



Meeting with Your Members of Congress and Staff via Phone or Zoom

1) Prepare

- 1) Do your research!
- 2) Know the issue you wish to discuss or the action you want the legislator to take. You can view FMA's 2021 Issue Briefs at <https://fedmanagers.org/Issue-Briefs>. Include a few compelling facts or personal anecdotes to educate them and help convince them to take action.
- 3) Know the member's voting record, general views on federal employees, committee assignments

2) Identify yourself and ask for a legislative assistant

- 1) Identify yourself as a constituent. Briefly state your background and ask to speak with the staffer responsible for government employee issues.

3) Be simple and concise

- 1) Keep the message simple and concise. State your issue and why it is important to you. Personalize meeting with real life examples.
- 2) Back up your point with facts and how it impacts you or your agency. Finally, state your goal, such as asking the legislator's support or opposition on a bill.
- 3) Try to find personal ties and other ways to bond

4) Be respectful, courteous, and thankful for their time

- 1) Project a positive image and be respectful. FMA is proudly non-partisan, and we pursue a conversational, not confrontational tone.
- 2) Keep politics out of discussion
- 3) Do not talk about elections/campaign contributions

5) Request Action

- 1) Ask them to introduce or co-sponsor legislation
- 2) Ask them to support or oppose legislation

6) Say Thank You!!

You can find your representative by typing in your zip code at www.house.gov, and you can find your senators by locating your state at www.senate.gov.

Common Day on the Hill Scenarios

Meeting 1	Legislator / Staff Reaction	Your Response	Other Suggestions
Educational / Non-Committal Familiar with FMA Very common meeting	Legislator / staff listen carefully and ask few or no questions. "I'll think about what you said." "I'll share this with the Senator."	Allows you to tell your story and express your opinions. Try to get specific feedback or comments.	Ask questions to find out what could influence a decision. Does the legislator know how this issue impacts their district, state, community or installation?

Meeting 2	Legislator / Staff Reaction	Your Response	Other Suggestions
Educational / Non-Committal Not familiar with FMA	Legislator not on relevant committee or unaware of issue. "I'm new" "I don't know much about federal employees	Provide additional context; Who FMA is and what we do, information about your agency/mission. Introduce issue(s) in general terms; why it's important	Describe the roll the installation/agency provides in their district or in broader context. Encourage questions.

Meeting 3	Legislator / Staff Reaction	Your Response	Other Suggestions
Friend or Champion	Upon introducing the issue, the legislator or staffer agrees with you. "We agree. We support this. We've cosponsored, voted in favor, etc."	Say, "Thank you!!" Briefly talk about positive aspects, and ask them to work with other members of Congress to secure further support.	Tell them the FMA National Office will be in touch with them for any follow-up. They will likely be excited to hear of formal support from FMA.

Meeting 4	Legislator / Staff Reaction	Your Response	Other Suggestions
Foe (for now)	Upon introducing the issue, the legislator or staffer disagrees with you. "That's not my (our) position. We oppose this. We are against this."	Be understanding; Try to determine why the legislator's position conflicts. Respectfully share your story, how it impacts you.	Most common rationale: <ol style="list-style-type: none"> 1. Unions are opposed 2. \$\$\$ Try to find common ground and/or compromise