



Congressional Districts Leadership Field Plan

California State Federation of Chapters (CSFC)
National Legislation Committee

21 March 2018

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“The Federation Legislative Chair is responsible for establishing the federation’s field plan and grass-roots goals. The CDL works with the Federation Legislative Chair to make sure that the work of the federation is accomplished at the local level and that chapter leaders have the tools and resources they need to accomplish legislative and grass-roots work. The Federation Legislative Chair needs to ensure that CDLs have the resources and information they need to accomplish their responsibilities.”

Source: *CONGRESSIONAL DISTRICT LEADER (CDL) NARFE GUIDANCE*,
http://www.narfe.org/pdf/cdl_guidance.pdf (NARFE member log in to website to see this link).

See CSFC website for current information: <http://www.csfcnarfe.org/legislation/>

Objective

- Advocacy is key to the mission of NARFE
- How: Congressional District Leadership
 - A program of Congressional District Leaders
 - Teamed with a Congressional District Group
 - Filled by energetic Volunteers, such as you
 - Establishing a rapport with Member of Congress
 - Trusted advice
 - Consistent message from NARFE
 - Friendly Constituent manner

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Our objective to this field plan is to address advocacy; which is key to the mission of NARFE.

NARFE Mission Statement:

- To support legislation beneficial to current and potential federal annuitants and to oppose legislation contrary
- To promote the general welfare of current and potential federal annuitants by advising them with respect to their rights under retirement laws and regulations.
- To cooperate with other organizations and associations in furtherance of these general objectives.

NARFE's mission is both critical and timely as Congress and the administration consider unprecedented cuts to federal pay and benefits. Each new member strengthens our message to Congress, fortifies our national outreach, and demonstrates their dedication to maintaining a strong and effective federal workforce.

How this object is best accomplished is by Congressional District Leadership which is a simple program of each Congressional District is covered by a NARFE volunteer in the position of Congressional District Leader. A team of NARFE volunteers, known as a Congressional District Group, supports this leader. Together the CDL teamed with the energetic CDG establishes a rapport with the Member of Congress, becoming a source of trusted advice, a consistent message from NARFE performed in a friendly manner. We treat the Member of Congress as our friend.

The Congressional District Group does not replace Chapters but is just a method of organizing people who live in a Congressional District. Chapters have local responsibility for supporting CDLs/CDGs with information and advocacy support.



Objective Challenges

- California has 53 Congressional Districts
 - 53 Representatives
 - 2 Senators
- California State Federation of Chapters
 - 76 Chapters
 - National Division members
 - 9 Federation Districts
 - National Legislation Committee



