the application and places the new member into a national holding chapter until the zip-code is assigned by the Federation President to a chapter. The unassigned zip-code is then posted on the National web-site within the NARFE Report section as the L-104 form. The Federation Zip-Code Coordinator shall visit the report section of the National Web-Site from time to time to ascertain if there are any unassigned zip-codes posted, and download any that are posted. The Federation Zip-Code Coordinator shall then after an extensive research, recommend to the Federation President as to which chapter would best service the unassigned zip-code. Any maps or other pertinent information used to determine this recommendation should be forwarded to the Federation President, along with a completed National Form F-46 (Zip-code assignment form). The National Form F-46 shall only be signed by the authority of the Federation President before it is forwarded on to National HQ. (National Federation & Chapter Service Dept.)

Article 5:

Disputed Zip-Code: When a zip-code is in dispute as to what chapter may best service the zip-code area, the following procedures must be followed;

1 – The Chapter President currently assigned the zip-code and the Chapter President wishing to acquire the zip-code should meet along with their DVP/s and try to work out the dispute to the satisfaction of both chapters, and if this can be successfully done, the DVP/s shall then document the meeting and forward all pertinent information to the Federation President for his/her approval, and if approved, the Federation President will direct the Zip-Code Coordinator to prepare a National Form F-46 for signature and forward said Form F-46 on to National HQ.

2 – Should the Chapter Presidents and DVP/s not reach an agreement as to the assignment of the zip-code in dispute, the DVP/s shall document all pertinent information and forward this information to the Federation President for his/her decision, keeping in mind Article 2, (a) of this document. If it is the decision of the Federation President to reassign the zip-code, the President will direct the Zip-Code Coordinator to prepare a National Form F-46 for signature and forward said Form F-46 on to National HQ, The Federation President should then inform the Chapter Presidents and DVP/s involved of his/her decision and as to why the request was approved or disapproved.

NOTE: National F-46 Form

The National F-46 form is double sided, one side is to indicate the chapter from which the zip-code is removed from, the other side of the form is used to indicate to which chapter the zip-code is assigned to. This form must be signed on both sides by the authority of the Federation President.

Article 6:

The zip-code report distributed to both elected officers and appointed officers/chairperson of the Florida Federation showing zip-codes currently assigned to each chapter, must not be confused with the OPM zip-code report distributed that shows the number of retired federal employees and amount of funds distributed within each zip-code of Florida, each report is separate and has a different purpose.

Neither report should be confused with zip-codes assigned to congressional districts. Congressional districts can and will overlap with one or more chapter zip-code areas. For congressional area zip-codes, you need to contact the Federation Legislative Officer or the congressional district representative directly.

Approved by the Florida Federation Executive Board this _____ day of _____, 2009

Attested to;

Wallace W.Roepke, President

William H. Leatham, Secretary