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BRANCH ADMINISTRATIVE MANUAL

Revised November 2011

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INTRODUCTION

FRA's Branch Administrative Manual is published as a source of information to assist branch officers, branch committee chairmen and other branch shipmates in performing the administrative functions of the branch and fulfilling their responsibilities.

The first Fleet Reserve Association (FRA) branch charter was issued to Branch 1 in Philadelphia on the same day the Association was chartered, November 11, 1924. Over the decades, branches have been chartered throughout the United States, its possessions and in other countries with over 280 chartered branches operating today.

Branches are the backbone of the FRA and are dedicated to Americanism, community service, family support, legislative endeavors, member and survivor assistance, membership recruitment and retention, patriotism, sea services support, youth activities and numerous programs. Branch leaders shoulder various responsibilities and are accountable for the operation of the branches as specified in FRA's Constitution and Bylaws (C&BL), and Standing Rules.

From this dedicated group of branch leaders and active members comes the "training and experience" of those shipmates who are delegates to and attend FRA national conventions. They chart the future course of the Association, along with those who serve their shipmates in appointed or elected positions of leadership at the regional and national level. These shipmates are also important to FRA's growth and success.

The Association's three cardinal principles of Loyalty, Protection and Service are essential elements long associated with FRA and a matter of personal pride and accomplishment by shipmates at the national, regional and branch level. Courteous, efficient and professional assistance and service to FRA members, their families and survivors is important. Often the only direct personal contact that a member has with the branch or the FRA's National Headquarters is in conjunction with his/her need of assistance and the quality of service received is a significant factor in retaining members.

Shipmates in positions of leadership or authority should be familiar with their responsibilities and know how to assist FRA members. The purpose of this manual is to assist branch officers, committee chairmen, and shipmates in effectively operating and administering a branch. The focus of this Manual is on rules and regulations, the levels of organization, the role of the FRA's National Headquarters, branch administration, branch report requirements, membership records, and other issues.

The Branch Administrative Manual is published by the National Executive Director and written by the National Executive Director, Finance Officer, and the Staff of the FRA's National Headquarters. Comments and recommendations regarding this manual are welcome and may be forwarded to the National Executive Director in writing or electronically at ned@fra.org for reference in preparing future updates.

Providing consistently courteous, efficient and professional service is a top priority for the Staff of FRA's National Headquarters and everyone takes great pride in assisting and serving the branches and shipmates.

Thanks for your commitment to FRA from the entire NHQ team.

Joseph L. Barnes
National Executive Director

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CHAPTER I
GOVERNANCE

Section 101. Authority. The governing rules of the Fleet Reserve Association (FRA) are the Constitution and By-laws (C&BL) and Standing Rules of the FRA. The C&BL and Standing Rules were approved in the Association's early years and have been amended periodically by the delegates at annual national conventions.

Section 102. Effect. FRA's C&BL and Standing Rules define authority, responsibilities, governance, and structure for all members to abide by. The C&BL and Standing Rules are applicable to branch officers, committee chairmen, regional officers or chairmen and national officers. Branch officers are encouraged to review the C&BL and Standing Rules of the FRA and be particularly cognizant of Article 12 which addresses branches.

Section 103. Interpretation. Questions as to meaning or intent of provisions in the C&BL and Standing Rules may be answered by the National President, National Board of Directors, or an action reflected in the minutes of a national convention. Branch officers should refer questions to the Regional President for a response or further referral to the National President.

Section 104. Precedence. Branch bylaws and/or standing rules should be consistent with the C&BL and Standing Rules in addressing branch organization, regulations, and procedures and do not take precedence over, usurp, or conflict with the C&BL and Standing Rules of the Association.

Section 105. Parliamentary Law. In the absence of a written rule governing debates and procedures, the FRA and its branches are governed by the current edition of *Robert's Rules of Order – Newly Revised.*

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CHAPTER II
NATIONAL ORGANIZATION

Section 201. Charter & Incorporation. The FRA was chartered in Philadelphia, Pennsylvania, on November 11, 1924. The Association operates as a nonprofit corporation under and pursuant to the laws of the Commonwealth of Pennsylvania. The Association is licensed to conduct business from the FRA's National Headquarters in the City of Alexandria, Commonwealth of Virginia. The FRA holds a Federal Charter and has been granted Federal Tax exempt status by the Internal Revenue Service under IRS Code Section 501(c)(19).

Section 202. Governing Body. The governing body of the FRA for the Association year shall be the National Board of Directors between national conventions and the elected and qualified delegates of branches of the FRA when assembled in a national convention. These delegates are elected by chartered branches, with the number of delegates authorized based on the voting strength as determined by the number of members in good standing assigned to each branch as outlined in Section 606, C&BL, FRA.

Section 203. National Board of Directors. The governing body between national conventions is the National Board of Directors (NBOD) which is comprised of the National President, National Vice President, National Executive Director, Regional President of each Region, and the Junior Past National President. The Finance Officer is a National Officer and an advisor to the NBOD which meets formally before and after each annual national convention and as requirements dictate between conventions. Most business of the National Board of Directors between conventions is conducted through resolutions that are subject to ratification annually by the delegates at the national convention. The National President, National Vice President, and National Executive Director, are elected by the delegates from the branches at the national conventions. The Regional Presidents are elected at annual regional conventions by the delegates from the branches in the regions. The National Parliamentarian and National Chaplain are appointed by the National President. Duties of the National President, National Vice President, National Executive Director, and Regional Presidents are detailed in Article 8, C&BL, FRA.

Section 204. National Convention. FRA's national convention charts the course for the ensuing Association year by electing national officers, receiving and accepting annual reports of national officers and standing national committees, ratifying actions taken by the National Board of Directors between conventions, acting on recommendations and resolutions submitted by branches and standing committees, and approval of an annual operating budget.

The FRA is unique among similar organizations in that it is very democratic and individual members have significant influence over actions taken and policy adopted through their branch delegates elected to represent them at the annual national conventions.

Section 205. Standing and Special National Committees. The National President appoints all standing committees authorized by the C&BL and proposes any special national committees required. The duties for each of the standing committees are detailed in Article 8, C&BL, FRA.

Section 206. Salaries and Expenses. With the exception of the National Executive Director and the Finance Officer, the elected and appointed national officers and standing committee chairmen of the FRA volunteer their time as they are not salaried. National officers, standing committee chairmen, and designated others receive expense and travel allowances as authorized in the C&BL and Standing Rules and as approved in the annual budget.

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CHAPTER III
REGIONAL ORGANIZATION

Section 301. Regions. The FRA has nine regions geographically comprising the fifty states. Branches are assigned to the region in which they are geographically located based on the location at which the branch charter is issued. Branches located outside the United States are assigned to one of the regions. Reference: The FRA Branch Listing, which outlines the regions as established in Article 11, C&BL, FRA.

Section 302. Branch Delegates. The elected delegates of the chartered branches in each region annually convene at a regional convention where the delegates elect a Regional President, who is installed in office at the subsequent annual national convention, and a Regional Vice President who is installed in office at the regional convention. Each region adopts bylaws or standing rules that govern regional organization, officers, committees, conventions and meetings and business that may be conducted at the regional conventions.

Section 303. Regional President. The Regional President is the representative of the National President within the region, is a national officer, and is the region's representative on the National Board of Directors. The Regional President is urged to visit branches in the region at the discretion of the National President and ascertain whether or not branch meetings are conducted with appropriate decorum, branch books are properly audited, and that the branches are in compliance with the provisions of Article 12, C&BL, FRA. The Regional President also encourages and assists in the organizing of branches within the region and annually submits a report to the national convention on conditions existing in the region and makes such recommendations as necessary.

Section 304. Regional Vice President. The Regional Vice President assists the Regional President and performs such duties as may be prescribed by the Regional President or the National Board of Directors. Regions may have other elected or appointed regional officers as desired.

Section 305. Regional Committees. The Regional President appoints regional committees to receive, judge and forward selected branch committee reports to the cognizant national committee chairman and perform such other duties as may be required by the Regional President or the regional bylaws and/or standing rules.

Section 306. Regional Bylaws. Regions may have such bylaws and standing rules as desired, however the C&BL and Standing Rules of the FRA take precedence and regional bylaws and standing rules must be in compliance with same. Regional bylaws and/or standing rules must be forwarded to the National Parliamentarian for review and approval by the National Board of Directors.

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CHAPTER IV
BRANCH ORGANIZATION

Section 401. Branch Organization. Branches must be organized and must operate in compliance with the provisions of Article 12, C&BL, FRA. A branch may incorporate under the laws of the jurisdiction or state in which it is located. Branches may adopt bylaws and/or standing rules for governing the affairs of the branch.

Section 402. Branch Name. When a new branch is organized the initial organizing membership selects a name and subsequently with the approval of the National Board of Directors the branch charter is issued reflecting the name. If a branch desires to change its name, the members of said branch shall petition the National Board of Directors for such authorization. No branch shall be named for a living person. Most of FRA's branches have been named for the city, county, valley, geographic area, or a name that is synonymous to the location of the branch.

Section 403. Branch Charter Location. Branch charters are issued reflecting a geographic location, usually a city and state. If a branch desires to change the geographic location of the branch charter the members of said branch shall petition the National Board of Directors for such authorization. There is no requirement to change the branch charter location merely because the members of the branch desire to meet in a city or jurisdiction that is near but outside of the geographic location listed on the branch charter.

Section 404. Branch Governing Body. The governing body of a branch is the branch members in attendance at a stated monthly meeting. Branch members are responsible for approving the time and place for monthly meetings, annually electing branch officers, approving bylaws and standing rules for governing the affairs of the branch, ensuring that branch funds are properly accounted for, approving significant actions to be taken by the branch and electing delegates to regional and national conventions.

Section 405. Branch Board Of Directors. When emergencies arise between meetings the branch board of directors shall have authority to act for the best interests of the branch and the Association.

The branch board of directors shall be composed of the elective officers serving as president, vice president or first and second vice president if division is desired, secretary or executive secretary if an executive secretary and financial secretary division is desired, treasurer (the offices of secretary and treasurer may be combined and held by one officer) and five directors (one additional director may be elected for each one hundred members of the branch, if desired) and the junior past president.

The minimum size of the board of directors is nine members (president, vice president, secretary/treasurer, five directors and the junior past president). The only exception to this minimum is for branches whose membership falls below 300 members who may petition the Regional President for permission to elect a branch president and four directors. To ensure that affairs are handled properly and to expedite branch meeting business the board of directors should stay abreast of branch activities and affairs and tender recommendations to the branch meetings on the conduct of branch affairs.

Section 406. Branch Committees. Committees are an important part of a well functioning branch and an essential element in planning and executing branch programs. It is the responsibility of the branch president to appoint the committees needed by the branch. Branch committees that have regional and national reporting responsibilities are (1) Americanism-Patriotism; (2) Hospitals, Welfare and Rehabilitation; (3) Public Relations; and (4) Youth Activities. Other committees common to branches are (1) Audit – audit the branch accounts maintained by the treasurer; (2) Budget and/or Finance – establish a budget and review fiscal requirements; (3) Legislative Service; and (4) Membership and Retention.

Section 407. Branch Bylaws. Branches are encouraged to adopt a clear and concise set of bylaws (and standing rules if desired) to assist with the operation of the branch. Bylaws normally set forth the branch officers that are elected and appointed and their duties, the cycle for the annual nomination, election and installation of officers, procedures for addressing vacancies in office, committees to be appointed and their duties, procedures for the receipt, expenditure and audit of branch funds, time and place of branch meetings, quorum required for a branch meeting, parliamentary authority and procedures for amending the branch bylaws. Branch bylaws and standing rules shall not take precedence over, usurp or conflict with the C&BL and Standing Rules of the FRA.

Section 408. Branch Incorporation. Branches are encouraged to incorporate as a nonprofit corporation in the jurisdiction or state in which the branch is located. An application or guidelines for filing incorporation are usually obtained from the jurisdiction or state agency that handles such matters. Applications generally require a nominal filing fee and pertinent information such as the name, location, officers, directors, and purpose of the corporation. A copy of the branch bylaws may be required and some jurisdictions or states may require an annual update of officers and directors names and addresses be provided.

Section 409. Branch Tax Exempt Status. Each branch must obtain a Federal Employer Identification Number from the IRS by filing IRS Form SS-4. This form may be obtained from a local Internal Revenue Service Office, by mail request, or printed from www.irs.gov. This IRS tax exempt identification number is a branch's unique identifier in the IRS records, and should be used for all branch business. The social security number of the branch treasurer or other branch official should not be used to establish branch bank or investment accounts, as any accrued interest would be reported to IRS as income on the member's social security number and as a result the member would probably incur a personal tax liability.

The Employer Identification Number is not a tax exempt number. A tax exempt number usually refers to a number issued by a State Government to identify an organization exempt from state sales tax. A branch qualification for "sales tax exemption" is dependent on the exemption available under the particular state law.

Section 410. Branch Position Bonds. The FRA provides a $50,000.00 position bond, at cost to branches (excluding those branches in the Republic of the Philippines) covering three positions in each branch as set forth in FRA Standing Rule 10. The positions bonded are branch president, secretary, and treasurer or if the offices of secretary and treasurer are combined the branch president, vice president (or 1st vice president) and secretary/treasurer. If the position to be bonded differs from the above, it is the responsibility of the branch to notify, the Finance Officer, in writing, which positions are to be bonded.

The Finance Officer is authorized to debit each branch its pro rata share of the total premium attributable to branch coverage from funds due in accordance with Standing Rule 10, annually as of 1 October each year.

It is the responsibility of the individual branches to provide any additional coverage desired. FRA obtains position bond coverage at reasonable rates from the Rust Insurance Agency, Inc. and branches desiring additional coverage may contact the Finance Officer to obtain the name, address, and telephone number of the contact person at Rust Insurance Agency, Inc.

Section 411. Branch Liability Insurance. It is the responsibility of the individual branches to provide any liability insurance coverage desired. FRA's insurance broker, Rust Insurance Agency, Inc. will provide liability insurance to branches. Branches desiring liability insurance may contact the Finance Officer to obtain the name, address and telephone number of the contact person at Rust Insurance Agency, Inc.

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CHAPTER V
BRANCH OFFICERS
NOMINATION, ELECTION AND INSTALLATION

Section 501. Branch Elections. Electing a capable and competent team of branch officers is most important to the effective administration and operation of a branch during the ensuing year. Section 1217(a), C&BL, FRA requires that nominations for branch officers, including those submitted by a nominating committee, shall be opened at a meeting in either March, April, or May, as specified in the bylaws of each branch. They shall remain open until a meeting in the month following the opening of nominations, then closed, and officers elected for the ensuing year.

Section 502. Branch Nominations. The branch president is encouraged (if not already required by the branch bylaws) to appoint a nominating committee comprised of three or more branch members, one or two months prior to the opening of nominations at the designated monthly meeting. A nominating committee tasked with canvassing the branch members who attend meetings and seeking out shipmates who are willing to serve as branch officers will enhance the nomination of one or more members for each branch office. The nominating committee can be a plus in ensuring that a capable and competent slate of branch officers is nominated.

