



United States Power Squadrons Educational Department

Date: February 23, 2007

Subject: **Consolidated Educational Department Report**

Executive Summary

The 2006 Education Year (ending 30 June) has been a transitional period for USPS. We managed to slow the rate of decline in public boating courses largely due to the National Safe Boating Week campaign that we conducted in May 06. We also incurred another increase in member course attendance due to the new *Piloting* and *Advanced Piloting* courses. Unfortunately, overall USPS membership continues to decline at a rather steady rate.



Our mission going forward is to reverse the downward trend in public courses. First, we will repeat the National Safe Boating week campaign. Lessons learned last year suggest that this is not the ideal week to be offering courses, so we are going to request seminars

and demos be offered to recruit during NSBW for courses to be offered through the month of June. Second, we have begun offering public seminars as part of the USPS University – Seminar Series. These will be counted as public courses. All of these public courses provide a service to the boating community as well as a recruiting opportunity for our squadrons.

Going Forward

USPS University has been launched and represents a major initiative for our educational program. We already have launched four new seminars and will release three more in the next month and more to follow throughout the year. These seminars offer an opportunity to attract the public with an eye toward recruitment, and provide a platform to reinvigorate member interest. They also form a core part of *Boat Operator Certification*.

Boat Operator Certification is a structured program for recreational boaters to achieve a recognized credential. This credential demonstrates individual skills for four levels of boating regions. The *Inland Navigator Certification* covers inland waters. The *Coastal Navigator Certification* covers local boating in a coastal environment. The *Advanced Coastal Navigator Certification* applies to extended cruising in the near coastal environment. The *Offshore Navigator Certification* applies to all waters including open ocean.

To achieve each successive level of certification, a member will need to complete certain specific courses plus a set of seminars. A number of the seminars are specifically identified while others are selected by the member. Each member will also need to demonstrate certain specific skills at each level to obtain the certification, or provide evidence of equivalent skills. In addition, there are a number of endorsements available for specific types of boats and waters. A high degree of interest in and support for our *Boat Operator Certification* has been expressed by the boating community, and is clearly identified as a boating need. Other organizations have expressed interest in partnering with us and in utilizing our programs.

The *Inland Navigator Certification* will be offered this Spring. It will include on-the-water small powerboat handling skill demonstration. We are developing an MOU with US Sailing to use their *Safe Powerboating Handling* program to accomplish this. Under the MOU, they will qualify our certifiers to teach and certify these skills. The *Coastal Navigator Certification* will be rolled out this Fall. The skill demonstration for that level will consist of GPS navigation.

New and updated courses are being developed. *Seamanship*, *Engine Maintenance*, and *JN* all become available by next month. Beta sessions of both *Seamanship* and *JN* attracted wide interest and the new courses are expected to further grow member course attendance. In the works is the division of *Marine Electronics* into three entirely new elective courses: *Marine Electrical Systems*, *Marine Communications Systems*, and *Marine Electronics*. In addition, *Navigation*, *Sail*, *Cruise Planning*, and *Weather* are undergoing updates.