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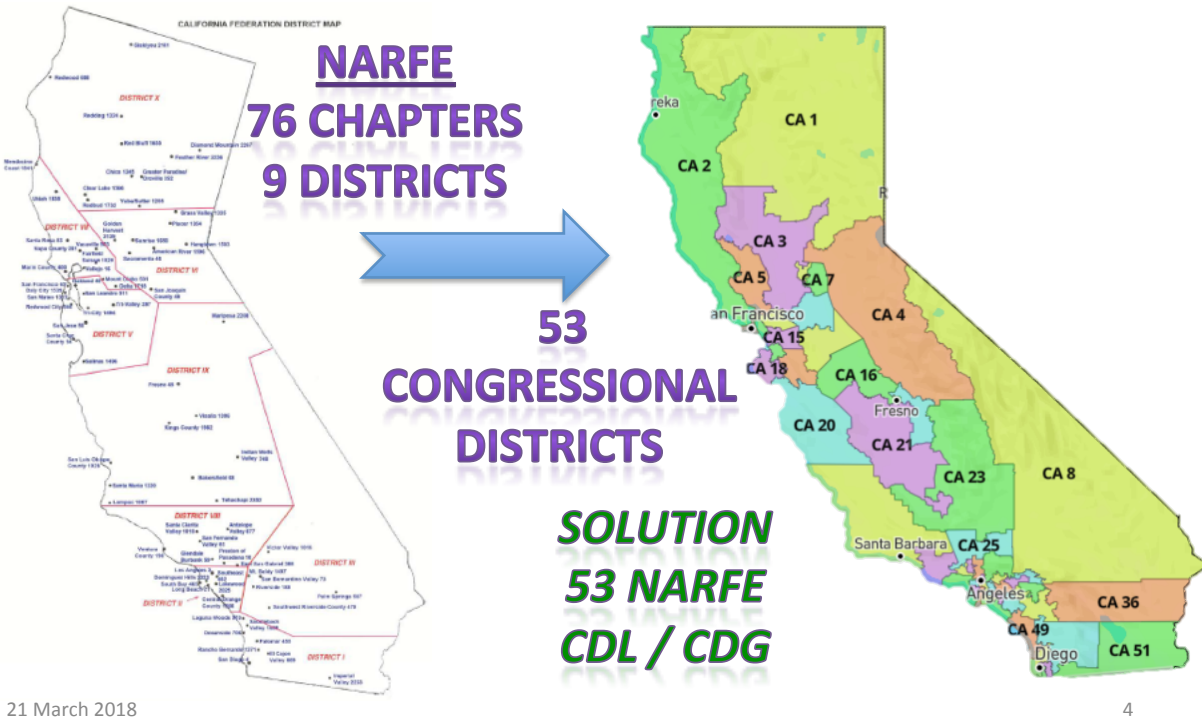
California has 53 Congressional Members of the House of Representatives and two Senators. The Congressional Districts are redrawn every 10 years as part of the National Census; which will occur again in 2020.

NARFE has 9 districts; which overlap several of the Congressional Districts (CDs). Within those 9 NARFE districts are 76 Chapters that also may overlap several CDs.

California State Federation of Chapters has a National Legislation Committee, CSFC Executive Board and District Vice-Presidents who interact with the chapters within the 9 NARFE Districts.

NARFE California also has National Division members who will be incorporated into the process after a Federation Bylaw change.