At the designated meeting in March, April, or May the nominating committee should submit its nominations for each branch office and then additional nominations are received from the members at that meeting for each branch office. Nominations must remain open for each branch office until the meeting the following month when further nominations are received from members, nominations are properly closed for each branch office, and elections are held.

Nominations for each branch office are closed by the presiding officer asking the members assembled, "are there further nominations," and when no response is received stating "nominations are closed." Nomination for each branch office may also be closed by receiving a motion to close nomination from a member in attendance, a second from a member in attendance, and a majority vote of the members. (Ref: Section 1217(a), C&BL, FRA).

Note: For exceptions – refer to Section 1216(a).

Section 503. Election Procedures. At the scheduled branch meeting nominations for each branch office shall be closed and followed by a written ballot for each office in the following order: (1) nominations for president closed and a written ballot taken; (2) vice president or first vice president (if a first and second vice president division is desired); (3) second vice president (optional); (4) secretary or executive secretary if an executive secretary and financial secretary division is desired; (5) financial secretary (optional); (6) treasurer (unless the offices of secretary and treasurer are combined); and (7) directors (minimum of five).

A majority vote of the branch members present at the meeting shall elect. Branch officers shall not be elected by mail or proxy vote. (Ref: Section 1217(b), C&BL, FRA).

Section 504. Branch Installation. The branch officers-elect are installed at a meeting in the month following election by a member of the FRA who has been designated by the branch. (Ref: Section 1217(c), C&BL, FRA). Officers appointed by the branch president-elect such as the branch chaplain, parliamentarian and master-at-arms are included in the installation ceremony. Recommended procedures for the installation of branch officers are set forth in Section 2705, Rituals, FRA.

Branches often make the annual installation of branch officers a special occasion and major event by conducting a joint installation with their unit of FRA Auxiliary, changing the time and place of the meeting for the installation to coincide with a dinner and/or dance, dispensing with branch business that can wait until the next monthly meeting, including the presentation of past branch officer pins, inviting special guests, etc.

Section 505. Branch Reports. As soon as possible following the annual election of branch officers the outgoing branch secretary is required to complete the annual report of branch officers and submit the report to the Regional

President of their region and the FRA's National Headquarters as set forth in Chapter XI on branch reports. All changes during the year must also be reported. (Ref: Section 1217(d), C&BL, FRA).

Section 506. Vacancies in Branch Office. In the event of a vacancy in the office of branch president, the branch vice president or first vice president shall complete the unexpired term. In the case of a vacancy in other branch offices, the branch board of directors shall appoint a successor who shall complete the unexpired term of office. (Ref: Section 1217(f), C&BL, FRA). To maintain continuity in branch operation, vacancies should be filled at the branch board of directors meeting following notification of the vacancy.

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CHAPTER VI
THE BRANCH PRESIDENT'S
DUTIES AND RESPONSIBILITIES

Section 601. The President. The office of branch president is the senior office in the branch structure, however, the president is the servant of the branch and its members, never the master. The branch president should be familiar with pertinent articles and sections of the C&BL (Article 12 in particular), Standing Rules and Rituals of the FRA, branch bylaws and standing rules, pertinent chapters of this Branch Administrative Manual and applicable parts of the current edition of *Robert's Rules of Order – Newly Revised*.

The branch president should always keep in mind that the branch officers, chairmen, members of committees and branch members are voluntarily serving the branch and participating in activities and meetings. To maintain the participation necessary for a branch to successfully function as a group, the branch president must be fair and impartial in carrying out the duties of office, exercise common sense and good judgment in leading the branch, advocate team work and harmony in working and interacting with branch officers, committees and members, be attentive to desires of the branch members, and be an active participant in branch activities as well as meetings.

Some of the pitfalls for the branch president that may adversely impact on the branch operation, member participation and attendance at meetings include being dictatorial, being impolite and/or abusive, being aloof to members, discouraging members from voicing their opinions, prematurely acting on branch matters or major decisions without consulting the board of directors and/or allowing the members a voice at the monthly meeting, not properly conducting meetings and failure to attend to the duties and responsibilities of office.

Section 602. Presiding at Branch Meetings. The branch president is the presiding officer at the monthly branch meetings and at any special branch meetings that may be called. To preside over branch meetings the branch president should have a working knowledge of Article 25, Article 26 and pertinent sections of Article 27 of the Rituals, FRA and be familiar with pertinent portions of the current edition of *Robert's Rules of Order – Newly Revised*.

Section 603. Preparation for Branch Meetings. In advance of the meeting the branch president should communicate with the branch secretary and others as necessary to be cognizant of the reports to be made, business to be addressed, visitors, etc. and prepare or have prepared a business agenda to enhance an orderly and efficient flow of business. The branch president who is knowledgeable of the business to be addressed can eliminate surprises, avoid embarrassment and be well prepared to preside over, and conduct an orderly meeting with an efficient flow of business.

Section 604. Absence from Branch Meeting. In the event that the branch president cannot be present to preside at a monthly meeting, the branch president should so advise the vice president and secretary as far in advance as possible, and pass on pertinent information for their use in preparing for the meeting.

Section 605. Board of Directors. The branch president is the chairman and the presiding officer at branch board of directors' meetings. Branch board of directors' meetings are normally conducted without observing the opening and closing rituals of the monthly branch meetings and in a less formal manner. Reports and other business are addressed in the same manner as at a monthly branch meeting.

A meeting of the branch board of directors shall be held at the call of the branch president or, upon written request, of not less than a majority of the members of the board. (Ref: Section 1219, C&BL, FRA). The board of directors of many branches meet regularly each month at a time and place specified in the branch bylaws or as otherwise agreed.

Regular meetings of the branch board of directors allows the elected leadership of the branch to review and plan activities and events, address committee recommendations, conduct financial planning, and present recommendations at the monthly branch meeting. Such actions by the branch board of directors enhance the efficiency of branch administration and operation as well as provide for an orderly flow of business at the monthly branch meetings.

Section 606. Officers and Committee Chairmen. The branch president is responsible for ensuring that the branch officers and committee chairmen comply with their responsibilities set forth in the C&BL, FRA, regional bylaws and branch bylaws, and Branch Administrative Manual. These responsibilities involve annual or periodic submission of reports, membership changes, certification of branch convention credentials, audits, and other documents necessary for fiscal accountability, membership administration, convention representation and other matters addressed in pertinent chapters of this manual. A brief list of these responsibilities is as follows:

- Annual Report of Branch Officers (Responsibility: Outgoing secretary).
- Annual Branch Committee Reports by the Committees on Americanism-Patriotism; Hospitals, Welfare and Rehabilitation; Public Relations; and Youth Activities (Responsibility: Outgoing president and committee chairmen).
- Certification of Branch Delegates Credentials for the Annual National Convention (Responsibility: President and secretary).
- Certification of Branch Delegates Credentials for the Annual Regional Convention (Responsibility: President and secretary).

Section 607. Reference Materials. The branch president should have the following publications or pamphlets available when conducting branch meetings and business:

- The current edition of *Robert's Rules of Order – Newly Revised*.
- C&BL, Standing Rules and Rituals of the FRA.
- Bylaws and/or Standing Rules of the region.
- Bylaws and/or Standing Rules of the branch.
- Branch Administrative Manual.

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CHAPTER VII
THE BRANCH SECRETARY
DUTIES AND RESPONSIBILITIES

Section 701. The Secretary. The branch secretary is the branch officer, who without question, holds the office that is most essential to the successful administration of a branch. The office requires some organizational, planning, and administrative ability, plus a willingness to learn and work.

A branch secretary will often learn more in one year about the administration and operation of the FRA than a shipmate will learn in several years in other offices. Since most branch business, correspondence, reports, activities and events directly or indirectly involve the branch secretary the branch secretary is involved in or has knowledge of most everything that transpires in the branch. The branch secretary is the administrative link with the FRA's National Headquarters and usually the shipmate that branch members contact for information and assistance. The office of branch secretary often becomes a labor of love with the branch secretary serving multiple terms. This dedicated service often grows out of the fact that they are in the know, in on the action, enjoy being a part of the FRA team and receive personal satisfaction and gratification in assisting their shipmates and families.

Although there are no prerequisites for election to the office of branch president or for election to regional and national offices, a year in office as branch secretary provides a wealth of FRA experience and knowledge that is most beneficial to those with aspirations to serve in higher offices.

Section 702. Correspondence Responsibilities. The branch secretary is the branch officer to whom most correspondence concerning the branch is addressed. It is the responsibility of the branch secretary to either take action on the correspondence, pass it to the cognizant branch officer(s), branch committee chairmen, branch board of directors or branch meeting for information or action as appropriate. Correspondence addressed to the branch secretary is not considered as the personal property (unless of a personal nature) of the branch secretary and correspondence should always be shared with the branch officers, branch committee chairmen, board of directors, or members to whom the communication is of interest.

The branch secretary is responsible for answering all correspondence directed to the branch secretary, and may be asked to initiate other correspondence by the branch president or board of directors.

Section 703. Branch Meetings. Although the branch president is the presiding officer at the branch business meetings and at the board of directors' meetings, the branch secretary is a most important member of the team and advance preparation for the meeting by the branch secretary can result in an orderly and efficient flow of business.

The branch secretary normally has sufficient knowledge of branch business, committee reports, and activities to prepare an agenda or assist the branch president in preparing an agenda. A sample agenda follows this chapter.

The volume of correspondence received by the branch secretary is usually far more than can be read under correspondence at a branch meeting. Usually only selected portions of correspondence or a summary of the content is read. Many branch secretaries enhance the dissemination of correspondence, newsletters and information at meetings by having folders or clip boards with correspondence and newsletter that are either passed around or made available for members to review.

The branch secretary is tasked with compiling minutes or a record summarizing the actions and decisions occurring at a branch meeting or board of directors' meeting. Actions or decisions that are in form of motions must be recorded as stated by the maker of the motion, the second recorded and the result of the vote recorded. One way to ease the burden of record keeping on the part of the branch secretary is to have pertinent information (i.e. treasurer's report, committee chairmen's reports and activity/event reports) submitted in writing to the branch secretary for the record.

Section 704. Assistance and Service. The branch secretary is the focal point and the individual usually contacted for assistance and service by members, their families, and survivors. Pertinent chapters of this manual will assist the branch secretary in providing assistance to members.

Section 705. Branch Newsletters. The branch secretary is usually either the editor of the branch newsletter or the editor's primary source of information for preparation of the newsletter. Branch newsletters are addressed in this manual.

Section 706. Reports. The branch secretary is responsible for completing and submitting the following reports.

- Annual Report of Branch Officers (Responsibility: Outgoing secretary).
- Certification of Branch Delegates Credentials for the Annual National Convention (Responsibility: President and secretary).
- Certification of Branch Delegates Credentials for the Annual Regional Convention (Responsibility: President and secretary).
- Forwarding routine reports as periodically required.
- Reporting of branch member deaths (as occurring) to the Member Service Center.
- Reporting of branch member changes-of-address or status (as occurring) to the Member Service Center.

Section 707. Monthly Branch Membership Report. The branch secretary is responsible for conducting a review of the pertinent sections listing changes to the monthly Branch Membership Report and reporting any errors or omissions to the Member Service Center.

Section 708. Branch Files and Records. The branch secretary is responsible for the maintenance of pertinent files and records for the branch. Items that should be retained for historical purposes are minutes of branch general membership meetings, branch board of directors meetings, branch financial records, branch newsletters, and any important incoming and outgoing correspondence.

Section 709. Reference Materials. The branch secretary should have the following publications and pamphlets available at meetings for ready reference.

- Constitution, Bylaws, Standing Rules and Rituals of the FRA
- Bylaws and/or standing rules of the region to which the branch is assigned.
- Branch bylaws and/or standing rules.
- Branch Administrative Manual.

SAMPLE BUSINESS MEETING AGENDA

1. OPENING CEREMONIES
    1.1. Follow Article 26, FRA Rituals
2. PRELIMINARY BUSINESS
    2.1. Minutes of the previous meeting (read or distribute copies)
    2.2. Minutes of the board of directors' meeting (read or distribute copies)
    2.3. Reports of standing committees
        2.3.1. Americanism Essay Contest
        2.3.2. Americanism-Patriotism
        2.3.3. Audit, Budget, & Finance
        2.3.4. Hospitals, Welfare, and Rehabilitation
        2.3.5. Legislative Service
        2.3.6. Membership and Retention

- 2.3.7. Public Relations
- 2.3.8. Youth Activities
- 2.3.9. Ad hoc Committees
- 2.3.10. Other Committees

2.4. Communications
- 2.4.1. Read or brief any important communications from national officers (National President's Serial Letters, National Executive Director Memos, etc).
- 2.4.2. Communications
- 2.4.3. Read any interesting letters from shipmates.
- 2.4.4. Address any other correspondence of significance.

2.5. Report of the Treasurer.

3. UNFINISHED OR DEFERRED BUSINESS:
   - 3.1. Participation in activities and events.
   - 3.2. Sponsoring of youth groups, etc.
   - 3.3. Unfinished or deferred business from the assembly.
4. NEW BUSINESS:
   - 4.1. Action on recommendations of the board of directors.
   - 4.2. Endorsing nominations of candidates for regional and national offices.
   - 4.3. Electing delegates to regional and national conventions.
   - 4.4. Instructing delegates and/or proxies to the regional and national convention on how to vote.
   - 4.5. Action on branch participation in activities and events.
   - 4.6. New business from the assembly.
5. GOOD OF THE ORDER:
   - 5.1. Call on visiting or long absent shipmates to say a few words (See Section 2508, Rituals when protocol is to be observed).
   - 5.2. Ask if anyone else desires to speak.
6. CLOSING CEREMONY:
   - 6.1. Follow Article 26, Rituals.
   - 6.2. Announce the date, time and place of the next regularly scheduled business meeting.

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CHAPTER VIII
THE BRANCH TREASURER
DUTIES AND RESPONSIBILITIES

Section 801. The Treasurer. The duties of the Branch Treasurer are next to importance only to the duties of the Branch Secretary. All legal and IRS findings will hinge on the records maintained by both. Your branch non-profit status will be determined by the treasurer's records if questioned by the IRS.

General Guide Lines:

1. All Branch financial accounts shall be under a branch EIN and not a SSIC number of a member.
2. If the branch has a business entity, the bank accounts shall be separate from the branch and shall have a different EIN.
3. The treasurer should be different for the branch and the business entity.
4. All disbursements shall be made in the form of a check and shall be authorized by a branch standing rule or via a vote at a regularly scheduled branch meeting and listed in the minutes of said meeting.
5. All checks shall be signed by two members as directed by the branch or business entity By-Laws.
6. All moneys shall be received into or paid out via the checking account, not in cash.
7. Accounting records shall be maintained in such fashion that at any time the true financial status of the branch and or business entity may be determined.
8. Bills. Receipts and other records of financial transactions shall be retained as directed in the Record Retention Time Period, in Section 35601 in this book.

