

NOW HEAR THIS! NOW HEAR THIS!

Important information Concerning USPS Merit Marks 2016

Commanders:

Making recommendations for merit marks for your members is one of the most important duties of a Commander. If you have a Merit Mark Chairman who prepares the recommendations for you, have him/her read this information. The Merit Mark year is from 1 January to 31 December. The next page lists three important steps for a successful submission. To assist you in this process, USPS provides computer based Merit Mark processing through the DB2000 software. As you know, DB2000 is the USPS squadron management software application that also includes membership management tools of special interest to squadrons and districts. It is available free via the USPS web site, http://www.usps.org/national/itcom/html/usps_software.html.

DB2000 makes your Merit Mark preparation task simpler by generating required cover sheets and other forms necessary for merit mark submission. The software is designed to print a special "index" sheet for HQ (Form M/M81AC) copy that lists only the names and certificate numbers for those members being recommended. This saves on paper and postage.

DB2000 provides an electronic method for submitting your merit mark recommendations. Many squadrons are *using* this method since it will *save* you more paper and postage. When you have finished reviewing the recommendations, using the special password given only to the Commanders, click on the "**SUBMIT**" button and everything on your part is completed. You should print out one copy for your own records in case any questions arise later. *The electronic method is the fastest way to process Merit Marks for your squadron or district.*

We encourage you to use the DB2000 software.

REMEMBER, 15 NOVEMBER 2016 IS THE DEADLINE FOR YOUR ORIGINAL MERIT MARK SUBMITTAL

In order to make the Merit Mark process easier to understand, the Area Monitors have developed a synopsis of the material covered in Chapter 16 of the Operations Manual, as well as a brief criteria of various squadron and district activities that would qualify a member for a Merit Mark. We hope that this material will make your job easier.

Earlier submittals are encouraged. Merit Mark certificates issued by headquarters may be delayed several months if your recommendations are postmarked after 15 November. You may prepare Supplementary Recommendations for members who perform substantial work after your Original Recommendations have been made or for those who may have been overlooked. If you have any questions, please feel free to call upon your Area Monitor for assistance.

**P/C/C L. M. Barnes III, SN
Chairman of the Area Monitors**

THREE STEPS FOR MERIT MARK SUBMITTALS

READ

Read Chapter 16 in the Operations Manual and Article 14 in the USPS Bylaws

Merit Mark chairmen should also read Chapter 16 and Article 14.

The computer software has help features with suggestions.

MAKING RECOMMENDATIONS

It is **the commander's responsibility** to review and approve all recommendations whether prepared by the commander or by a merit mark chairman.

Give your merit mark chairman all the forms and instructions including this notice and future correspondence received from Area Monitors.

Don't recommend yourself. District Commanders recommend Squadron Commanders. The National Executive Officer recommends District Commanders.

Merit Marks are awarded for the calendar year (1 Jan to 31 Dec). *Only work done in that year may be used in the recommendation.*

It is **very important** to use the correct certificate number for each recommendation. It is the key used by Headquarters to process the merit mark.

All recommendations must include a signed cover sheet, form M/M81C, attached to each set of recommendations. The "C" following the form number indicates computer generated. The electronic submittal does not require a signed cover sheet; the special password used by the commander to submit the recommendations indicates his certification.

THE ELECTRONIC MERIT MARK SUBMITTAL METHOD IS THE PREFERRED METHOD