Objective Solution

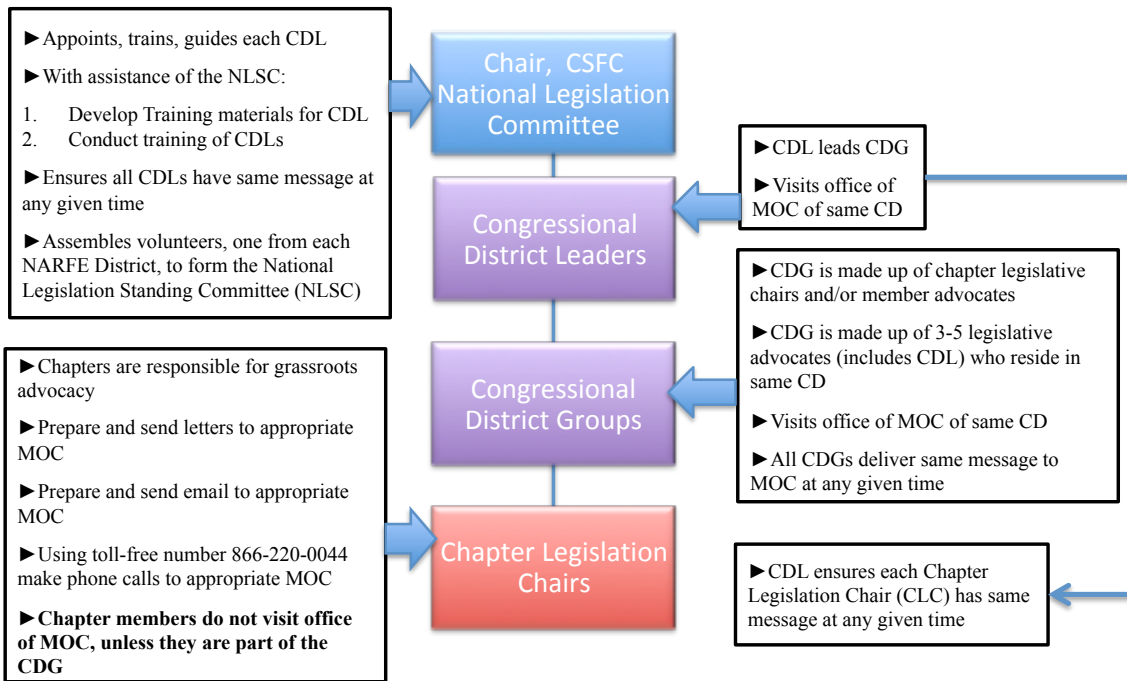


The challenge is the overlapping of several Chapters and NARFE districts over the 53 House of Representative Congressional Districts. This requires coordination of Chapters, DVPs, the Federation National Legislation Committee and NARFE Congressional District Leaders (CDLs).

Another approach is to have a construct of 53 Congressional District Groups, which are made up of NARFE members whose home address puts them in a specific Congressional District. The boundaries of the Congressional District Group (CDG) and the Congressional District are the same, no more overlapping problems. The Congressional District Group is open to participation by Chapter members and in the future National Division members. The Congressional District Leader (CDL) leads the volunteers within the CDG.

The CDG is not an organization like a chapter but just a concept of organizing people for the cause of advocacy to further the mission of NARFE.

Organization Big Picture



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This organization chart, although at first glance, looks complicated is rather quite simple. Four organizational boxes are tied together with a line representing the common mission of NARFE that ties them together in a unified effort.

The Chair of the Federation's National Legislation Committee is responsible to appoint, train and guide each CDL with the assistance of the committee. The committee develops training materials and conduct training for the CDLs, which may be in a formal setting or passively through online resources. The committee also ensures that the CDLs have the same message from NARFE resources so that trusted advice is given to the Member of Congress. The committee is responsible to assemble volunteers from each NARFE district to participate on the committee.

The Congressional District Leader (CDL) leads the supporting CDG with visits to the Member of Congress on a regular basis including other forms of contact. The CDL also is in contact with local Chapter Legislation Chairs to ensure that they are on point with the same NARFE message for consistency.

The Congressional District Group (CDG) is made up of Chapter Legislative Chairs and/or NARFE member advocates volunteers. There should be 3 to 5 CDG volunteers who will be visiting the Member of Congress and/or supporting in other online ways. CDGs volunteers ensure that their message from NARFE is the same as CDL when contacting the Member of Congress.

Chapter Legislation Chairs are responsible for grassroots advocacy at the chapter level. That can take the form of preparing and sending letters, email, phone calls to the Member of Congress. Please note that Chapter members should only be visiting the Member of Congress (MoC) office if they are part of the CDG to ensure that the MoC is not overwhelmed with multiple visits of NARFE members who may be passing different messages.

Goals

- CSFC – National Legislative Committee Goals
 - Finds CDLs to fill all Congressional Districts
 - Trains and informs CDLs
- Congressional District Leader (CDL)
 - develop working relationship with Member of Congress
 - Develops & leads stable CDG team for visits & contact
- Congressional District Group (CDG)
 - Volunteer for participation as led by CDL
- Chapter Legislation Chairs
 - Responsible for grassroots advocacy

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The goals of the National Legislation Committee is to develop a full slate of CDLs for all Congressional Districts to meet NARFE's mission of advocacy. The Chair of the committee is responsible to provide training for CDLs and keep them informed of significant legislative events.

The CDL goal is to develop a working relationship with the Member of Congress so that the CDL and team are welcomed as a trusted source of information for the benefit of the Federal community (active and retired). The CDL also needs to foster a team spirit of cooperation and accomplishment for the CDG in supporting the mission.

The CDG volunteers support the CDL by a willingness to follow the direction of the CDL and providing feedback on accomplishments to the CDL and members of their Chapter.

The Chapter Legislation Chairs are responsible for grassroots advocacy at the chapter level and supporting the efforts of the CDLs/CDGs.