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CHAPTER IX
BRANCH NEWSLETTERS

Section 901. Purpose. In most branches either the branch secretary or a member designated as the editor publishes a monthly or periodic newsletter to branch members. The branch newsletter is a valuable communications tool for the branch as it is the only regular communication received by all branch members highlighting branch meetings, events, and activities.

Section 902. Content. In addition to listing branch meetings, events, and activities many branch newsletters report on actions taken and highlights of branch meetings, state and local legislative news of interest to members, veterans affairs information, and other information that may be of interest to members. The content of branch newsletters should be clear and concise, newsworthy, and interesting to the members. Branch newsletters should never reflect foul, or offensive words and terminology, should never be a forum to criticize branch members, groups of persons, or other organizations, and should not be a forum for endorsing or promoting political candidates or political parties.

Section 903. Format. There is no set format for a branch newsletter and newsletters vary from one or two page letter type newsletters to multi-page newsletters that are a small newspaper or similar to a small magazine and include photographs. Major factors that determine branch newsletter frequency, format, size, content, etc. involve how much time the branch secretary or editor can devote to the preparation and costs of preparation, printing, and mailing. Some branches are able to offset part of the costs for their newsletter through paid advertisements. Many branches have created an e-mail newsletter which greatly reduces cost. An Internet search for an "e-mail newsletter template" may yield a format you can download at no or low cost.

Section 904. Gummed Labels. Branches may order gummed labels in zip code order monthly, semimonthly, quarterly, or annually at no cost from Member Services for mailing newsletters. Secretaries or branch officers can download branch member names from www.fra.org/branch then go to the "Advanced Search" link on the page. For directions or additional information, please contact the Member Service Center. Note: you will need to login to the site to access that page. If you have never logged in before, please call the Member Service Center (1-800-FRA-1924) for help.

Section 905. Nonprofit Bulk Mailing Permit. Most branches with 200 or more members apply through the local U.S. Post Office for a nonprofit third class bulk mail permit (an annual fee must be paid) enabling the branch to reduce newsletter mailing costs significantly.

Section 906. Copies. Branches are requested to forward a copy of each newsletter to the Regional President and Regional Vice President of the region in which located and a copy to FRA's National Headquarters.

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CHAPTER X
MEMBERSHIP DUES

Section 1001. Background. The specific provisions of the C&BL and Standing Rules addressing membership dues are as follows:

> Section 401(a). Membership dues in the FRA shall be thirty dollars ($30) per annum, payable in advance, except as provided in Section 401(b). No refund of membership dues is authorized subsequent to receipt by the Finance Officer, except as provided for in Article 5, Section 511.
>
> Section 401(j). All branches shall pay to the treasury of the Fleet Reserve Association, all money collected for membership dues. These payments shall be made at least monthly, and mailed in time to reach the office of the Finance Officer, or an approved agent of the Fleet Reserve Association, by a date specified in a schedule provided by the Finance Officer in December of each year for the following calendar year. Any branch receiving dues from a member of the Membership-at-Large Roll shall immediately forward the full amount of dues to the Finance Officer.
>
> Section 401(k). Fifty percent of each branch member's dues received by the Finance Officer shall be forwarded monthly to the respective branch.

Section 1002. Reporting. The Chairman, Membership and Retention Committee will provide each branch with a comprehensive monthly report listing the members who paid dues at the branch and national levels, the new expiration dues date for the members, and the present address, and any other changes that have occurred in the branch membership.

Membership applications and renewal forms with dues payments, should be mailed to: FRA, 125 N. West Street, Alexandra, VA 22314-2754. Paying and renewing dues can also be accomplished via FRA's web site to include:

- All payments by credit card including new, renewal, reinstated and life membership applications;
- Any continuous membership requests; and
- The current year's membership promotion program.

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CHAPTER XI
BRANCH REPORTS

Section 1101. General. Over the years FRA has been careful not to overburden its branches with periodic reports. The reports addressed below, are the major reports submitted by branches that are not associated with maintaining the membership base.

Section 1102. Annual Report of Branch Officers. Submission of this annual report is mandatory. The form for this report and the instructions for completion of the report are annually mailed on or about 1 March to all incumbent branch secretaries by the National Executive Director. This form is also available for electronic submission via FRA's Web site, posted in the "Area For Branch and Regional Officers" which is found under "MY FRA." (Note: this is only visible to officers of branches and they must be logged in to view the page.) This report provides the national and regional officers with the names, addresses, telephone numbers, and e-mail addresses of the branch officers, membership chairmen, and national mailing list addressees for communications from national and regional officers and mailings made from the FRA's National Headquarters. Receipt of a completed copy of this report also tells the Association that the branch has elected its officers and is in working order for the ensuing year. (See next page for a distribution chart for FRA reports developed by a volunteer from the North Central Region.)

Section 1103. Annual Branch Standing Committee Reports. Submission of these annual reports is *optional*, however, we hope that every branch (large or small) will take the time to fill out these report forms, recording their activities, and participate in the competition for branch awards. Guidelines for the submission of standing committee reports and the selection of national awards are discussed in FRA Standing Rules. (See next page for a distribution chart for FRA reports developed by a volunteer from the North Central Region.)

Section 1104. Certification of Branch Representation at the Annual National Convention. Correct completion and authentication of this Branch Delegation Credential Certificate is a must for each branch. This form is also available for electronic submission via FRA's Web site, posted in the "Area For Branch and Regional Officers" which is found under "MY FRA." (Note: this is only visible to officers of branches and they must be logged in to view the page.) For branches that have delegates in attendance at the annual national convention the form is a requirement, otherwise the member attending cannot be seated as a delegate. For those branches that do not have a member attending, submission of the form designating a proxy is a must so that the branch will be represented and have its vote. If a branch does not have someone in particular that they want to designate as a proxy, it is customary to designate the incumbent Regional President and Regional Vice President as proxy delegates. The branch may also instruct the proxy by letter as to how to vote in the elections for office or on issues such as bylaws amendments. (See next page for a distribution chart for FRA reports developed by a volunteer from the North Central Region.)

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Annual Branch Reports to be Sent	Regional President	Regional Vice President	Regional Convention Chairman	Regional Committee Chairman	National Executive Director	National President	National Vice President	National Convention Chairman	Branch Delegate Chairman	Branch Delegates\Proxies	Branch Files	Deadline for Annual Reports to be mailed.
Branch Officer Reports	X	X			X						X	**Mail Immediately after Branch Elections**
Regional Convention Delegate Report	X	X	X						X	X	X	**Mail Prior to 30 June or sooner if necessary**
National Convention Delegate Report	X	X			X	X	X	X	X	X	X	**Mail Prior to 31 July or sooner if necessary**
Americanism Patriotism Report	X	X		X							X	**Mail Prior to 30 June or sooner if necessary**
Public Relations Report	X	X		X							X	**Mail Prior to 30 June or sooner if necessary**
Hospitals, Welfare and Rehabilitation Report	X	X		X							X	**Mail Prior to 30 June or sooner if necessary**
Youth Activities Report and Youth Activites SOY Report	X	X		X							X	**Mail Prior to 30 June or sooner if necessary**
Shipmate of the Year Nomination	X	X		X							X	**Mail Prior to 30 June or sooner if necessary**
Legislative Affairs Report	X	X		X							X	**Mail Prior to 30 June or sooner if necessary**
Deceased Shipmates Report	X	X	X								X	**Mail Prior to 30 June or sooner if necessary**
Branch Committee Chairmen Report	X	X										**Mail No Later than Installation of Officers**

Distribution Chart for FRA Reports

CHAPTER XII
REPORT OF MEMBER'S DEATH

Section 1201. Telephone, Facsimile, and E-Mail Reporting. The most expeditious and preferred methods of reporting the death of an FRA member are by telephone, facsimile, or e-mail. To telephone, use FRA's toll free number 1-800-FRA-1924 (1-800-372-1924.) If reporting by facsimile, dial 1-703-549-6610 and if by e-mail, the address is mserfra@fra.org. The information needed is as follows:

- Name (first, middle initial, and last).
- FRA membership number (if not known, Social Security Number).
- Date of death.
- Place of death.
- Name of next of kin.
- Relationship of next of kin.
- Name, office and branch of shipmate making the report.

The telephoning, faxing, or e-mailing of this information eliminates the need to mail in a report of death. It will cause a more timely entry of the information into the membership records system, as well as timeliness in preparing the condolence letter from the National President, condolence card from the National Chaplain, and listing in the "Taps" column of *FRA Today*.

Section 1202. Correct Reporting. When the death of a member is reported to the branch, the secretary should first confirm or verify that it is in fact the member who has died. Several erroneous death reports are submitted to the National Headquarters each year. Common errors that occur: (1) The name in the obituary column of the local newspaper is the same and lives in the same area, but is not the branch member; (2) It is the spouse of the member, who has died, not the member; (3) A branch newsletter or communication is returned by the U.S. Postal Service erroneously marked deceased; and (4) The branch has more than one person with the same or a similar name and the wrong member is reported as deceased.

Section 1203. Timely Reporting. It is important that a death of a member be reported as soon as possible after it has occurred. Once a member's death is confirmed, an immediate report is needed by the National Headquarters so that necessary reporting and actions can be promptly initiated. It does not reflect favorably on the Association, if condolence letters, information, and condolence cards are not received by the next of kin within thirty days of the member's death. Widows/widowers frequently contact the National Headquarters when they do not see their departed spouse's name in the "Taps" listing of *FRA Today*.

Section 1204. Information. The condolence letter from the National President contains an information sheet that is useful to the next of kin. More in-depth information is contained in Chapter XVII titled "Branch Assistance to Survivors."

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CHAPTER XIII
BRANCH TRANSFER OF MEMBERSHIP

Section 1301. Requirements. The C&BL, FRA is specific on the transfer of membership in the following sections:

> Section 308(b). Holding dual membership in branches, or in a branch and the Membership-at-Large Roll is prohibited.
>
> Section 309(a). Except as otherwise provided, members shall have the right to transfer their membership from one branch to another or to the Membership-at-Large Roll, or from the Membership-at-Large Roll to a branch.
>
> Section 309(b). Transfers may be accomplished by utilizing the signed Standard Transfer Form, a signed letter requesting a transfer, or an electronic message requesting a transfer. The signed Standard Transfer Form and/or the signed letter requesting the transfer, may be transmitted via facsimile. Requests for transfer shall be accepted from branch secretaries as well as individual members desiring to transfer.
>
> Section 309(c). A request for transfer in compliance with Section 309(b) will be processed by the Chairman, Membership and Retention Committee, Fleet Reserve Association and noted on the monthly report of membership forwarded to each branch.
>
> Section 309(d). When two or more branches merge, members automatically will be assigned to the branch number selected for the merger, except those members who exercise their option under Section 309(a).

Section 1302. Member's Signature. To avoid misunderstandings and other problems, it is preferred the Director, Membership Development receive the member's signature, however transfer of membership will be accepted via telephone, facsimile, and e-mail. The use of telephone or e-mail may require further verification between the originator and National Headquarters personnel.

Section 1303. Membership-at-Large Roll. The Membership-at-Large Roll is not routinely available to branches for reasons of member privacy. Each February, labels with a name and address by ZIP code listing will be available to those branches that request them. The requests for MAL labels will be for those that joined the Association during the last 12 months. A letter from the Director, Membership Development to all branch secretaries will announce the availability of the lists and instructions for ordering.

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CHAPTER XIV
REPORTING CHANGE OF ADDRESS

Section 1401. General. Address changes are by far the most frequent change that occurs to the member file. In fact, over ten percent of FRA's members experience one or more address changes each year. Timely reporting of the address change is essential to ensuring that the member receives *FRA Today* and that the annual member dues renewal notice goes to the correct address. Information on reporting address changes are published periodically in all FRA publications in an effort to persuade FRA's members to keep National Headquarters informed. We also rely on branch secretaries to transmit the address changes they receive promptly. We lose track of numerous members each month because members move and forget to let us know.

Section 1402. Telephone, Facsimile, E-Mail, and Web Site Reporting. The most expeditious and preferred methods of reporting a change of address of an FRA member is by telephone, facsimile, e-mail, or via FRA's web site. To telephone, use FRA's toll free number 1-800-FRA-1924 (1-800-372-1924.) If reporting by facsimile, dial 1-703-549-6610, by e-mail, the address is mserfra@fra.org, and also, secretary/members have the ability to make changes to their profiles via FRA's web site. Using these methods of reporting changes of addresses assists in getting the change entered in a timely manner and keeps *FRA Today*, dues payment notice, new membership cards, etc. going to the correct address.

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CHAPTER XV
BRANCH DISABLED MEMBERS

Section 1501. General. Section 401(e), C&BL FRA states that "Disabled members may be excused from payment of dues when payment would inflict hardship. Branches shall judge for their membership. The Chairman, Membership and Retention Committee shall make the decision for Membership-at-Large Roll members. Branch secretaries shall make an annual report in the month of March, to the Chairman, Membership and Retention Committee, listing the names and membership numbers of all disabled members affiliated with the branch. If no report is received, members previously reported as disabled will be terminated effective 30 June unless payment of dues has been received by the Chairman, Membership and Retention Committee. The Chairman, Membership and Retention Committee shall notify the branch secretary during the month of July of those terminated members."

Section 1502. Criteria. No specific criteria has been established defining "disabled" or "excused from payment of dues when payment would inflict hardship." Each branch must make its own determination.

Section 1503. Reporting. The Chairman, Membership and Retention Committee will forward a list of disabled members to each branch secretary in July for verification of disabled status. The branch secretary must return the listing indicating if the member is to remain on the disabled list. To initially place a member on the disabled list the branch secretary must write to the Chairman, Membership and Retention Committee stating that the branch requests that the member be placed on the disabled list.

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CHAPTER XVI
ORDERING BRANCH SUPPLIES

Section 1601. Responsibility. The Finance Officer is responsible for the purchase and sale of FRA supplies to branches. The selling price is the cost, plus handling charges.

Section 1602. Types of Supplies. The Finance Officer stocks the following items for sale to branches.

Membership Lapel Pins
Past Branch Officer Pins
Constitution, Bylaws and Standing Rules and Binders
FRA Logo Decals
Robert's Rules of Order
Silver Pendants
Past Branch Officer Pendants
Gold Lapel Button Replacement
FRA Logos
Branch Officer Medallion
Certificate of Appreciation
Americanism-Patriotism Award Certificates
FRA Bumper Sticker (www.fra.org)
FRA Logo Sheet (Clip Art)
FRA "Swoosh" Sheet (Clip Art)
Gold Pendants
Membership Longevity Pins
Past Regional President Ring
Widow's Medallion

Flags and flag accessories may be ordered by contacting the Finance Office. Reference: Flag Price List.

