

NARFE AMS Search: Who is a Member?

1/27/2020

by Dorothy Creswell, Configuration Advisory Board Chair

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In the NARFE Association Management System, federation officers may use the “Federation Search” function. It is one of the six functional tabs on the federation dashboard in the Officer Portal.



The search screen lets you use ID, part of the last name, first name, city, congressional district and whether a member or not. The option to limit by a date of death range is yet to be implemented.

Using the member number is the fastest and most reliable way to search. Some officers are more comfortable using first and last name. If you use first and last name, realize you may find the same person multiple times, once as the current member and several other entries when they were a prospect, or other people with the same name. Also, realize the person you know as Dick may be Richard on the system, and Jo Ann may be Joann.

A screenshot of the 'Federation Search' form. The title 'Federation Search' is at the top left. Below it are two rows of input fields. The first row contains 'First Name', 'City', 'Date of Death After' (with a calendar icon), and 'ID'. The second row contains 'Last Name', 'Congressional District', 'Date of Death Before' (with a calendar icon), and 'Member' (with radio buttons for 'Yes' and 'No'). At the bottom left are two buttons: 'Search' (blue) and 'Clear Filters' (grey).

Some officers are not sure which of the members displayed as a search result are members of NARFE, and which of those are chapter members. The search displays a column “Member”. If it is “Yes” they are a member of NARFE, otherwise they are not. For a member, if chapter information is displayed under “Chapter” they are a member of that chapter. NARFE national bylaws require a member to pay national dues before they may join a chapter.

On the next page is a sample of search output.

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Oklahoma Federation search run on the last name "Brooks."

Name	ID	Chapter	Member	Join	Expire	Type	Category	City	State	Zip
Brooks, E	104	2351 SOONER	Yes	1	7/2001	12/31/2	Annuitant	DW Mont	Okmulgee	OK 745
Brooks, E	103		No			Annuitant		Lawton	OK	735
Brooks, Ji	101		Yes	2	7/1993	07/31/2	Annuitant	One Year	Mustang	OK 730
Brooks, Ji	104	2351 SOONER	Yes		12/07/2001	12/31/2	Annuitant	DW Mont	Okmulgee	OK 745
Brooks, Li	110		No	3		Annuitant		Lawton	OK	731
Brooks, M	570		No			Annuitant		Gore	OK	744
Brooks, R	106	1248 AMARILLO	Yes	4	5/2004	06/30/2	AE (Active I	One Year	Clinton	OK 736

1. Member #1 is a member of **Oklahoma** Chapter 2351 and a NARFE (Member = "Yes").
2. Member #2 is a member of NARFE (Member = "Yes") as a National-only member (no chapter displayed).
3. Member #3 is not a member (Member = "No"). They are either a prospect, or a prior member who was dropped.
4. Member #4 is a member of NARFE (Member = "Yes") and of **Texas** Chapter 1248 Amarillo-Palo Duro. His mailing address is in Oklahoma and he is included in the Oklahoma Federation search output, but he will not be in any Oklahoma Federation member list displays or downloads. A Texas Federation officer will not find him with the Texas Federation search, but his record will be included in member list displays and downloads. We believe this is a bug, but this is the way the AMS system works.