Knowledge is Power

- It is the joint responsibility of the CDL/CDG and Federation National Legislation Committee to use the various online resources as shown on the following pages to gather key information to share with the Member of Congress
- NARFE National Headquarters digests the volumes of Congressional legislative documents and provides that key information online to simplify the work of the CDL/CDG

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Fortunately the CDL does not have to read through large Congressional legislative documents since NARFE headquarters provides that service. Key information is provided online at narfe.org/legislation and available 24/7.

Federation Online Resource

The screenshot shows the 'Welcome to CSFC Legislation Page' with a navigation menu at the top. The main content area includes the title 'CSFC National Legislation' and 'Chair Dave Southworth, Chapter 970'. Below this is a paragraph about the core of NARFE's mission. There are two columns of links: 'Key Documents for your visit to Congress Representative' and 'Background and Training information for Advocacy Members'. A 'Useful Information' box is on the right. Annotations include a red arrow pointing to 'Remember to bring a NARFE magazine to give to office', a blue arrow pointing to the 'Background and Training' section, and a red arrow pointing to the 'Useful Information' box.

Necessary Background for visit

Background & Training

Extra Information

The first step for online resources is the Federation’s website at <http://www.csfcnarfe.org/legislation/> or simply www.csfcnarfe.org/legislation . The website information layout provides key information for a visit to the Member of Congress including the needed talking points for the CDL and team CDG. The next section of the website provides background and training information that both the CDL and CDG can access at any time. The final section provides information on the National Legislation Committee including its members and operating policies. Useful links to extended information provides more depth of understanding.

Federation Online Resources

- From CSFC Legislation website, print these 4 – Take to visit with Member of Congress

NARFE's LEGISLATIVE PROGRAM FOR THE 115TH CONGRESS (2017-2018)

ISSUE BRIEF: LEGISLATIVE PRIORITIES FOR THE 115TH CONGRESS

CALIFORNIA'S FEDERAL FAMILY

CALIFORNIA'S RETIRED FEDERAL EMPLOYEES BY CONGRESSIONAL DISTRICT*

Representative**	Congressional District	Number of Annuitants
Doug LaMalfa (R)	1	6,865
Jared Huffman (D)	2	4,622
John Garamendi (D)	3	7,391
Tom McClintock (R)	4	7,997
Mike Thompson (D)	5	8,494
Doris Matsui (D)	6	6,798
Ami Bera (D)	7	9,185
Paul Cook (D)	8	5,500

Retirement

NARFE Legislative Agenda for 115th Congress

NARFE Legislative Priorities for the 115th Congress

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California's Federal Family

California's Federal Retirees

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These key four documents should be downloaded from the Federation’s website, <http://www.csfcnarfe.org/legislation/> and can be used as talking points background and/or passed to the Member of Congress and/or the staff that you meet with. Taking several copies (e.g. three copies) may assist when the visit includes several members of the district staff.

Circle the Member of Congress on the page titled “California’s Retired Federal Employees” to focus on the numbers within the Member of Congress’ district and pass to them on your visit.

Circle the Agency you worked for on the page titled “California’s Federal Family” to focus on the numbers within California and pass to them on your visit.

The “NARFE Legislative Priorities for the 115th Congress” can be used to develop specific talking points that the CDL and CDG team plan to use during the visit or at other venues with the Member of Congress. The visit is best when just one or a few points are highlighted with emphasis on personal stories of impact to the members of the visiting team.

National Online Resource

The screenshot displays the NARFE National Headquarters website. At the top, the NARFE logo is on the left, and the tagline "Protecting the Future for ACTIVE AND RETIRED FEDERAL EMPLOYEES" is centered. Below this is the "National Active and Retired Federal Employees Association" header. A navigation bar includes "Home", "MEMBER LOG OUT", "NARFE Blog", "Departments", "My Account", and "Contact Us".