Section 1603. Ordering. The Finance Officer periodically or on request, forwards up-to-date Branch Supply Order Forms to branch secretaries. Reference: Branch Supply Order Form.

Section 1604. Gummed Labels. Branches may order gummed labels of their branch membership list for mailing newsletters and other information to branch members. Orders for labels can be made through the Member Service Center and must be received prior to the 10th of the month so that they can be run at the end of the month and forwarded to the branch secretary. Labels can also be produced via downloads of membership addresses and other data from the Internet through the iMIS system.

Section 1605. Items Sold By Branches. Numerous branches sell items with the FRA emblem on them such as jackets, shirts, belts, ball caps, string ties, cups, plaques, etc. "Items Sold by Branches" is published annually during the month of April, by the Finance Officer. Reference: Items Sold by Branches.

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CHAPTER XVII
BRANCH ASSISTANCE TO SURVIVORS

Section 1701. General. An important and meaningful service that a branch can provide is that of assisting the survivor when the death of a member occurs. The majority of our members fail to do the necessary advance planning of their personal affairs for their eventual demise. Some solve this problem by telling their spouses that the FRA will assist them with everything.

The FRA and particularly many of FRA's branch secretaries, branch service officers, and branch hospitals, welfare and rehabilitation committee chairmen and members are justifiably proud of their past record in assisting survivors. FRA shipmates help the survivor and often go the extra mile to assist with everything within reason.

Section 1702. Assisting the Survivor. Every branch secretary, as a minimum, should keep information readily available so that they can immediately refer the surviving spouse (or next of kin) to a competent office for immediate assistance. A ready source of assistance near most major bases is the Retired Affairs Office and the Family Service Centers. They possess the capability to have the base send a report of the death of the retired member and provide most other information and assistance needed.

In addition, visit the Defense Finance and Accounting Service (DFAS) and the Department of Veterans Affairs web sites for useful information.

Section 1703. Actions to Assist. The following should be used as a guide to assist shipmate's families at the time of death.

- Call 1-800-FRA-1924 extension 1 and notify the FRA's National Headquarters of the member's death.

- Call the family and ask if you can be of assistance.

Due to the privacy concerns only an immediate family member may call DFAS or the Department of Veterans Affairs. Provide the family with the following phone numbers so they can call DFAS (Navy & Marine Corps 1-800-321-1080, Coast Guard 1-800-772-8724 or 1-800-269-5170 - Casualty Center. The Casualty Center should be used for casualty information) to report the service member's death.

- Full name of deceased.
- Social Security Number.
- Date of death.
- Next of kin's name, address, and telephone number.

After this information is provided, be sure the family knows to ask DFAS for the following information:

- Was the deceased enrolled in SBP?
- Was the deceased receiving additional compensation from the Department of Veterans Affairs?
- What outstanding allotments are going to insurance companies, including the Department of Veterans Affairs (Get the names and addresses of the companies).

DFAS will notify the annuity center if the member was enrolled in the Survivor Benefit Plan and mail the necessary claim forms to the beneficiary.

Then have the family call the Department of Veterans Affairs Regional Office (1-800-827-1000) and provide them with the following information:

- Full name of deceased.

- Social Security Number.
- Service Number if available.
- Date of death.
- Next of kin's name, address, and telephone number.

Call the Department of Veterans Affairs Insurance Division (1-800-669-8477) to determine if the deceased had Government Life Insurance. You must provide the following information.

- Full name of deceased.
- Social Security Number.
- Service Number if available.
- Date of birth.
- Date of death.

After this information is provided, the family will need to ask the Department of Veterans Affairs for the following information about the insured:

- Insurance file number.
- Insurance policy number.
- Net amount of the insurance.
- Name of beneficiary.

Inform the surviving spouse to call the Social Security Administration Office (1-800-772-1213) and report the death of the member and request that an appointment be scheduled to review eligibility for benefits. The SSA will either transact business over the phone or set up an appointment with a local SSA office.

The following information is necessary to complete all the claim forms:

- Last issued DD-214. All members should have this form. If not, they should attempt to obtain it from the Personnel Center
- Marriage Certificate
- Any Divorce certificates from previous marriages of both the deceased and the spouse (needed for civil service information)
- Civil Service Retirement letter (CSA Number will be on W-2 Form)

Advise the surviving spouse that any checks or direct deposits received from DFAS the month of death must be returned to DFAS. If there was a direct deposit, the bank must be notified to return the amount of the direct deposit.

DFAS automatically provides surviving spouses the application form to apply for SBP annuities if it is determined they were enrolled in SBP. Normally, the first annuity payment is received approximately 30 days from the date the completed form is received at DFAS. Any questions on SBP annuities should be directed to DFAS at 1-800-321-1080. It is recommended that a direct deposit system be used for any SBP annuity payments.

As a result of the phone call to the Department of Veterans Affairs (if the deceased had life insurance) necessary forms will be mailed to the beneficiary. If the beneficiary is the surviving spouse, you can assist in completing the forms.

If burial is in a national cemetery, the funeral director should take care of the forms for the headstone. There is no compensation for burial unless the deceased had a service connected disability. The Department of Veterans Affairs should provide the necessary forms for reimbursement.

If burial is in a private cemetery the funeral director should apply for the headstone or marker that is provided by the VA if the surviving spouse desires.

If the deceased dies in a Veterans Affairs Medical Center hospital the VA will pay for transportation costs to the funeral home and then to a national cemetery. If the deceased dies in a military hospital the government pays only the cost of transportation to the funeral home.

The Department of Veterans Affairs will pay additional burial costs if the deceased dies of a service connected disability.

For those who were employed/retired by civil service, call 1-888-767-6738 (Office of Personnel Management, Civil Service Retirement Employee Service Center, Boyers, PA 16017). The office will ensure the processing of death benefits will commence and all forms will be mailed to the surviving spouse. If necessary, the surviving spouse will be advised on procedures for returning any annuity check to the Office of Personnel Management.

Note: Completed forms should be mailed by certified mail, return receipt requested. A reproduced copy of these forms should be kept by the surviving spouse for record purposes.

Provide the surviving spouse with a list of things that must be done personally, such as:

1. Have a new will made (nearest base legal office should do without charge).
2. Procure a new military identification card (will need DD-214, death certificate, marriage license and current ID card).
3. Get new base stickers for vehicles after getting new ID card.
4. Change title and registration of vehicle(s) at nearest DMV office. The spouse will need death certificate and registration/ownership forms for vehicle(s).
5. Contact automobile insurance company and change records.
6. If there are investments with credit unions or other entities, check to see if any life insurance is included.
7. Check with every firm to which any type of payments are made and check if any life insurance is provided.
8. Leave telephone in deceased name or use her/his initials in the telephone book as a means to avoid crank calls.
9. Check any health insurance or supplement health insurance plans and contact the providers to make the necessary changes.
10. Change checking accounts, savings accounts, etc. to reflect any changes.

Section 1704. Widows/Widowers. The surviving spouse who is receiving an SBP annuity must also make sure they keep the finance center informed of any change of address. Notification will ensure that they continue to receive Shift Colors, pre-verified I.D. card applications, and should also ensure their DEERS status remains up to date. The only time SBP annuitants would have reason to contact the finance center is for change of address, annuity check not received, change of income tax deduction. Family members should contact DFAS upon the death of the annuitant. Notify DFAS at either (800) 269-5170 or (800)321-1080.

Defense Finance and Accounting Service
US Military Annuitant Pay
P.O. Box 7131
London, KY 40742-7131
FAX: 1-800-982-8459
Or call toll-free 1-800-321-1080

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CHAPTER XVIII
BOOK OF MEMORIES

Section 1801. Purpose. The beautifully embossed Moroccan leather bound Book of Memories was instituted in 1959 to perpetuate the memory of shipmates and FRA Auxiliary members who have joined the Staff of the Supreme Commander. The volumes are permanently displayed in the FRA's library on the second floor of the FRA's National Headquarters.

Section 1802. Background. The basis for the Book of Memories is that a person, branch or unit who wishes to remember departed shipmates and FRA Auxiliary members can do so by contributing to the Book of Memories in behalf of a deceased member of the Association or its Auxiliary. Originally, the donations received were used to help pay off the mortgage (in 1961) on the former National Executive Offices Building at 1303 New Hampshire Avenue N.W., Washington, D.C. Since that time, the fund has been continued and donations are deposited in the FRA's General Investment Portfolio.

Section 1803. Entries. The Book of Memories, at the present time, consists of nineteen bound volumes. Each volume contains one hundred pages and each page contains twelve entries. The donor's name, the name of the deceased shipmate or lady, and the branch or unit number are typed on the page in tasteful Old English lettering.

Section 1804. Donations. A person, branch or unit wishing to commemorate any departed member of our Association in the Book of Memories, should send the deceased member's name and branch or unit number with your donation to the Finance Officer. The proper entry will be made in the Book of Memories and the donation will be acknowledged. There is no minimum donation. All donations should be by check or money order. Do not send cash. Make the check or money order payable to the FRA.

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CHAPTER XIX
BUDGET AND FINANCE

Section 1901. General. Article 9, C&BL, FRA outlines the financial policy of the FRA and contains the pertinent sections on finance and reserve funds. Article 8, C&BL contains the duties of the Finance Officer and the National Committee on Budget and Finance.

Section 1902. Fiscal Year. The fiscal year for the FRA begins on 1 January and terminates on 31 December. The Budget is approved at the annual National Convention, which is held annually between 15 September and 30 November.

Section 1903. Budget Development. The National Committee on Budget and Finance annually develops a budget, balances it against income, and presents a proposed budget to the delegates of the branches at the annual national convention. Input to the annual budget is received from national officers, national standing and special committee chairmen, and others who may have a budget request. The National Committee on Budget and Finance annually receives the budget input by June and, meets between July and August to prepare a preliminary budget, and then promulgates the preliminary budget to the branches. The budget is further refined and updated by the Convention Committee on Budget and Finance at the national convention and then presented to the delegates of the branches for action and passage.

Section 1904. Budget Authority. Once passed by the national convention, the approved budget is the spending plan for the upcoming fiscal year. The national officers, as well as standing and special national committee chairmen have authority during the fiscal year to spend the funds provided in the line items under their jurisdiction for the approved purposes.

Section 1905. Annual Budget. The annual budget is published in the national convention minutes, as well as the financial statements, which include the balance sheet reports, the statement of activities reports and the budget to actual analysis report as produced quarterly by the Finance Officer. These financial statements are sent to the National Mailing List for user information. The national convention minutes are reproduced on a resource CD and distributed annually.

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CHAPTER XX
DISASTER RELIEF FUND

Section 2001. Background. A Disaster Relief Fund was established to assist members of the FRA, spouses of deceased members of the FRA, and/or their immediate families who have been stricken by a disaster and are in financial need. The money required to start and continue the fund has been derived entirely from donations. The major sources of donations has been branches, units, shipmates, FRA Auxiliary members, and friends of FRA. FRA Standing Rule 9 governs the Fund.

Section 2002. Definition. Disaster is defined as a single sudden physical event of catastrophic nature such as; floods, fires, typhoons, hurricanes, windstorms or earthquakes which cause severe damage to property.

Section 2003. Grants. Initial withdrawal from the Fund is limited to $1,000.00 per family. One additional withdrawal, up to the same amount, may be authorized in the same manner as the first.

Section 2004. Requests for Grants. Requests for grants should be immediately communicated to the regional chairman, disaster relief and rehabilitation. If the regional chairman is not known, contact the Regional President for information on who the regional chairman is and how they may be contacted. The regional chairman, disaster relief and rehabilitation is responsible for investigating each request (including a request from a Member-at-Large) for a grant from the Disaster Relief Fund and making an appropriate recommendation to the Regional President who shall forward such request to the National President with a copy to the Finance Officer.

Section 2005. Authorizing Grants. Withdrawals may be made from the Disaster Relief Fund only after approval by the National President.

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CHAPTER XXI
FUND RAISING PROGRAMS

Section 2101 Fund Raising. FRA has a fund raising program which has been used since its establishment at the 63rd National Convention to offset expenses not covered by membership dues revenue without raising dues. The program is managed by Headquarters' Marketing/Communications Department. Donations are made by phone to the Member Service Center, mailed to Headquarters or online at www.fra.org/support. (Note: Donors are asked to login to their record so their donations are tracked in their records for tax purposes and ability for Headquarters to send thank you letters).

Section 2102. Programs. The fund raising programs are conducted by mailing the product and a donor card to all FRA donors except: honorary members, disability members, and members who have asked to be removed from the solicitation list. Included in the mailing is anyone who has asked to be added to the list. Approximately six weeks after the product is mailed, a reminder letter is sent to those who have not donated, a thank you is sent to those who have. These mailings both include opportunities for additional donations.

Section 2103. Removal from Mailing List. FRA members who do not wish to receive solicitation mailings are asked to contact their branch secretary or Headquarters staff to be removed. Notifications can come by e-mail to mserfra@fra.org, by phone at 800-FRA-1924 and ask for the Member Service Center or by mail to Headquarters. Branch secretaries can also mark the individual's record online. (Note: contact the Member Service Center for instructions).

Section 2104. Addition to Mailing List. Donation solicitation mailings go to new members and those members who have donated recently. FRA members who are not receiving solicitation mailings but would like to (the calendar mailing is popular) are asked to contact their branch secretary or Headquarters staff to be added to the list. Notifications can come by e-mail to mserfra@fra.org, by phone at 800-FRA-1924 and ask for the Member Service Center or by mail to Headquarters.

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CHAPTER XXII
HEALTH CARE

Section 2201. Eligibility. Over 95% of the persons eligible to be members of the FRA are beneficiaries of the military health care system. As beneficiaries, members are eligible to seek the services of the nearest Military Treatment Facility (MTF); however, the availability of services at the nearest MTF may be limited or not available to all beneficiaries due to the lack of resources to provide the needed service. Military Treatment Facilities must treat active duty service members.

Section 2202. Availability. The long life spans being enjoyed by military retirees along with increasing numbers of retirees in the last several decades has resulted in the retired community and their dependents rapidly outgrowing the capacity of the MTFs. There are more personnel on active duty who are married and have families than in past years, a fact that has further burdened the MTFs. While this growth has continued the Congress has not authorized new hospitals or expanded hospitals, preferring to expand the TRICARE program into a managed care network, and relying on Medicare and TRICARE for Life in many instances for beneficiaries age 65 and over.

Section 2203. TRICARE. The Department of Defense has introduced a managed health care plan called TRICARE. This plan divides the United States into 3 military health regions. Selected medical treatment facilities are designed for TRICARE Regional Officers (TROs) to develop and implement the TRICARE Managed Care Plan in their respective regions, coordinating the medical resources of all the services to offer more health care options to eligible beneficiaries. Additionally, the TROs will manage TRICARE program dollars through managed care support contracts with civilian health care providers.

