

## REPORTING DEATH OF A TEXAS NARFE MEMBER

When a NARFE member passes away, NARFE, the Texas Federation “TF” Secretary, and the Office of Personnel Management (OPM) should be notified.

When working with OPM, the family of a deceased member may want to contact the member’s chapter service officer, or the Area service officer for assistance.

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.

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 Online Activities Module (OAM). A key chapter officer with access to the OAM (i.e., president, 1<sup>st</sup> VP, secretary, secretary/treasurer or membership chair) may do the update by logging onto the NARFE website at [www.narfe.org](http://www.narfe.org) to access the OAM, select Member Roster, and list all members. The F-9 update column (named after the paper death report form) is found at the left of each member’s record in the listing. Find the member whose record you need to update and click the F-9 link. The member’s information is filled in for you. Enter the date of death and any surviving spouse information. Your name, member number, chapter number and the date are filled in automatically. Click **submit** at the bottom of the form when you’ve completed your entries.

You will receive an email indicating the death was reported, along with the details. Forward a copy to our TF Secretary (see contact information at the end). The actual record update may happen overnight, or take longer depending on if there is a surviving spouse, and if he/she is a member.

2. Instead, you may send an email to [memberrecords@narfe.org](mailto:memberrecords@narfe.org) at NARFE Headquarters with a copy 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” in the message header.

3. If your chapter chooses, the NARFE Form F-9 (03/06) may be completed and mailed. This form is a prepaid postcard addressed to NARFE Membership Department, 606 N. Washington St., Alexandria, VA 22314-9704. You may print it from the TF Library page at <http://www.narfe.org/site/TX>. If you wish to print it ready-to-mail, ensure that you print it on card stock and print it “front and back.” The F-9 requires the signature of a chapter officer (usually the president, secretary, or membership chair). Complete the form and mail it to NARFE HQ. Be sure to advise the TF Secretary with the information about the member.

Contact information for the TF Secretary: Fran Hiner, TF Secretary, 9211 Standing Creek Lane, San Antonio, TX, 78230. Email: [fran.hiner@att.net](mailto:fran.hiner@att.net) or phone 210-380-8743.

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