The main content area is divided into several sections:

- PRESS ROOM**: A section for news and updates.
- DONATE TO NARFE PROGRAMS**: A section for donations.
- LEGISLATION**: A sidebar menu with options like "Take Action", "Top Issues", "Weekly Hotline Update", "NARFE-PAC", "Congressional Testimony", "Letters to Congress", "Legislative Webinars", "Legislative Training Conference", "Coalition Partners", and "Contact NARFE's Legislative Department".
- Latest NARFE News**: A section with a "TAKE ACTION!" button and a news item about a retirement scam alert.
- NARFE LEGISLATIVE ACTION CENTER**: A section with a "TAKE ACTION!" button and a description of the center's purpose.
- LEGISLATIVE HOTLINE** and **NARFE-PAC**: Two prominent blue buttons.
- ISSUE BRIEFS AND FACT SHEETS** and **LEGISLATIVE WEBINARS**: Two sections with descriptions of available resources.
- GRASSROOTS** and **LEGISLATIVE PRESENTATIONS**: Two sections with descriptions of available resources.

At the bottom left, there is a "FIND NARFE ON FACEBOOK" section with a "Follow @NARFEHQ" button. A blue arrow points from the "TAKE ACTION!" button in the "LEGISLATIVE ACTION CENTER" section towards the text below.

NARFE National Headquarters' website has key information!

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The second step for online resources is the NARFE Headquarters website. Remember you need to log in to see all information available to NARFE members. The red "Take Action!" Button will lead you to a page that identifies the current advocacy programs and action surveys that you can add your input to advance NARFE's mission. The "Legislative Hotline" message highlights current activity of the Headquarters Legislation department of Congressional recent activity that NARFE members need to be aware of and can speak to during a visit with the Member of Congress. The "Issue Briefs and Fact Sheets" provide key talking points and handouts for the CDL and CDG team, some of which are highlighted on the Federation's Legislation website. "Legislative Webinars" are an excellent source of information and training for CDL and CDG members. "Grassroots" information from Molly Checksfield, Headquarters, is keyed to the CDL and CDG teams providing best practices for advocacy with information on how to find Congressional Town Hall meeting information, State specific factsheets, grassroots resources, talking points, individual and leadership level toolkits and guidance flyers for CDLs and SLs. The "Legislative Presentations" links to recent legislative and grassroots presentations; which will help NARFE members learn more about current legislation to better engage in advocacy efforts to protect their earned pay and benefits.

Congressional Online Resources

The screenshot displays the Congress.gov homepage. At the top, there are navigation links for Legislation, Congressional Record, Committees, and Members. Below this is a search bar with options for 'Quick Q', 'Advanced Q', and 'Browse'. A search box contains the text 'Examples: h0, s000, "health care"'. Below the search bar, there are sections for 'Most-Viewed Bills | Top 10' and 'Bill Searches and Lists'. A red arrow points to the 'Legislation research' section. In the foreground, a pop-up window titled 'Current Members of Congress' is shown. It has a dropdown menu for 'Show current members from:' with 'Select a state' and a 'Show all members >' link. A red arrow points to this dropdown with the text 'Select California'. Below this, there are sections for 'House' and 'Senate', each with a 'Find a Representative' or 'Find a Senator' dropdown. Under 'House Leadership', there are portraits and names for Speaker of the House Rep. Paul D. Ryan (R-WI-1), Majority Leader Rep. Kevin McCarthy (R-CA-23), and Democratic Leader Rep. Nancy Pelosi (D-CA-12). Under 'Senate Leadership', there are portraits and names for President of the Senate Vice President Mike Pence, Majority Leader Sen. Mitch McConnell (R-KY), and Democratic Leader Chairman of the Conference Sen. Charles Schumer (D-NY). The date '21 March 2018' is visible at the bottom left of the pop-up.

The **Congress.gov** website provides information on the Member of Congress and a source to research legislation as well as the background of the Member to better tailor the advocacy approach. This website provides the status of bills as they progress from Introduced, passed House, passed Senate, to President and became law.

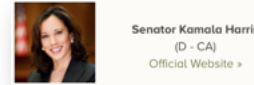
Member of Congress committee participation is also obtained from this website as discussed on the following pages.

Clicking on the Member of Congress will take you to his/her webpage, which lists all the Bills that this member introduced.