TRICARE has developed initiatives to support beneficiaries' health care needs through programs offering: enrollment at a primary care site; a health care advisor; a same day and routine appointment system; a health care finder; health promotion screening and education program; and if necessary, assistance obtaining care through a Civilian Preferred Provider Network and case management. Future expanded options for beneficiaries who choose to use the military health services system will include TRICARE Prime, a health maintenance organization option; TRICARE Extra, with reduced TRICARE Standard cost shares when using selected providers; and TRICARE Standard option, using standard TRICARE Standard rates. TRICARE Prime will require enrollment at a medical treatment facility and will provide a standard benefit package.

Section 2204. TRICARE Standard. TRICARE Standard is one of the Military Healthcare Program options for the Uniformed Services. Through TRICARE Standard, service families have one of the best health plans anywhere. TRICARE Standard shares most of the costs of care from civilian hospitals and doctors when you can't get care through a military hospital or clinic. But there are certain things you need to know about TRICARE Standard before using it.

- TRICARE Standard is intended as a supplement to your benefits from a military hospital or clinic, but it does not duplicate those benefits. The most comprehensive and lowest cost medical care is available from military medical facilities. Also, TRICARE Standard recognizes different categories of eligible persons, for whom available benefits and costs vary.

- Some people are not eligible for TRICARE Standard, such as active duty service members, parents, parents-in-law, and most persons eligible for Medicare hospitalization insurance (Part A).

- TRICARE Standard is not free. You must pay part of your medical costs, as well as everything TRICARE Standard doesn't cover.

- TRICARE Standard does not cover all health care. There are special rules or limits on certain care and some care is not covered at all.

- TRICARE Standard pays for only medically necessary care and services that are provided at an "appropriate level of care." Claims for services that don't meet this definition may be denied. (Example: Using emergency room services for treatment for the patient's convenience, rather than for genuine emergency situations).

- You or your provider must file claims before TRICARE Standard can pay its share of the bills. For your sake it's important to fill out the claim form correctly and to include any necessary paperwork.

- Equally important, all TRICARE Standard eligible persons must be enrolled in the DEERS computerized eligibility-checking system before TRICARE Standard claims can be paid.

Your primary source of information on TRICARE Standard is the Health Benefits Advisor (HBA). It is most important to get to know your Health Benefits Advisor (HBA). The HBA's job is to help you get the medical care you need--at the best price and in the most convenient manner. There's an HBA at each military hospital and at most clinics.

In these times of rising medical costs, it's especially important to use your health benefits only when you really need to. Try to use military hospitals and clinics whenever possible. They save money for you and the government. By using your health benefits wisely, you help make sure the funds will be there when truly needed.

Section 2205. TRICARE Prime. TRICARE Prime is a managed care option offering the most affordable and comprehensive coverage. TRICARE Prime is available in Prime Service Areas in each TRICARE Region. To find out if you live in a Prime Service Area, contact your regional contractor. Key features include:

- Enrollment is required;
- Fewer out-of-pocket costs than other TRICARE options;
- Enhanced vision and preventive coverage;
- Priority access for care at military treatment facilities;
- Receive most care from an assigned primary care manager (PCM);
- Your PCM refers you to specialists when necessary;
- No claims to file (in most cases);
- Easy to transfer enrollment when you move; and
- Time and distance access standards for care, including wait times for urgent, routine and specialty care.

Eligibility:

You may enroll in TRICARE Prime as long as you are not entitled to Medicare based on age (65). (At age 65, you become eligible for TRICARE For Life as long as you have Medicare Parts A and B). The following beneficiaries who live in a Prime Service area may enroll in TRICARE Prime:

- Active duty service members* and their families.
- Retired service members and their families.
- Surviving family members (widowed spouses, children)
- Eligible former spouses.
- Activated National Guard/Reserve members* and their families.
- Retired National Guard and Reserve members and their families (upon reaching age 60)
- Medal of Honor recipients and their families.

Section 2206. TRICARE for Life. The National Defense Authorization Act (NDAA) for Fiscal Year 2001 (Public Law 106-398) extended TRICARE health care and pharmacy benefits to:

- Medicare-entitled uniformed services retirees;
- Medicare-entitled retired guard members and reservists;
- Medicare-entitled family members and widows/widowers; and
- Medicare-entitled un-remarried former spouses who meet TRICARE eligibility requirements.

Pharmacy benefits began on April 1, 2001, and the TRICARE medical benefits began on October 1, 2001. The medical benefits are known as TRICARE for Life (TFL) and the pharmacy benefits are part of the TRICARE Pharmacy Program.

TFL is a permanent program funded through the Department of Defense Medicare-Eligible Retiree Health Care Fund, resourced with general revenues of the U.S. Treasury and annual contributions from appropriations. TFL doesn't require annual authorization by Congress.

> **Did you know?** “Dual-eligible” is the term used to describe a TRICARE beneficiary who is entitled to Medicare.
>
> **Myth**: TFL is only for TRICARE beneficiaries who are 65 years of age or older.
>
> **Fact**: TFL is for all TRICARE beneficiaries who are entitled to Medicare because of a disability, end stage renal disease, or age.

Section 2207. Medicare. The Centers for Medicare & Medicaid Services (CMS) manages Medicare. Medicare is a health insurance program for:

- People age 65 or older;
- People under age 65 with certain disabilities; and
- People with end-stage renal disease (ESRD).

Medicare Part A. The Social Security Administration (SSA), based on your work history or the work history of your spouse, determines your entitlement to premium-free Medicare Part A (Hospital Insurance).

Medicare Part B.

- You can enroll in Medicare Part B (medical insurance) by paying a monthly premium, which is usually increased every year by Medicare.

- The 2006 premium was $88.50. The lowest 2007 premium is $93.50, for an individual tax filer with an adjusted gross income of $80,000 ($160,000 for joint filers). The reference to income reflects the fact that, starting January 2007, Medicare will initiate means-testing to determine a person's Medicare Part B premium amount--a higher income will mean a higher Part B premium. A TRICARE Fact Sheet provides basic information on the changes for 2007, and the Medicare web site at http://www.medicare.gov/ provides additional details about means-tested income levels and Part B premium costs. (See additional Medicare contact information, below.)

- Apart from the 2007 changes regarding the new means testing, your Medicare Part B monthly premium may be higher if you do not purchase Part B when you first become eligible to do so. If you delay the purchase of Part B, the monthly cost may go up 10% for each 12-month period that you could have been enrolled in Part B but did not enroll.

Medicare-Entitlement Based on a Disability or ESRD. If you receive disability benefits from the Social Security Administration (SSA), you are entitled to Medicare Part A and Part B after a 24-month qualifying period. The SSA will notify you of your automatic Medicare entitlement start date. Your entitlement to Medicare will continue as long as you meet SSA’s disability requirements.

> **Did you know?** If you return to work, you may continue to receive Medicare benefits for a minimum of seven years and nine months.

Medicare-Entitlement Based on Age. Although the age for full Social Security payments has increased, the age for Medicare entitlement has **not** changed. It continues to be age 65. If you already receive benefits from Social Security or the Railroad Retirement Board (RRB), you will automatically receive Part A and be enrolled in Part B starting the first day of the month you turn 65. If your birthday is on the first day of the month; Part A and Part B will be effective on the first day of the previous month.

If you have **not** filed for Social Security or RRB benefits, you must file for Part A and enroll in Part B. You must enroll in Part B during your Medicare Initial Enrollment Period (seven-month period that begins three months before you turn 65, includes the month of your birthday, and ends three months after you turn 65) to avoid the Medicare surcharge for late enrollment. The SSA will notify you of your Medicare entitlement by letter several weeks after you file.

For more information on Medicare, call:

- Medicare at 1-800-MEDICARE (1-800-633-4227)
- The Social Security Administration at 1-800-772-1213

Section 2208. Department of Veterans Affairs Health Care System. Most hospitals and clinics of the Department of Veterans Affairs Health Care System will only accept veterans (military retirees) with DVA approved service connected disability ratings. A military retiree, although a veteran, is not by virtue of being a military retiree eligible for treatment in the DVA Health Care System. Some of the DVA Health Care Facilities will when resources are available treat military retirees (without DVA disability ratings).

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CHAPTER XXIII
MAILINGS OF COMMUNICATIONS

Section 2301. General. A problem that every nonprofit organization must deal with is getting information out to its members while keeping mailing costs within budgetary limits. As a result the National Executive Director and the National Headquarters' staff are constantly aware to combine mailings and use the most cost effective means. Consolidating mailings has proven an effective means of reducing postage costs and envelope costs. Utilizing 3rd class nonprofit bulk permit mail reduces postage costs of most mailings by 55 to 70 percent dependent on the weight of the content of the mailing. As a result most mailings through the Postal Service to the National Mailing Lists are by 3rd class nonprofit bulk permit. A greater cost savings is achieved through the use of e-mail and posting documents on www.fra.org. All members of the National Mailing List are encouraged to provide NHQ with a valid e-mail address and agree to receive notification electronically when new documents are available online.

The FRA's communication regularly sent to every FRA member is the monthly issue of *FRA Today*. Regular communication includes (but is not limited to) dues renewal notices sent to FRA members (the third notice being incorporated in a wrap on the member's *FRA Today*), a special welcome wrap on the shipmate's first *FRA Today*, a follow-up letter after a member has belonged for three months and donation solicitations (Chapter XXI) for the donor list.

Branches are encouraged to obtain and keep up-to-date all members' residential and e-mail addresses and communicate any updates to Headquarters. This reduces costs incurred when mailing to bad addresses, and ensures the members will receive their dues notices. Branch secretaries are able to update the members' records directly on www.fra.org in the Area For Branch and Regional Officers.

Section 2302. National Officer/Regional Vice President Mailings. The National Headquarters makes a weekly mailing each Friday by 1st class mail to all current national officers, Regional Vice Presidents, and Jr. Past Regional Presidents consisting of copies of all pertinent communications and information received or prepared during the week. As a courtesy, copies of pertinent communications are forwarded to the National President's Advisory Committee. In an effort to work smart (saving on postage, paper, and man-hours) the information is sent via e-mail vice mailing a hard copy when possible.

Section 2303. Branch Secretary Mailings. Most communications and information addressed to branch secretaries are posted on www.fra.org/nml and secretaries are notified by e-mail when the documents are available. The membership reports package is forwarded after the first of each month to branch secretaries by the Member Service Center. For secretaries who do not receive e-mail notifications, any additional documents are included in this package.

Section 2304. National Mailing List Mailings. Communication is sent to the National Mailing List via e-mail and associated documents are posted on www.fra.org/nml. Mailings through the Postal Service are made to the National Mailing List by 3rd class nonprofit bulk permit. Every FRA and FRA Auxiliary member on the National Mailing List receives periodic issues of the national convention newsletters. Other communications such as National President's Serial Letters, National Executive Director Memorandums, Financial Quarterly Reports, the Annual Audit Report, etc. are sent only to those on the NML who need the information. National Mailing List addressees include:

- FRA National Officers
- FRA Past National Presidents
- FRA Past National Officers (Those desiring mailings)
- FRA Regional Vice Presidents
- FRA Chairmen, Members and Advisors of Standing and Special National Committees
- FRA Regional Officers (RP must provide list)
- FRA Regional Chairmen (RP must provide list)
- FRA Branch Presidents
- FRA Branch Secretaries
- FRA Branch Membership Chairmen
- FRA Branch Members Placed on NML

- *FRA Auxiliary National Officers
- * FRA Auxiliary Regional Vice Presidents
- * FRA Auxiliary Unit Presidents
- * FRA Auxiliary Unit Secretaries

*FRA Auxiliary addressees normally only receive the national convention newsletters.

Section 2305. *FRA Today*. *FRA Today* is mailed about the 25th to 27th of each month to every FRA member, subscribers and special mailing lists. Most addressees receive *FRA Today* within the first week of the month.

Section 2306. *OnWatch*. *OnWatch* is a quarterly online publication published by the FRA's National Headquarters for the active duty and reserve community (www.fra.org/onwatch). It is an educational publication designed to familiarize the active duty and reserve community with FRA's legislative initiatives. Subscribers receive an e-mail announcement when the latest issue is posted.

Section 2307. E-Mail. FRA offers "*NewsBytes*," a free weekly e-mail update. FRA branch officers and all members are encouraged to subscribe. Please e-mail newsbytes@fra.org with "subscribe" in the subject line and include your name, member number or street address in the body of the e-mail.

Making Waves is a legislative newsletter which updates users of the FRA Action Center on issues about which they have expressed an interest. This is an opt-out newsletter that is e-mailed periodically based on legislative activity, not schedule.

Section 2308. Web Site. FRA's National Headquarters maintains a website at www.fra.org. Some FRA branches also have websites. Branch links can be found on the links page under MY FRA

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CHAPTER XXIV
MEMBER DUES/RENEWAL NOTICES

Section 2401. Procedures. The Finance Officer forwards a dues renewal notice to each member 60 days prior to expiration of their dues. If necessary, a total of four renewal notices are mailed at intervals during the renewal process. To encourage members to pay their dues promptly, they are provided an envelope addressed to the FRA's lockbox system at Sun Trust Bank. Members may pay their dues to the branch secretary, Finance Officer or the Member Service Center, FRA. In order to lessen the workload for the branch secretary or the Finance Officer, and to ensure quicker processing, members are encouraged to pay their dues directly to FRA lockbox system. By doing so, their dues are promptly recorded, the FRA has received the money and the branch secretary and Finance Officer are relieved of processing the dues payment.

Members can also pay dues online by logging into their account at www.fra.org, clicking on the box "Pay Dues" and following the instructions. This feature is only enabled when an outstanding balance exists. Members who desire to pay their dues in advance of their expiration date and before receiving a renewal notice may contact Member Services at any time to renew by credit card.

Section 2402. Example. First, it should be emphasized that all dues expire on the last day of the month. Further, the membership expiration date is established as the last day of the month in which a member joins. If members join during the period 1-31 March, their dues will expire on 31 March the following year unless they have paid for life membership. Members will receive a total of four renewal notices in the following manner:

(a) Sixty days prior to the membership expiration date a "First Renewal Notice" will be mailed to the member.

(b) If members fail to pay their membership dues, then 30 days prior, a Second Renewal Notice will be prepared and mailed. For those members who may have sent their dues to FRA's National Headquarters during the last working day of the month or to their branch, which may be late in arriving to the Finance Officer, this may cause another renewal notice and a payment to cross in the mail. This should be explained to branch members who are concerned about having received a notice after having paid their dues.

(c) If members fail to pay their dues by the membership expiration date or to their branch in sufficient time to be credited within the month, then a Third Renewal Notice will be sent as a special wrap notification on the member's next issue of the *FRA Today* magazine. The member will receive a unique message on the magazine, which will notify the member this is the last issue to be mailed.

(d) If the member fails to pay their membership dues by the close out date on the month following their membership expiration then a Fourth and final Renewal Notice will be prepared and mailed.

