

## **FL 1450 Procedure for Processing New Member SF-1187 Forms**

**Upon receipt of a new SF1187, the NFFE 1450 representative (Steward, Chief Steward, Board member, etc.) holding the signed form follows the following process:**

1. Checks that the SF1187 (Membership Form) reflects the correct dues amount and is filled out correctly by the new member. Note: The form must include the personal cell phone number and personal email address for contacting the member using non-government equipment.
2. Adds their signature, title, and date to the SF1187 form and sends a copy electronically to Regional Chief Steward and President

### **Regional Chief Steward Processing Responsibilities**

1. Sends a copy electronically to:  
Chief Steward of the duty station of the new member,  
Communicator  
Recording-Secretary  
Treasurer  
Local President  
Conductor Sentinel
2. Forwards the completed SF-1187 to NFFE national ([newmember@nffe.org](mailto:newmember@nffe.org)), HUD HR and the Local's Business Representative for processing.
3. Adds the new member to internal distribution list that includes home email addresses and phone numbers.
4. Files the SF-1187 form onsite in the official union "new member records" folder.

### **Conductor Sentinel Responsibilities**

1. Inputs the new member data in the membership database.
2. Obtains updated membership database from HR monthly.

3. Each month, replaces updated membership database on the shared drive.

### **Communicator Responsibilities**

1. Inputs the new member data onto the Communicator distribution list.

### **Chief Steward Processing Responsibilities**

1. Adds the new member to their internal distribution lists for notices about local issues and membership meeting invites.
2. Files the SF-1187 form in their “new member records” folder.

### **Recording-Secretary Processing Responsibilities**

1. Keeps a copy of the SF-1187 in their “new member records” folder.
2. Ensures that the new member receives a new member welcome package
3. Adds the new member to the Membership Report for the next General Membership Meeting and Board Meeting.

### **Treasurer Processing Responsibilities**

1. Keeps a copy of the SF-1187 in their “new member records” folder.
2. Ensures that HUD National remittance sheets properly reflect the new member per LMA Article 5 requirements.
3. If not on remittance sheets, advises Local President of situation.

### **Local President Responsibilities**

1. Takes over all responsibilities of Regional Chief Steward when Regional Chief Steward is out of office.