

## REPORTING DEATH OF A TEXAS NARFE MEMBER

Office of Personnel Management (OPM) should be notified as soon as possible. Be sure that you have the Retiree's CSA or CSF number when you call. Call OPM at 1-888-767-6738.

Also, advise the NARFE Secretary (Info on who this is can be found in the last TFR In Memoriam column. The family of a deceased member may also want to contact the member's chapter service officer, or the Area service officer for assistance, when the forms are received from OPM.

A chapter officer should report the death of a NARFE Chapter member to the TF Secretary and to NARFE Headquarters. The TF Secretary will notify The Texas Federation Register (TFR) editor of the death and it will appear in the next issue of the TFR. NARFE will use the information to update their membership records.

FOR CHAPTERS: There are several ways for chapter officers to report a death.

1. The best and most accurate way to report a death to NARFE is by updating the real-time member database using the Automated Module System (AMS). A key chapter officer with access to the AMS (i.e., president, 1<sup>st</sup> VP, secretary, secretary/treasurer or membership chair) may complete the update by logging onto the NARFE website to access the AMS. You may search for the Deceased Member by name and update the record by scrolling down to the Report a Death section. Enter the date of death and any surviving spouse information. Drop down to the bottom of the form and Click **SAVE**. The record will not immediately be updated but will be reflected when HQ updates the database. Be sure to send a notice to the NARFE Secretary for publication in the TFR.
2. Instead, you may send an email to [memberrecords@narfe.org](mailto:memberrecords@narfe.org) at NARFE Headquarters with a cc to our TF Secretary. Include the member's full name as it appears on your roster, their NARFE membership number, chapter number, date of death, name and mailing address of the surviving spouse and if the spouse is a NARFE member, if known. Include your name and chapter # and chapter position. Put "Death Report" as the Subject of the message.

Contact information for the TF Secretary: Steven Johnson, [steven\\_2732@msn.com](mailto:steven_2732@msn.com) Phone: (832)443-2947.

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