(e) If members have not paid their dues by the close out date 60 days after receiving their fourth and final renewal notice, then their membership will be terminated and they will be dropped from the active membership rolls. This will be reported to the branch in the Monthly Membership Report sent by the Director, Membership Development.

Section 2403. Dues Payment. Dues notice envelopes are clearly marked, and it is requested that payment be made promptly to reduce cost for headquarters.

Section 2404. Notification of Payment Received. When payments of dues renewals are received by the Finance Officer and the member has an e-mail address on file, an electronic notification will be sent to the member confirming payment has been received along with a temporary paper identification card. The permanent identification card will be mailed to the member's home address within 15 days.

Section 2405. Postage. All dues notices are mailed by first class postage to ensure that the dues notice gets forwarded in the event the member has moved and has not notified FRA's National Headquarters.

Section 2406. Non Receipt. If a member states that they have not received a dues notice, check the member's address to determine if it is correct. Notify the member to mail their payment, call Headquarters and pay by phone, request an invoice, or pay online. If there are any questions or concerns, direct the member to call Member Services to double check the address, billing history and other information. Branch secretaries can request a duplicate bill be sent to a member by going to www.fra.org/branch (you will need to login) and looking up a person's record. The Call Program section of the page contains directions on how to look up members, edit their records, request duplicate bills or cards, etc.

When members have questions about their dues payments or membership card, refer them to the FRA's National Headquarters at 1-800-FRA-1924, to speak with a Member Service Center representative who can quickly and accurately answer their questions.

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CHAPTER XXV
MEMBERSHIP AWARDS

Section 2501. General. There are four categories of membership awards addressed in this chapter. They are: (1) Continuous membership pin awarded to individuals for continuous membership without a lapse in the payment of dues; (2) Individual membership pendants and pins earned by individuals for recruiting new and reinstated members into the FRA; (3) Annual membership and retention awards awarded by the National Committee on Membership and Retention; and (4) Membership awards earned by participation in periodic contests or competitions sponsored by the National Committee on Membership and Retention.

Section 2502. Continuous Membership Pendant and Pin. A member with five or more years of continuous membership may wear a continuous membership pin. The pin is gold in color consisting of the emblem of the FRA (blue in color) embedded on a shield and inscribed with the appropriate number to indicate the length of service for each five years of continuous membership from five through seventy. The five through forty-five year pins may be purchased from the Finance Officer. The fifty through seventy year pins are provided by the FRA at no cost. Membership-at-Large members should contact the Director, Membership Development for continuous membership pins. Certificates and letters signed by the National President are provided by the National Headquarters for presentation to all 40, 50, 60, 65, and 70 year continuous members.

Section 2503. Individual Membership Awards. FRA's most prestigious membership awards for recruiting and retention are the Gold Lapel Button Award and the Silver Anchor Squadron Award for recruiting ten and fifty new and reinstated members respectively. Adding to these awards is the silver pendant inscribed with the figure 1, 2, 3, etc. to be attached to the Gold Lapel Button Award for each twenty-five members recruited after the Gold Lapel Button Award is earned. Branch secretaries may request Gold Lapel Button Awards and Silver Anchor Squadron Awards for members by letter to the Director, Membership Development. The letter must state the member's name and that the member has recruited the ten or fifty members required for the award. The silver pendants inscribed with 1, 2, 3, etc. may be ordered from the Director, Membership Development. Any member of the FRA or FRA Auxiliary who obtains one new active duty member of the U.S. Navy, Marine Corps, and Coast Guard will receive a Navy, Marine Corps, and Coast Guard pin respectively. Any member of the FRA or FRA Auxiliary who obtains two additional new FRA members will be presented The National President's Membership Club Pin.

Section 2504. Branch Membership Awards. Annually, at the National Convention, the National Committee on Membership and Retention recommends branches and individuals for the membership awards addressed in FRA Standing Rule 7. The awards recognize excellence in recruiting and retention by branches in each membership group. Branch nominations are required annually for the Charles E. Lofgren Membership Award for Individuals and the Frank J. McPherson Memorial Award.

Section 2505. National Committee on Membership and Retention. The National Committee on Membership and Retention periodically conducts contests and competitions to encourage the recruiting of members. These contests often result in the award of a pin for recruiting and cash prizes. Guidelines are promulgated in *FRA Today* and other FRA communications.

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CHAPTER XXVI
MEMBERSHIP
ELIGIBILITY, OPTIONS & CATEGORIES

Section 2601. Eligibility. The specifics of eligibility are addressed in Section 301, C&BL, FRA as follows:

> Section 301. Eligibility – Eligibility for membership in the FRA shall be restricted to personnel who have served or are now serving in an enlisted status in the United States Navy, Marine Corps, or Coast Guard, regardless of length of service, including reserve components.
>
> 301(a). Personnel of the Naval Reserve, Marine Corps Reserve, or Coast Guard Reserve must serve one year in a drilling status or have served on extended active duty in excess of thirty days to be eligible.
>
> 301(b). Personnel discharged for purpose of separation, commissioning, or enlistment into non-Sea Service components shall remain eligible.
>
> 301(c). Personnel discharged in the general categories from any U.S. Armed Forces are not eligible.

Section 2602. Branch Option. Persons joining the FRA have the option of joining a branch of their choice or the Membership-at-Large Roll.

Section 2603. Dues Choices. Persons joining the Association have the option of paying one year's dues, participating in a multi-year discount dues program indicated on the application for membership, or becoming a life member.

Section 2604. Life Membership. All persons eligible for membership in the FRA, may become life members.

Section 2605. Definition. A member in good standing is defined as one whose dues are paid up to and including the current date. A member in arrears is one whose dues have elapsed from one day to three months. A former member is one whose dues have lapsed beyond three months.

Section 2606. Honorary. Honorary Membership in the FRA is awarded by a two-thirds vote of the delegates at a national convention and can only be awarded to a person not eligible for membership who has rendered some distinguished service to the FRA. Nominations by branches must be submitted as set forth in Section 306, C&BL, FRA.

Section 2607. Medal of Honor Recipients. Any member of the FRA or person eligible to FRA membership, who is the recipient of the Medal of Honor, and has paid one year's dues in the Association, shall be granted a continuous membership without payment of dues with all privileges of a dues-paying member.

Section 2608. Branch Associate/Club/Social. Incorporated branches in some areas have extended corporate associate membership, club membership or social membership to persons not eligible for membership in the FRA, in accordance with local jurisdiction laws. These persons have no membership standing with the FRA. **The granting of cards inscribed with the name or emblem of the FRA or the name or number of any branch of the FRA thereby implying that the bearers of such cards are members of the FRA when they are not members, is prohibited.**

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CHAPTER XXVII
MEMBERSHIP PROMOTION, RETENTION, AND OUTREACH

Section 2701. General. Annual membership growth is essential to the health and purpose of each individual branch and the FRA overall to offset the normal attrition of members (deaths, resignations, non-payment of dues, etc.). Membership growth is also important to the attainment of the goals of the FRA particularly in safeguarding the compensation, benefits, and entitlements of our members.

Section 2702. Recruiting. In the early years of the Association, branches were doing almost all of the recruiting. With the advent of electronic records administration in the 1970s, a program of direct mail solicitations to prospective members became a major source of members and since 1990 has been the principle source of new members. A new solicitation list that was mailed brought membership to its highest level ever in 1993. Now our membership administration functions have been brought in house, with a new data base system called iMIS.

Section 2703. Retention. FRA has enjoyed some impressive retention statistics in recent years, retaining over 90 percent of its members most years. The retention rate for members with more than one year of membership is over 91 percent while retention of first year members is about 55 percent. FRA is experiencing about 2,800 member deaths per year.

Section 2704. Outreach. Branch members may participate in outreach events or activities to promote awareness of the FRA. Participation may include giving presentations at events such as Veterans' Appreciation Day, Transition Assistance Programs (TAPS) for active duty members retiring or separating from active service or setting up a booth at symposiums/meetings sponsored by veteran organizations. Contact the Outreach Manager for assistance.

Section 2705. Recruiting Support. The National Committee on Membership and Retention and the National Headquarters endeavor to support branch recruiting by providing materials at no cost. A form to order recruiting materials can be obtained by logging onto FRA's website and accessing My FRA, Area for Branch and Regional Officers, go to Related Documents and to Recruiting Materials Order Form. This form is updated periodically to add new or delete old items as appropriate. For additional information, contact the Director, Membership Development at 1-800-FRA-1924.

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CHAPTER XXVIII
FRA TODAY

Section 2801. History. The first FRA publication with the copyright title of *FRA Today* was dated 1 October 1931. The publication was formerly called the *Fleet Reserve Bulletin* then *Naval Affairs*. *FRA Today* is FRA's premiere publication, mailed to all FRA members, subscribers and VIPs.

Section 2802. Purpose. *FRA Today* magazine is the only communication that is mailed monthly to every member of the FRA. *FRA Today* is the most important retention tool that FRA has. As a result every effort must be expended to make *FRA Today* both an informative and valuable magazine to FRA members.

Section 2803. Content. In addition to feature stories, the content of *FRA Today* includes articles on legislative matters, benefits and entitlements, services available, significant FRA events, sea services events and news, FRA Auxiliary news, a "Taps" column, and reunion and "Looking For" announcements. The amount of space devoted to various subjects is for the most part based on reader interest indicated in the most recent survey of members. Limitations are placed on reunion notices due to lack of space in *FRA Today* to devote to reunions.

Section 2804. Mailing. *FRA Today* is mailed about the 25th to 27th of each month through a co-mailing process. This process provides tremendous savings.

Section 2805. Subscriptions. Non-members who desire to, may subscribe to *FRA Today*. Subscription rates are $35 dollars for non-members, $10 for FRA Auxiliary members and $7 for the spouse of a deceased FRA member. The spouse of a deceased life member will continue to receive *FRA Today* free of charge.

Branches are encouraged to pay the subscriptions for survivors of FRA shipmates.

Section 2806. Advertising. FRA accepts advertising in *FRA Today* magazine. A media kit is available from the National Headquarters citing ad prices and printing specifications. Advertising may not exceed 50% of the space available in any issue.

Section 2807. TAPS Column. The name, rate/rank, and branch number of each member who passes away is listed in *FRA Today* as soon as possible following the notification of death to the National Headquarters. Unfortunately, not all deaths are reported in a timely manner and the TAPS Column listing is often many months afterward. Some member's death are not reported and they are ultimately suspended for non-payment of dues which results in no TAPS Column listing. The prompt reporting of death is important to ensure a shipmate's name is listed in TAPS.

Section 2808. Reunion Notices. In an effort to effectively manage the space used for reunion notices, give preference to members, and ensure that the reunion column is not used for commercial purposes (free of charge), the following policy is adhered to:

- FRA MEMBERS – *FRA Today* will publish one reunion announcement during a calendar year submitted by a member in good standing of the FRA, on a space-available basis, free of charge. Because of limited space available and the numbers of requests received, *FRA Today* will publish the notice one time only. Reunion notices must be submitted at least six months prior to the date of the reunion. This allows *FRA Today* to plan space and accommodate as many reunions as possible.

- ADDITIONAL ANNOUNCEMENTS BY FRA MEMBERS – FRA Members who wish to publish second and subsequent reunion notices shall pay standard reunion column rates for publication of reunion notices.

- NONMEMBERS – Nonmembers desiring to publish reunion announcements shall pay standard reunion column rates for publication of reunion notices.

For information on reunion notice content and applicable rates contact the National Headquarters at fratoday@fra.org.

Section 2809. Administration/Management. *FRA Today* magazine is a major function of the National Headquarters and involves considerable hours. The magazine is a team effort with input from each department and is managed by the Marketing Communications Department.

Section 2810. Online Version. *FRA Today* is published on www.fra.org in the members' only section as a pdf file.

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CHAPTER XXIX
ONWATCH

Section 2901. Purpose. *OnWatch* is a quarterly online publication published by the FRA's National Headquarters for the active duty and reserve community (www.fra.org/onwatch). It is a educational publication designed to familiarize the active duty and reserve community with FRA's legislative initiatives.

Section 2902. Content. *OnWatch* features articles on active duty and reserve compensation, benefits, and entitlements issues; interviews senior enlisted leaders; and interactive devices for survey and comment responses.

Section 2903. Distribution/Mailing. All interested can view *OnWatch* at www.fra.org/onwatch. Subscribers are sent a notification via e-mail when the new issue is posted. To subscribe, e-mail onwatch@fra.org. Active duty and Reservist FRA shipmates are automatically subscribed.

Section 2904. Funding. *OnWatch* is funded from the Education line item in the FRA budget.

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CHAPTER XXX
RESOLUTIONS

Section 3001. Categories. Resolutions submitted to the annual national convention are the only means for a branch to:

- Nominate a member in good standing for the national offices of National President, National Vice President, and National Executive Director.
- Nominate a person not eligible for membership for Honorary Membership.
- Nominate a member for a Certificate of Merit.
- Submit an amendment to the Bylaws, Standing Rules or Rituals of the FRA.
- Submit a recommendation of a general nature.

Section 3002. Submission. Resolutions must be submitted in the time frame set forth in Section 611, C&BL.

Section 3003. Format. Guidance for the preparation and submission of resolutions are set forth in Section 611 and Article 14, C&BL. The most convenient source of additional guidance is to look in the appendix to the minutes of the recent national conventions and use similar resolutions that were successfully submitted as guidance. Strict adherence to Article 14 is required for all resolutions to amend the Bylaws, Standing Rules and Rituals.

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CHAPTER XXXI
FRA EDUCATION FOUNDATION SCHOLARSHIP PROGRAM

Section 3101. Eligibility. Application for an FRA Education Foundation Scholarship may be made if the sponsor is a member in good standing of the FRA, currently or at time of death. Applicants must be FRA members or be the dependent, spouse, child or grandchild of an FRA member in good standing. Non-Member Scholarships: Scholarship awards for: (1) Active Duty, Reserve, Honorably Discharged Veterans, and Retired living members of the United States Navy, Marine Corps or Coast Guard; or (2) Spouses; biological or adoptive children; or biological or adoptive grandchildren of category (1).

Section 3102. Selection. Selections are based on academic records, financial need, extracurricular activities, leadership skills, the specific criteria cited in each scholarship and participation in community activities. In the selection process for FRA Education Foundation Scholarships, the focus is on the applicant not the sponsor.

Initial selection is made by a special committee approved by the National Executive Director. The committee evaluates and reviews the applications and forwards a list of recommended scholarship recipients to the Finance Officer.

The Finance Officer reviews the submissions and verifies membership of FRA sponsored applicants. Finalists are then selected and after approval by the Finance Officer and the National Executive Director the selectees are notified.

Section 3103. Notification. Scholarship recipients are notified in writing, by telephone, and e-mail. FRA only notifies the applicants who have been selected to receive a scholarship. The awards are usually announced by 4 July each year and subsequently published in *FRA Today*.

