

New Leader Guide

CSFC National Legislation Committee
California State Federation of Chapters (CSFC)

This Guide is for the National Active and Retired Federal Employees (NARFE) volunteer taking on the important position of Congressional District Leader (CDL). This position is at the forefront of the mission of NARFE to reach out to Members of Congress (MoC) on issues of critical importance to Federal retirees and employees.

This Guide is to assist the first-time volunteer with core steps for a successful meeting with their Member of Congress. ~ Remember, NARFE is NON-PARTISAN! ~

Background

Go to the CSFC website: csfcnarfe.org/legislation

- Download and read [Congressional Districts Leadership Field Plan](#) for background
- Review the [NARFE Legislative Agenda for 115th Congress](#) for background information

For your visit, download and take the following documents from the website:

- [California's Federal Family](#) - give to the MOC or Staff to show the agency you worked for
- [California's Federal Retirees](#) - give to MOC or Staff to show how many Feds reside in the district
- It is important that all CA CDLs address the same current legislative issues with their respective MOC. Thus, each CDL needs to review the issues represented by the websites cited herein

Review the key issues / hot topics from website: narfe.org/legislation

- click on "Legislative Hotline" to learn key issues that you can discuss at meeting
- click on "Take Action" red button to send in a response, while you are there at website
- Review background/mission of NARFE at narfe.org/index.cfm?fa=about

Preparation for Congressional District Meeting

Learn about your local district office, go to website: house.gov to find your Representative, click on the Representative's name which will take you to their district website.

At the district website, you will find the district office contact information (usually at bottom of page) such as address, phone numbers, and office hours.

Call the district phone number; ask to talk to the Scheduler to find a good time to meet with the Member of Congress, Legislative Director or staffer. Be persistent though in getting meetings with the Congressman. Visit with enough frequency for them to know you. Your discussion might include:

"As a constituent and a member of the National Active and Retired Federal Employees Association (NARFE), I would like to discuss legislation affecting active and retired federal workers."

Ask NARFE HQ for a few current NARFE magazines to leave at the district office, contact NARFE's Legislative Department at <mailto:leg@narfe.org> or **703-838-7760, ext. 201**.

Congressional District Meeting

Show up on-time or early, plan to spend about 15 minutes but less than 30 minutes, discuss your topics (best to focus on one or two), be cordial and friendly, ask your Member to support your topic, remember you are trying to build a relationship so they will know you and trust your information.

Follow-up

Send a thank you email to the district office for their time.

Report your visit to NARFE HQ at <http://www.narfe.org/legislation/index.cfm?fa=voterVoice>