Online Resources - Committees

- Senate Homeland Security & Governmental Affairs

- Member: Senator Kamala Harris
- www.hsgac.senate.gov



- House Oversight & Government Reform

- Members: CA-11, CS-34, CA-49
- <https://oversight.house.gov>



- Senate Budget Committee

- Member: Senator Kamala Harris
- <https://www.budget.senate.gov>

- House Budget Committee

- Members: CA-04, CA-13, CA-17, CA-24
- <http://budget.house.gov>



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Most of the work is done in Committees before the House and then Senate vote it on.

The **Senate Homeland Security & Governmental Affairs** (Member: Senator Kamala Harris) and **House Oversight and Government Reform** committee (members: Representatives are Darrel Issa, CA-49; Mark DeSaulnier, CA-11, and Jimmy Gomez, CA-34) has significant impact to the Federal community and often given the task of reducing the Federal Deficit by tinkering with the Federal workforce benefits.

The Senate Budget Committee (Member: Senator Kamala Harris) and House Budget Committee (members: Tom McClintock, CA-04; Barbara Lee, CA-13; Ro Khanna, CA-17; Salud Carbajal, CA-24) have the task of developing the budget for eventual Congressional approval as the House and Senate have resolved differences.

Other key committees to check on are

Senate Appropriations Committee, <https://www.appropriations.senate.gov>

House Appropriations Committee, <https://appropriations.house.gov>

Check the websites noted for any current changes in assignments. The websites provide legislative information pertinent to these committees.

Visit with Member of Congress

- Congressional District Leader (CDL)
 - Establishes meeting place, date, time with Member of Congress district office
 - Review agenda with team with purpose, procedure, materials, speaker assignments
 - Prepare papers to leave with Staff and Member of Congress and brings NARFE magazine
 - Ensures team knows place, date, time and requests everyone arrive 15 minutes early
 - After visit, CDL sends thank you note to district office and follows up with any information requests



Key items to know about visiting the Member of Congress and staff.

The CDL establishes the place, date and time for the CDG team to meet and previews the meeting agenda with the CDG team to ensure that everyone is aware of the purpose, procedure, materials to be given and who will do the talking, focusing on personal impact that legislation has had or will have if passed. The team knows the meetings specifics and will arrive early to ensure the team as a whole enters the district office at the scheduled time.

After the visit, the CDL will provide follow-up with the Member of Congress on any requested information that the team did not have available during the visit.

Suggested Dress Code



- For the visit to the Member of Congress
- When you visit the district office, look around and dress equivalent to the office dress code.
 - As a suggestion, you may want to wear your NARFE logo shirt with your CDL badge on the upper chest. If you need a shirt like this and your personal budget will allow then visit the NARFE General Store
 - www.narfegeneralstore.com/categories/?category=7

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When you visit the district office, look around and dress equivalent to the office dress code. Remember, you are meeting with the most powerful people on earth, the USA still being the primary superpower, so the staff and Member of Congress you are visiting are professionals. Like the old quote, when in Rome do as the Romans do.

As a suggestion, you may want to wear your NARFE logo shirt with your new CDL badge on the upper chest. If you need a shirt like this and your personal budget will allow then visit the NARFE General Store, www.narfegeneralstore.com/categories/?category=7

Another professional approach to the district office is to leave a business card with your name and contact information. If you wish to use them, a Word template is on the CSFC Legislation website (www.csfcnarfe.org/legislation/) which you use "find and replace" to put in your information and then print on business card stock or you can get them made where you can find the best price. This is a suggestion and not a requirement.

Other Methods of Contact

- Congressional District Leader (CDL)
 - Determines other methods of contact with Member of Congress (MoC)
 - Letters to MoC
 - Toll-free phone 866-220-0044 to DC Office switchboard
 - Encourages CDG team to contact MoC
 - Email to MoC
 - NARFE Legislative Action Center – email to MoC
 - Facebook of MoC
 - Online Townhall meetings
 - CDL tracks team results

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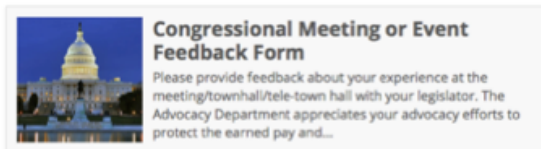
Besides the team visit with the Member of Congress, there are many other methods of advocacy contact.