Section 3104. Information. Information and instructions about the FRA Education Foundation Scholarship program may be obtained at www.fra.org/foundation.

Scholarship applications can be downloaded from the link cited above. The applications are in PDF format, revised annually and are posted on the Internet from 1 September thru 15 April each year.

Requests for FRA Education Foundation Scholarship applications may also be made via e-mail to scholars@fra.org or by calling the National Headquarters at 1-800-FRA-1924.

Scholarship information is included in FRA's resource CD annually distributed to all FRA branches and National Officers.

Section 3105. Deadlines. Applications must be postmarked no later than midnight 15 April to be considered. Scholarship applications postmarked after 15 April are not reviewed or considered. Scholarship awards are announced by 4 July of each year and monies are distributed in mid-August.

Section 3106. Common Reasons for Rejection. Applicants fail to follow the instructions (Part B) or complete the Application (Part A).

In order to be considered FRA must receive: (A) A completed application postmarked no later than midnight 15 April; (B) school academic records; (C) Two recommendations; and (D) the student/applicant essay.

These instructions are clearly stated in Part B (Instructions) and referenced in Part A (Application).

Section 3107. FRA Education Foundation Scholarships. **Schuyler S. Pyle Scholarship**: Spouses; biological, step, or adoptive children; or biological, step, or adoptive grandchildren of FRA members in good standing (deceased or living) and members in good standing of the FRA. **Fleet Reserve Association (FRA) Scholarship**: Spouses; biological, step, or adoptive children; or biological, step, or adoptive grandchildren of FRA members in good standing (deceased or living) and members in good standing of the FRA. **Stanley A. Doran Memorial Schol-**

arship: Dependent children of members in good standing of the Fleet Reserve Association or of a member in good standing at time of death. **Oliver and Esther R. Howard Scholarship**: Dependent children of members in good standing of the Fleet Reserve Association or the Auxiliary of the Fleet Reserve Association or of a member in good standing at time of death. Recipient must pursue a post-high school, undergraduate degree. Awards are alternated annually between female dependents (in even numbered years) and male dependents (in odd numbered years). **Robert W. Nolan Scholarship; Joseph R. Baranski Scholarship; and the Glenn F. Glezen Scholarships**: Preference given to applicants enrolled in courses of study at the post graduate levels. Eligible applicants include spouses; biological, step, or adoptive children; or biological, step, or adoptive grandchildren of FRA members in good standing (deceased or living) and members in good standing of the FRA. **Colonel Hazel Elizabeth Benn, U.S.M.C. Scholarship**: Post-high school freshman or sophomore undergraduate award of $2,000 to an unmarried dependent child of a FRA member in good standing , or a FRA member in good standing at time of death who served or is now serving in the U.S. Navy in an enlisted medical rating while assigned to the U.S. Marine Corps. **Non-Member Scholarships**: Scholarship awards for: (1) Active Duty, Reserve, Honorably Discharged Veterans, and Retired living members of the United States Navy, Marine Corps or Coast Guard; or (2) Spouses; bio-logical or adoptive children; or biological or adoptive grandchildren of category (1).

Section 3108. Award Amounts. **The FRA Award**: $5,000 each award; **The Schuyler S. Pyle Scholarship**: $5,000; **The Robert W. Nolan Emeritus Scholarship**: $5,000; **The Glenn F. Glezen Scholarship**: $5,000; **The Joseph R. Baranski Emeritus Scholarship**: $5,000; **Colonel Hazel Elizabeth Benn U.S.M.C. Scholarship**: $2,000. Depending on funding and monies available amounts and scholarships available may vary from year to year. FRA usually awards $100,000 in scholarships annually.

Section 3109. Other FRA Related Scholarships. The FRA Auxiliary also funds a scholarship program. Information about the FRA Auxiliary Scholarship program can be viewed at: www.la-fra.org (click on the scholarship link). Scholarship applications and detailed instructions can also be downloaded from the link cited above.

FRA's Past Regional Presidents administer a scholarship for students who aspire to further their education in aeronautical engineering or pursue aviation-oriented degrees. These scholarships are funded from the estate of Past Regional President Southeast Walter Beale. Applications for the Walter E. Beale Scholarships are available at www.WalterBeallScholarship.org or by e-mail to info@WalterBeallScholarship.org or by writing to: Walter E. Beale Scholarship, 4911 Fennell Court, Suffolk, VA 23435, Attn: W.R. Holcombe.

Section 3110. Funding. The sources for the funding of FRA Education Foundation scholarships are: 1. Funding included in the annual operating budget or from FRA's Restricted Reserve Fund. 2. Bequests or donations from shipmates, estates, sponsors, FRA Affinity Partners or other interested parties.

Shipmates or branches interested in donating estates or bequeathing money to the FRA Education Foundation Scholarship fund should contact FRA's Finance Officer for details, instruction, and current IRS regulations.

All scholarship monies donated to the FRA are given to students in the form of scholarships. FRA uses no part of any donation for scholarship administration.

Section 3111. 501(c)3 Education Foundation. FRA has established a 501(c)3 Education Foundation. This will allow The Foundation to participate in the Combined Federal Campaign (CFC) and provide an avenue and resource that will allow Shipmates and others to make tax-free donations to the FRA Education Foundation Scholarship Program.

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CHAPTER XXXII
FRA SPONSORED/ENDORSED PROGRAMS

Section 3201. Overview. FRA endorses or sponsors several programs including discounts on services, insurance at competitive rates, employment assistance, etc. for FRA members (some also include dependents and members of the FRA Auxiliary). The programs are offered by FRA to enhance retention of members. Some programs may result in revenue to the FRA which is used to support the FRA's annual operating budget. Participation in any of the programs is by individual member option.

Section 3202. Administration. All programs are administered through contracts between the FRA and the program provider. Where periodic mailings are authorized to FRA members in the contracts, the use of FRA member lists is tightly controlled to prevent unauthorized use or sale to a third party. Telemarketing is authorized on a limited basis in the contract for the FRA Gold and Designer VISA cards only. All programs are listed regularly in quick reference lists published in FRA Today. Information on several of the programs is contained in new member welcome kits. Several of the providers periodically place paid advertisements in *FRA Today*.

Section 3203. Information. Members desiring information or brochures on endorsed programs, having questions about such programs or seeking to resolve a problem, should contact the sponsor through the published 800 number or website for assistance.

Section 3204. Mailings. Some of the sponsors are authorized to make periodic mailings to FRA members. FRA members can notify Headquarters that they do not desire to receive mailings on FRA sponsored or endorsed solicitations, and their FRA member file marked they do not receive mailings in the future.

Section 3205. Complaint. Comments and complaints concerning FRA endorsed or sponsored programs should be directed by mail to the FRA National Headquarters, 125 N. West Street, Alexandria, Virginia 22314-2754 or by telephone to 800-FRA-1924 or 703-683-1400. Every effort is made by the National Headquarters' staff to resolve all problems or complaints received through the account representatives for the program provider. In addition, complaints and problems are tracked and tallied by the National Headquarters in the event action is necessitated by the National Board of Directors or annual national convention regarding a particular mailing/solicitation.

Section 3206. FRA Insurance Plans. As a retired or active duty FRA member, you are eligible for participation in FRA-sponsored insurance programs. Each plan offers excellent coverage at affordable group rates. Request information regarding the plans of your choice through this website, or call Toll Free 1-800-424-1120.

Section 3207. FRA Dental Plan. The FRA Dental Plan is essential dental insurance coverage available to FRA Members and their families. For information regarding the FRA Dental Plan, call 1-800-522-1857.

Section 3208. FRA Education Foundation Scholarship Program. College scholarships for FRA members, their dependents and grandchildren. Call 1-800-FRA-1924 for information and eligibility.

Section 3209. GEICO Insurance. Provides affordable auto insurance protection for your automobile. Auto premiums are discounted for FRA members in many states. Call 1-800-MILITARY (1 800-645-4827).

Section 3210. FRA Platinum & Designer MasterCard. FRA has a partnership with USAA to offer a unique co-branded credit card to FRA members. The FRA USAA Rewards World MasterCard ® credit card is now available to qualified FRA members and will help support various FRA programs.

Section 3211. Navy Times. FRA members qualify for a special subscription rate by calling 1-800-368-5718 to start your subscription. FRA members are given a discount code. Use FRA's priority code number 1516N3.

Section 3212. Avis Car Rentals. With great discounts and the highest levels of service, there's never been a better reason to rent with Avis! Discount code number: AWD#T867500.

Section 3213. Hertz Car Rentals. Special U.S. Government rates on car rentals are extended to FRA members. These rates are usually the lowest rates available. FRA members are given a discount code. To make reservations, call 1-800-654-6511 and mention your FRA discount number CDP#332104.

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CHAPTER XXXIII
FRA'S NATIONAL HEADQUARTERS

Section 3301. Location. FRA's National Headquarters is located on the Southeast corner at the intersection of Cameron and N. West Streets in the "Old Town" area of Alexandria, Virginia. Several hundred associations including several military associations have headquarters or principal offices in the City of Alexandria, Virginia. FRA's building is located one mile west of the Potomac River, six miles southwest of the U.S. Capitol, and five miles south of the Pentagon. Congressional offices, military offices and government offices are readily accessible by automobile or metro rail from the King Street Metro Station (four blocks west of the National Headquarters) or the Braddock Metro Station (six blocks north of the National Headquarters).

Section 3302. Building. FRA's building and land was purchased following authorization by the 63rd National Convention in September 1990. The building was purchased on October 24, 1990 using FRA's investment funds and a loan from Consumers United Insurance Company (CUIC). The building has 18,000 square feet of floor space on three floors and 36 parking spaces on the property.

Renovations and improvements were made to the then five year old building. Modern furniture and equipment were purchased and installed. Equipment included updating the in-house computer network, modern mail room equipment, and various other equipment to assist in performance of the tasks required. Flag poles with yardarms face N. West Street on the North and South sides of the building and "Fleet Reserve Association" appears in large letters on both sides and the front of the building. The National Headquarters' Staff moved in on April 29, 1991.

The FRA's historic National Executive Office's building at 1303 New Hampshire N.W., Washington, D.C., owned and occupied since 1956 was sold in 1991 and the proceeds applied to retire part of the loan obtained from CUIC. The remainder of the loan was paid off in 1993 using FRA's investment and general funds.

Section 3303. Building Utilization. The first floor of the building consists of: (1) A quarterdeck featuring a flag display, the large "Homecoming Statue" (Plaster sculpture that was sculpted prior to the bronze Homecoming Statue on display at the U.S. Navy Memorial.) mounted on teak wood decking from the USS Langley, Navy, Marine Corps, and Coast Guard Emblems, and a large picture of the Great White Fleet at Philadelphia; (2) A large room on the north side which contains the Member Service Center with four work stations, numerous large file cabinets, an equipment room, and a large storeroom for member dues notice supplies; (3) A spacious storage room is on the south side, adjacent to a large mail room equipped with postage scales, postage meters, paper - folders, collators, hole punchers, and staplers. Accessible from the outside is an electrical room and a trash room; and indented into the first floor at the back of the building are eight covered parking stalls including two handicapped parking spaces. One space has been closed in as a garage for FRA's van which is used primarily for mail runs to the post office.

The second floor accommodates: The executive offices, administration, finance, membership development, database manager, a large conference room (with sound, video tape (VHS), slide, view graph, and cable TV audio-visual capabilities), a staff conference room, and a library.

The third floor accommodates the marketing/communications department, legislative service offices, veterans affairs, IT manager, storage rooms, a FRA Auxiliary office, a staff kitchen and lunch room, a museum, an employee shower room, and space for future expansion. The third floor lobby features a copy of the "Guardian of Freedom" statue that is part of the Beirut Memorial located in Jacksonville, North Carolina, just outside of the Camp Lejeune Marine Corps Base.

The building is fully handicapped accessible. It has a central elevator and dual stairwells behind the elevators that serve all three floors. Men's and women's restrooms are located on each floor. The building has been decorated throughout with Navy, Marine Corps, Coast Guard pictures, knot boards, plaques given to FRA, and various other FRA related items.

Section 3304. Working Environment. The offices were furnished with work stations so that every staff member has ample work space and a comfortable and serviceable desk chair. Each office has a telephone system with numerous capabilities, a computer that accesses the in-house network, convenient printers, and ample file and storage space. Every effort is made to ensure that each staff member has the equipment needed to best perform his/her duties. Most offices are spacious.

Section 3305. Employee Compensation Package. The FRA employee compensation package includes salary, medical insurance, dental and vision insurance, long and short term disability insurance, group term life insurance, annual leave, sick leave, voluntary participation in a 401(k) plan, a retirement plan, and parking. The following is a brief outline:

- Elected National Officer. The annual salary of the National Executive Director is set by the National Board of Directors within a maximum amount established by delegates to the Annual National Convention after they consider a figure proposed by the Budget and Finance Committee in the annual operating budget.

- Staff Salaries. The National Executive Director establishes trial and base salary scales for administrative employees using data from an annual survey of Washington, D.C., area association salaries. The National Committee on Budget and Finance reviews the salary line item(s) annually and forwards any recommendations for changes to the annual national convention for approval. The salary scales are utilized by the National Executive Director when hiring new employees.

Annually employee salaries are increased based on the projected cost of living, length of employment and merit (performance). Annually the National Executive Director submits a budget request to the National Committee on Budget and Finance for funds to pay salaries and to provide appropriate salary increases. The National Convention Committee on Budget and Finance then submits an amount in the annual operating budget in the line item Administrative Employee Salaries to the annual national convention for approval. Individual salaries are privileged information generally known only to the employee, the National Executive Director and those directly involved in processing the payroll.

Medical Insurance. Employees who are retired military are provided with the Tricare (retiree) supplemental health insurance (in and out patient without deductible). Other employees are provided with a health care plan (Optimum Choice Preferred Plan (HMO type Plan) that has co-payments.

- Dental and vision insurance is provided to employees at no cost. There is a cost involved for dependents.

- Each employee is provided with a group term life insurance policy at no cost – employee amount 1x base salary (Maximum $50,000). In the event of an employee's death, this insurance will provide assistance with funeral costs and other exigencies.

- Short Term Disability: Pending approval by the insurance carrier, employees are eligible from the fifteenth consecutive day of disability – compensation at 60% of base weekly salary, maximum benefit – through the 91st day (or 11 weeks).

- Long Term Disability: Pending approval by the insurance carrier, employees are eligible after short term disability coverage ends. Compensation at 60% of base monthly salary – maximum benefit to Social Security retirement age.

- Annual and Sick Leave. Employees are provided with annual and sick leave as set forth in the FRA Employee Handbook.

- Retirement Plan. FRA employees are provided with a modest employer provided retirement plan. An employee is not vested in the plan until they have been employed for five years.

- FRA employees may also participate in the FRA 401(k) plan.

- Parking. On property parking is provided to all employees.

