

REPORTING DEATH OF A TEXAS NARFE MEMBER

Report the death of a NARFE Chapter member to our Texas Federation of Chapters (TFC) Secretary and to NARFE Headquarters. The TFC Secretary will notify The Texas Federation Register (TFR) editor of the death and it will appear in the next issue of the TFR. NARFE Headquarters will use the information to update their membership database.

There are several methods to report a death.

1. Probably the easiest involves the use of e-mail. Simply send an e-mail to memberrecords@nare.org at NARFE Headquarters with a copy to Fran Pantoja, our TFC Secretary, at franpantoja@sbcglobal.net. Be sure to include the member's name, chapter number, date of death and their NARFE membership number and the name and mailing address of the surviving spouse, if known.
2. Updating the real time member database using the OAM is also easy. Chapter officers who have access to the Activity Module (OAM) (i.e., president, secretary, treasurer, membership chair, secretary/treasurer) may provide the update information by logging onto the HQ NARFE website and update their chapter's member database. Open the OAM, select Member Roster, list all members or select by Member Number. The F-9 update column is found at the top left side of the page. Find the member whose record you need to update and select the F-9 column. 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. Just select **submit** at the bottom of the form when you've completed your entries.
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 Membership Department, 606 N. Washington St., Alexandria, VA 22314-9704. You may order the F-9's from NARFE HQ or you may print it from the TFC Library page on <http://www.txnarfe.org>. 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 TFC Secretary by letter mailed to Fran Pantoja, TFC Secretary, 9211 Standing Creek Lane, San Antonio, TX 78230, **or** by e-mail to franpantoja@sbcglobal.net **or** by phone call to 210-380-8743.