

NOW HEAR THIS! NOW HEAR THIS!

Important Information Concerning USPS Merit Mark Submission

Preparing merit mark recommendations is one of the most important duties of a Commander. This page lists three important steps for a successful submission. To assist you in this process, **USPS provides computer based merit mark processing through the new DB2000 software**. As you know, DB2000 is the new USPS squadron management software application that also includes membership management tools of special interest to squadrons and districts. It is free via the USPS web site: http://www.usps.org/national/itcom/html/usps_software.html and is also available on CD from USPS Headquarters for the cost of shipping and handling charges. Note that earlier USPS Merit Mark software releases are no longer available through Headquarters.

You are encouraged to use the DB2000 software. Computer printouts generated by other software will not be accepted *with the exception of those generated by older versions of USPS Merit Mark software (Version 3.XX)*. Otherwise, you must use the pre-printed multi-colored Merit Mark form (three part carbon sets) from HQ.

REMEMBER, 15 NOVEMBER IS THE ANNUAL DEADLINE FOR ORIGINAL MERIT MARK SUBMISSIONS
--

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 who may have been overlooked. If you have any questions, please feel free to contact your Area Monitor for assistance.

THREE SIMPLE STEPS TO SUCCESSFUL MERIT MARK SUBMISSIONS

1. READ

- a. Review Chapter 16 in the Operations Manual and Section 14 in the USPS Bylaws. Merit Mark chairmen should review this info as well. In addition, DB2000 has a "help" feature with useful tips and suggestions.

2. MAKE RECOMMENDATIONS

- a. Don't recommend yourself. District Commanders recommend Squadron Commanders and the National Executive Officer recommends District Commanders.
- b. Merit Mark Preparation. Please type or print your merit mark recommendations. This will result in faster Area Monitor review.
 - i. If you elect to **handwrite** your Merit Mark recommendations, use the pre-printed USPS Merit Mark forms obtained from Headquarters, or
 - ii. Use **USPS DB2000 software** to make your Merit Mark preparation task simpler. DB2000 will generate the required cover sheets and other necessary forms for merit mark submission. Using this software application will also help you avoid some of the more common submittal errors. The software is designed to print an "index" sheet for HQ (Form M/M81AC) that lists only the names and certificate numbers of those members being recommended. Headquarters does not require the supporting detail of your recommendations which saves on paper and postage.
- c. Ensure that you have the correct certificate number for each recommendation. The certificate number is the key used by Headquarters for processing merit mark submissions. If member certificate numbers are in doubt, contact Headquarters and request that a list of members and certificate numbers be sent to you.
- d. It is the commander's responsibility to review and approve all recommendations whether prepared by the commander or by a merit mark chairman.
- e. Provide your Merit Mark Chairman with all the forms, software, and instructions including this notice well in advance of the annual Merit Mark submission deadline (15 November).
- f. Remember that Merit Marks are awarded by calendar year (1 January to 31 December)
- g. 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.

3. MAILING YOUR MERIT MARK RECOMMENDATIONS

- a. Keep the "Originator's" copy for your records then collate and mail all three (3) sets to your Area Monitor. If you use the older three part forms, do not separate and collate carbon sets.
- b. Verify your area monitor's name and address on the enclosed list.
- c. Use First Class mail only. Do not use any delivery system that requires a signature to be delivered.