The CDG team can assist the CDL with participation in letter writing, phone calls, email, online townhall meeting attendance, Facebook posts to Member of Congress and using the NARFE Legislative Action center website to send email to the Member of Congress.

The CDL, with responses from the CDG team, will feedback results of the advocacy to those identified on the next slide.

Reporting

- CDL passes meeting results to
 - NARFE National Headquarters, Feedback Form
 - www.narfe.org/legislation/index.cfm?fa=voterVoice
 - Within NARFE District
 - Informs Chapter Legislation Chairs of status/results
 - Keeps chapter officers in the loop
 - Informs District Vice-Presidents of events



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The final step in advocacy effort is to send the results to key individuals and groups that need to track the goals and progress.

The CDL will use the NARFE National Headquarters feedback form to document advocacy efforts. Go to website <https://www.narfe.org/legislation/index.cfm?fa=voterVoice>

The CDL and CDG team will inform their respective Chapter Legislation Chairs, Officers and District-Vice Presidents of advocacy results.

The National Legislation Committee Chair will inform District Vice-Presidents of advocacy in their area of responsibility, if not already done so by the CDL. The Chair will also keep the Committee apprised of advocacy efforts.

NARFE – PAC



- *Attention CDLs and CDGs*
 - Legislation discussion & Funding are on separate paths!
- “As a friendly reminder, please **never discuss NARFE-PAC contributions, fundraisers or campaigns with legislators or congressional staff while they are at their congressional offices or conducting official government duties.** I have already been in contact with the campaign’s fundraising staff about this contribution, so they are expecting this contribution.”
 - Max Goldman
 - National Active and Retired Federal Employees Association
 - 606 N. Washington St, Alexandria, VA 22314

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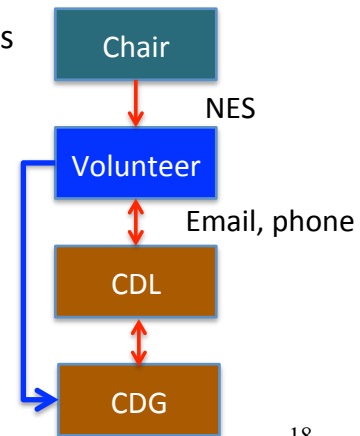
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It is very important for CDLs and CDG members to remember that their activity to influence the MoC for legislation beneficial to NARFE does NOT involve the discussion of money! To say “support this issue and we will give you NARFE-PAC funds” can be viewed as bribery and we do not want to go anywhere near there as an association.

NARFE-PAC funding of candidates, aligned with NARFE’s cause, are handled by NARFE Headquarters separately from the Congressional District Leadership efforts discussed in this field plan.

Assistance to new CDL

- Chair, National Legislation Committee
 - Makes initial email contact using NES
 - NARFE Email System can select Congressional District
 - Targeted emails to potential NARFE volunteers
 - NARFE members in Congressional districts
 - Defines the volunteer position
- Volunteers contact CDL directly
 - Provide their contact information
 - Discuss tasks to do
 - Ask questions of the CDL



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The Chair of the Federation’s National Legislation Committee has access to the membership data base. The Chair can initiate the process by sending an email using the NARFE Email System (NES) to target NARFE members in a specific Congressional District and invite them to participate in the CDL/CDG volunteer opportunities. Volunteers are requested to report to the CDL assigned to that Congressional District so the CDL can build the team.

The CDL then takes over the process training, planning and leading the CDG team. The volunteers *move to the CDG box* as part of the CDL team.

The CDL uses the information the Federation Legislation website, <http://www.csfcnarfe.org/legislation> , to develop the team.