Section 3306. Employee Workweek. All of FRA's full time employees work a forty-hour week (five days times eight hours) with a 30 minute lunch break. Staff hours are standardized from 0800-1630. The consistent time – coupled with extended Member Service Center hours from 0800-1730 (one Member Service Center staff member works from 0900-1730) – eliminates confusion about who is on what schedule and enhances productivity. FRA's National Headquarters is closed on all public holidays and public holidays are observed as non-work days by all employees. FRA has no full time or part time employees employed at any location other than the National Headquarters in Alexandria, Virginia.

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CHAPTER XXXIV
NHQ POSITIONS AND FUNCTIONS

Section 3401. Positions. The FRA's National Headquarters is staffed by two salaried national officers, seventeen full-time employees, and three part-time employees. When possible, FRA members are hired for the National Headquarters' staff positions.

NATIONAL OFFICERS

Section 3402. National Executive Director. The managing officer of the FRA National Headquarters is elected by the delegates at a national convention for a three year term. Duties are outlined in Section 808, C&BL, FRA and include major functions as (1) Administration and management of the National Headquarters; (2) Chief assistant to the National President and National Board of Directors in carrying out the administrative duties of their office; and (3) Chairman of the National Committee on Legislative Service in implementing and carrying out legislative programs.

Section 3403. Finance Officer. The finance, disbursing, purchasing and contracting officer for the Association is hired by the National Executive Director with the approval of the National Board of Directors. Duties are outlined in Section 809, C&BL, FRA and major duties are FRA treasury management functions, which include: (1) Financial management, analysis, reporting and maintenance of financial records; (2) Budgetary analysis, maintenance and revenue forecasting; and (3) Providing branch supplies. Acting manager of the National Headquarters in the absence of the National Executive Director.

ADMINISTRATIVE DEPARTMENT

Section 3404. Director, Administration. Manages the administrative functions of the National Headquarters, maintains oversight over Administrative Department staff, and serves as the executive assistant to the National Executive Director. Responsibilities include management of incoming and outgoing correspondence, communications, and reports; administration of files and records; management of word processing system; preparation of personal correspondence, serial letters, memorandums, National Board of Directors Resolutions, and major communications for National President, National Vice President, National Executive Director, and Finance Officer; prepares reports and documents for national convention; manages national offices' telephone system; and manages national offices' security system.

Section 3405. Administrative Supervisor. Supervises the administrative functions of the National Headquarters and serves as principal assistant to the Director, Administration. Acknowledges all endorsements to nominating resolutions; processes condolence letters; oversees staff correspondence; arranges all administrative and clerical support; handles National Executive Director's appointment schedule; and edits the *FRA Today* TAPS and Reunion Column.

Section 3406. Administrative Receptionist. Supports and assists Administrative Supervisor in above described duties; answers telephone calls, provides service to callers, or routes the call to other staff members, while taking on varying tasks related to all departments as needed

Section 3407. Scholarship Administrator. Part-time position, responsible for managing the FRA's Scholarship Program and coordinating production of FRA's annual Resource CD.

MARKETING/COMMUNICATIONS DEPARTMENT

Section 3408. Director, Marketing/Communications. Responsibilities include: Managing communications department, including public relations functions, *FRA Today, OnWatch*, social media, and fund raising and marketing. Additionally, serves as manager of affinity partner programs and facilitates and assists with National Convention support such as: signage; coordination of workshops; publications; and sponsorship acquisition. Also manages web site and content therein and works closely with Database Manager and department heads on iMIS functions and data analysis.

Section 3409. Communications Manager. Resource for branches interested in planning and conducting public relations programs designed to create and maintain favorable public image for the FRA. Position is writer for FRA's quarterly active duty and reserve publication *On Watch*, which can be found at www.fra.org/onwatch. Writes feature stories and prepares news releases, speech scripts, is principle liaison with media outlets, and manages FRA media list.

Section 3410. Call Program Representative. Part-time position, contacts non-renewing and new FRA members in conjunction with the Association's Calls Program and records data in the FRA IMIS System.

IT SECTION

Section 3411. Database Manager. Part-time position, responsible for overseeing extensive NHQ database, collaborating with internal and external business teams to drive leading-edge database mining, marketing analysis and other high-value marketing reporting. Provides services that include campaign measurement and analytics, data management and reporting, and other statistical research, analysis and reporting as required for the Marketing/Communications and Member Services Departments.

Section 3412. Database Support Specialist. Manages FRA's in-house computer network (LAN) (excepting software programs directly relating to membership and the website); responsible for maintenance on workstations and servers; maintains back-up files; supports system security, maintenance contracting; and is responsible for the movement, installation and configuration of NHQ PCs, printers, servers and their operating systems (excepting hardware solely relating to iMIS). Arranges or provides audio visual support for FRA meetings, programs and seminars.

MEMBERSHIP DEVELOPMENT DEPARTMENT

Section 3413. Director, Membership Development. Manages the development of membership and retention programs for the Association including awards and detailed quarterly reports. Coordinates programs to increase membership and retention, helps coordinate solicitations of prospective members, develops copy for marketing brochures. Chairs the National Committee on Membership and Retention and is the day-to-day manager of the programs established by this committee. Oversees the day-to-day operation of the Member Service Center and associated staff.

Section 3414. Member Service Supervisor. Responsible for the administration and supervision of the FRA Member Service Center. Additional duties include developing Standard Operation Procedures (SOPs) for the iMIS system, providing guidance to members on website log-on procedures, preparing the annual schedule for mailing branch reports and processing of same, reviewing integrity reports to ensure accuracy in membership data and scheduling periodic staff meetings with member Service Representatives.

Section 3415. Member Service Representatives. Two positions that process member address changes, branch transfers, death notices, and activating widow's/widower's *FRA Today* subscriptions. Duties include verifying daily dues payment transactions, researching correct addresses for returned mail, researching and answering telephone inquires, mailing membership cards as well as renewal notices, entering life membership data, process donations to FRA's fund raising program through use of the scanner and printing monthly branch reports.

OUTREACH SECTION

Section 3416. Outreach Manager. Manages the Association's Outreach Program. Enhances communications and awareness of the association to help increase membership by contacting and establishing working relationships with Fleet, Force, Command and/or other active and reserve Master Chiefs and Sergeants Majors. Targets fleet concentration areas for retiree, active duty, symposiums, and reunions. Establishes partnerships with Family Service Centers, TAP Class and GMTs. Establishes a working relationships with local branches, base commander and/or their senior enlisted leadership. Also serves as the Association's Health Care Advisor and a member of the FRA's Legislative Team.

Section 3417. Mail Clerk. Manages the mail room operation that includes: Pick up and deliver mail; affix postage with meters, refill meters, maintain fiscal records; operate electronic collators, folders, staplers, inserters and other equipment for mailings. Responsible for mailing monthly Branch Reports, FRA information brochures and displays. Collateral duties include driving the FRA van and assisting with routine building maintenance.

FINANCE DEPARTMENT

Section 3418. Senior Accountant. Principle deputy to the Finance Officer for financial management and the day-to-day compilation, analysis, recording and reconciliation of financial data.

Section 3419. Junior Accountant. Prepares and applies member dues and other cash received to cash receipt journal , and makes deposits. Processes accounts receivable journals, and invoices for branch supplies and *FRA Today* billings. Assists Senior Accountant in accounts payable and other day-to-day tasks.

LEGISLATIVE SERVICE DEPARTMENT

Section 3420. Director, Legislative Programs. Position is a lobbyist and program director for legislative and policy matters associated with military compensation, benefits, health care and quality of life programs with the Department of Defense, Department of Veterans Affairs, Department of Homeland Security and the U.S. Congress. Researches, analyzes, and formulates FRA position on legislative proposals. Tracks legislative action in the Congress, prepares Congressional testimony, manages web site Action Center, prepares correspondence on legislative issues and writes articles for publications. Liaisons and lobbies Department of Defense officials, Sea Services Officials, and Congressional staff in conjunction with FRA's Legislative Agenda.

Section 3421. Assistant Director, Legislative Programs. Position that supports and assists Director, Legislative Programs in above described duties. Also speaks to Sea Services personnel, coordinates invitation lists for Association sponsored events on Capitol Hill and escorts Sailors of the Year, Recruiters of the Year, and Enlisted Persons of the Year on Capitol Hill tours in conjunction with Association outreach initiatives.

Section 3422. National Veterans Service Officer. Serves as the National Service Officer with the Department of Veterans Affairs for the Association. Provides information on VA programs and assists with claims, hearings, and appeals of eligibility for veterans benefits. Oversees the Association's VSO program and the FRA's VAVS Program. Provides information and assistance with veterans benefits and retired pay problems.

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CHAPTER XXXV
ARMED FORCES RETIREMENT HOME

Section 3501. Location. The Armed Forces Retirement Home (AFRH) is available to military retirees. The former United States Naval Home in Gulfport, Mississippi, was severely damaged due to Hurricane Katrina in 2005 and is currently closed. The Armed Forces Retirement Home, formerly the United States Soldiers' and Airmen's Home, is located in Washington, D.C.

Section 3502. Eligibility. Persons eligible to be residents are those who served as members of the Armed Forces, with at least one-half of service not being active commissioned service (other than as a warrant officer or limited duty officer) and are: (1) 60 years of age or over; and (2) were discharged or released from service in the Armed Forces under honorable conditions after 20 or more years of active service. Other categories of disabled or incapacitated veterans may also be eligible for residence. Applicants must be capable of caring for themselves at the time of admission as a resident.

Section 3503. Residence Fees. Residents of the Armed Forces Retirement Home pay a portion of their retired incomes to reside at the home. The amount is much less than that normally paid at a normal community retired residence. Once accepted residents may reside at the AFRH for the rest of their life, as the home offers assisted care for those residents who become unable to care for themselves.

Section 3504. Applications/Information. The AFRH is nestled on 272 acres in the heart of our nation's capital, just minutes from the White House, U.S. Capitol and other national landmarks. The Home once housed four U.S. Presidents, including Abraham Lincoln. Considered a city within a city, the campus features everything residents need for daily living: 1021 private rooms for independent living equipped for cable television and telephone, banks, chapels, a convenience store, post office, laundry, barber shop and beauty salon, dining room, and 24-hour security and staff presence.

For application and information contact:

> Public Affairs Officer
> Armed Forces Retirement Home
> 3700 N. Capitol St. NW
> Washington, DC 20011-8400
> Telephone: 1- 800-422-9988.
>
> Or visit www.afrh.gov.

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CHAPTER XXXVI
RECORDS RETENTION TIME PERIODS

Section 3601. Records Retention Time Periods. This chapter provides guidelines to FRA branches regarding record retention, including the length of time records should be kept.

- Accident reports and claims (settled cases) – 7 years.
- Accounts payable ledgers and schedules – 7 years.
- Accounts receivable ledgers and schedules – 7 years.
- Audit reports and accountants – permanently.
- Bank reconciliations – 1 year.
- Cash books – permanently.
- Charts of accounts – permanently.
- Checks (canceled, but see exception below) – 7 years.
- Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts, etc.) – (checks should be filed with the papers pertaining to the underlying transaction) – permanently.
- Contracts and leases (expired) – 7 years.
- Contracts and leases still in effect – permanently.
- Correspondence (routine) with members or vendors – 1 year.
- Correspondence (general) – 3 years.
- Correspondence (legal and important matters only) – permanently.
- Deeds, mortgages, and bills of sale – permanently.
- Depreciation schedules – permanently.
- Duplicate deposit slips – 1 year.
- Employee personnel records (after termination) – 3 years.
- Employment applications – 3 years.
- Expense analysis and expense distribution schedules – 7 years.
- Financial statements (end-of-year, other months optional) – permanently.
- General and private ledgers (and end-of-year trial balance) – permanently.
- General electronic mail – 2 weeks.
- Insurance policies (expired) – 3 years.
- Insurance records, current accident reports, claims, policies, etc. – permanently.
- Internal audit reports (in some situations, longer retention periods may be desirable) – 3 years.
- Internal reports (miscellaneous) – 3 years.
- Inventories of products, materials, supplies – 7 years.
- Invoices to customers/branches – 7 years.
- Invoices from vendors – 7 years.
- Journals – permanently.
- Minute books of National Board of Directors, including C&BL, and charter – permanently.
- Notes receivable ledgers and schedules – 7 years.
- Option records (expired) – 7 years.
- Payroll records and summaries, including payments to pensioners – 7 years.
- Petty cash vouchers – 3 years.
- Physical inventory tags – 3 years.
- Plant cost ledgers – 7 years.
- Property appraisals by outside appraisers – permanently.
- Property records, including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints, and plans – permanently.
- Purchase orders (except purchasing department copy) – 1 year.
- Purchase orders (purchasing department copy) – 7 years.
- Receiving sheets – 1 year.
- Requisitions – 1 year.
- Sales records – 7 years.
- Savings bond registration records of employees – 3 years.
- Scrap and salvage records (inventories, sales, etc.) – 7 years.

- Stenographer's notebooks – 1 year.
- Stock and bond certificates (canceled) – 7 years.
- Stockroom withdrawal forms – 1 year.
- Subsidiary ledgers – 7 years.
- Tax filings – permanently.
- Time books – 7 years.
- Trade mark registration – permanently.
- Voucher register and schedules – 7 years.
- Vouchers for payments to vendors, employees, etc. (includes allowances and entertainment expenses) – 7 years.

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CHAPTER XXXVII
E-MAIL ADDRESS POLICY

All member information, including e-mail addresses are to be considered confidential records and kept as such by the Fleet Reserve Association ("FRA") and its branch and regional leaders. The purpose of this policy is to ensure the proper use of FRA member e-mail addresses by FRA staff, branch, branch leaders and FRA membership ("Covered FRA individuals"). If there is evidence that Covered FRA individuals are not adhering to the guidelines set out in this policy, FRA reserves the right to take disciplinary action (up to and including removal from the membership) or legal action. If you have any questions or comments about this E-mail Address Policy, please contact FRA National Headquarters.

1) All member e-mail addresses are confidential member information and shall not be disclosed to third parties. If Covered FRA individuals send an e-mail communication to more than one member, the sender must take all precautions to ensure that member e-mail addresses cannot be seen by other recipients of the e-mail communication through the use of blind carbon copy distribution lists.

2) The use of member e-mail addresses by Covered FRA individuals shall be permissible for the purposes of communicating association business and activities to the membership. Covered FRA individuals may not use member e-mail addresses for sending e-mail communications for their own personal commercial interests or for third party commercial interests.

3) It is strictly prohibited for Covered FRA individuals to use member e-mail addresses for the purposes of:

    - Sending or forwarding e-mail communications containing libelous, defamatory, offensive, racist or obscene remarks.
    - Sending or forwarding e-mail communications containing materials that infringe the intellectual property rights of others.
    - Forwarding a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
    - Forging or attempt to forge e-mail messages, or disguise or attempt to disguise their identity when sending e-mail.

Declaration

By virtue of joining the FRA, I agree to comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

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