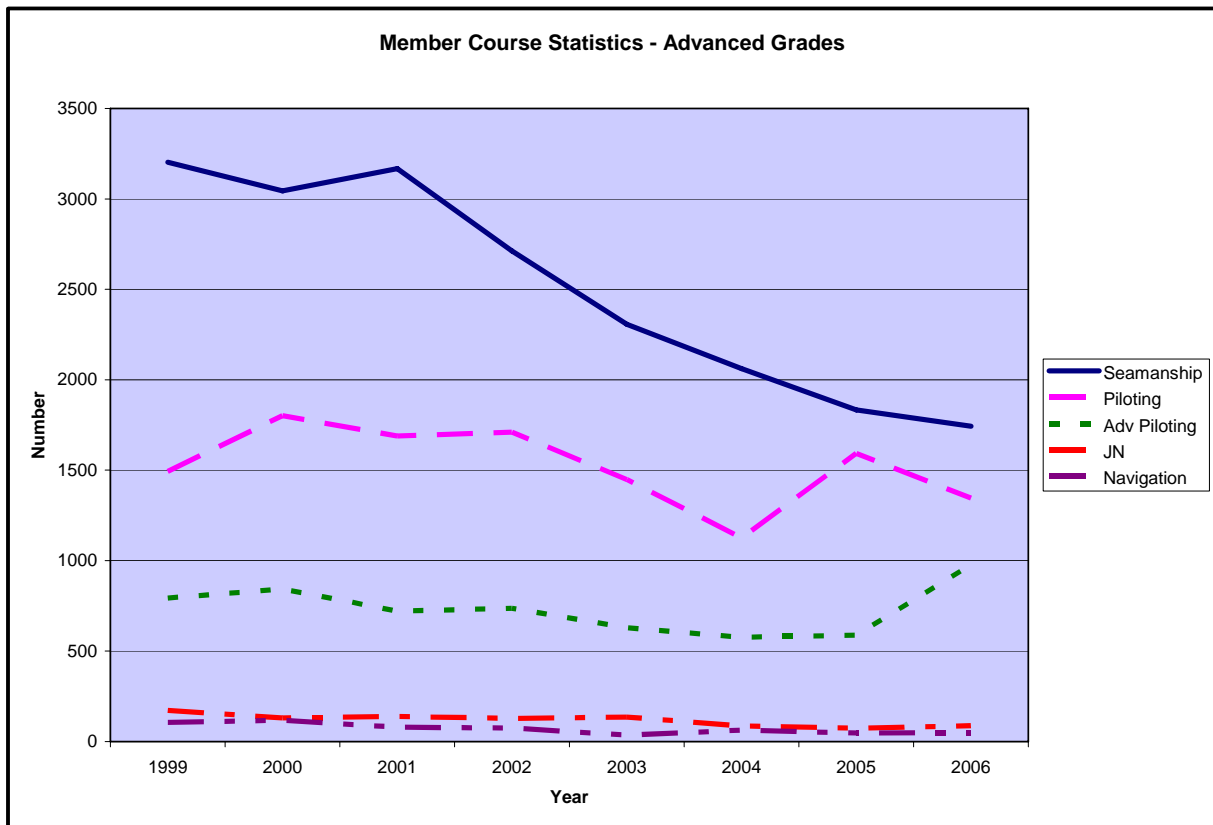
These new and updated programs will help us revitalize the growth of USPS membership and increase the number of both the public and members taking our courses and seminars. We also are printing shorter runs - this permits us to keep our material up to date.

Course Statistics

Completions for the Educational Department member courses are as follows:

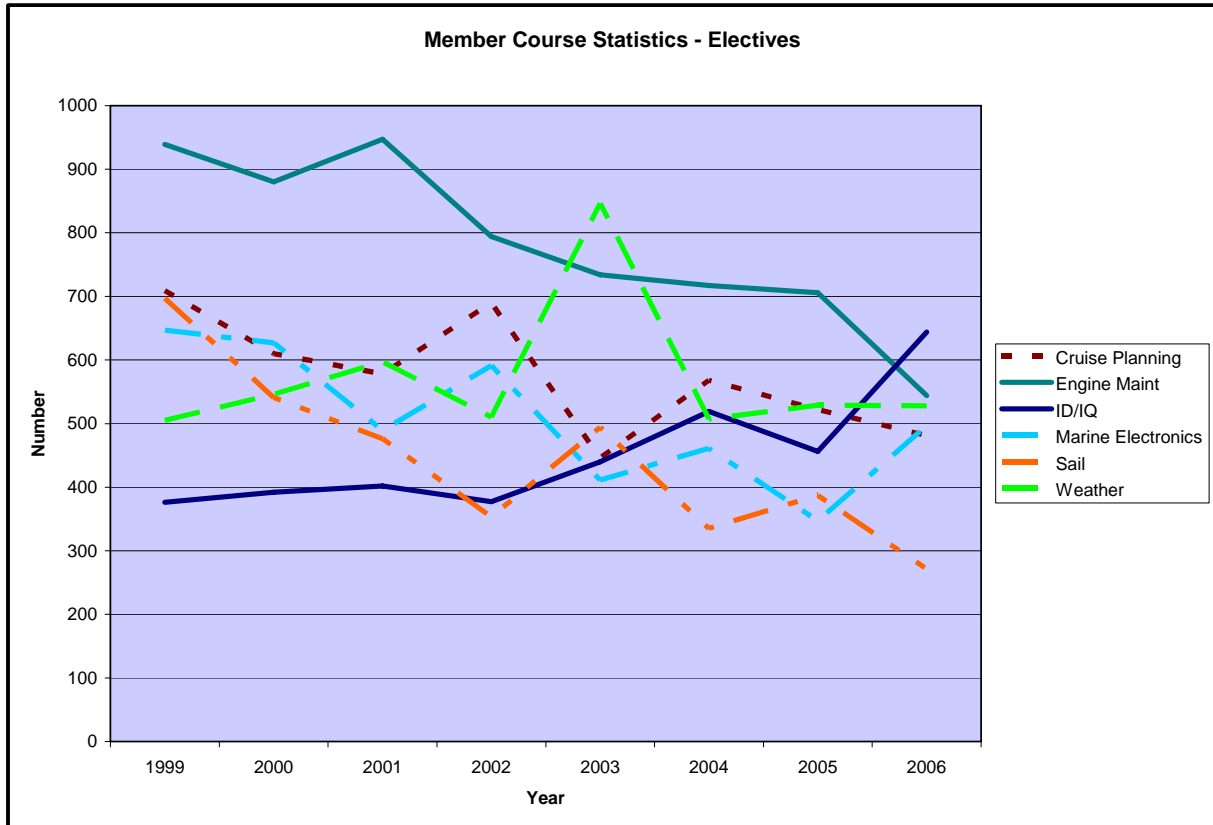
Advanced Grades

Seamanship attendance has eroded over a number of years, but the solid content of the new edition is sure to reverse that trend. The new *JN* had as many take the new beta during its short run as had taken the course in the entire prior year. This enhanced interest is expected to extend into the new *Navigation* course in '08.



Elective Courses

Engine Maintenance had seen declining completions, but the totally rewritten course is expected to reverse that trend. *Sail* and *Cruise Planning* are about to undergo major updates.



All of the committees welcome assistance on either on a short-term basis or as new members of the committees. We are producing a large amount of quality new material and need technical expertise, writers, graphic artists, photographers, and publishing skills to complete our tasks. Contact any member of the department or submit your resume on line. You will be joining a very motivated team.

The following individual reports cover each of the ten committees of the Educational Department.

- | | | | |
|---------|--------------------------|----------|----------------------|
| NEO | V/C Dick Kyle, SN | Ch ID | R/C Chris Brown, SN |
| ANEO | R/C Bob Sweet, SN | Ch CDC | R/C Bob Potter, SN |
| Ch BPE | R/C Dave Daniels, SN | Ch PSCOM | R/C Nancy Reeder, SN |
| Ch ICN | R/C Dick Pfenniger, SN | Ch EDO | R/C Bill Witty, SN |
| Ch ON | R/C Ann Fields, SN | | |
| Ch EMS | R/C Walt Fields, SN | | |
| Ch MEnv | R/C Bob Brandenstein, SN | | |

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Basic Public Education Committee (BPECom)

Responsible for:

- Courses *The Squadron Boating Course*
America's Boating Course
- Seminars *How To Use a Chart*
Using Digital Charts
Boating Safety for Kids

Current Status:

Squadron Boating Course (2004/2007 Supplement) – this book will be used for both 8-hr and 12-hr courses as soon as the *Boat Smart* inventory is exhausted (March). A new Instructor Kit includes a completely revised Instructor Manual and an updated PowerPoint CD. Squadrons should order the Kit prior to teaching their next Boating Course. The Kit includes an 8-hr and 12-hr course format. The 8-hr course format is the replacement for *Boat Smart*.

Boat Smart (2006 Edition) – is being phased out and will be deleted from the USPS Materials Catalog when the inventory is gone.

America's Boating Course (2005 Edition) – continues with no changes. *America's Boating Course* will continue to be published, and copies are available. We continue with the ABC on-line course as well.

Chart Smart - the current supply is gone and will not be reprinted. Instead, the material is covered in the *Squadron Boating Course* book.

Boating Safety Kids Video - the video tape supply has been exhausted. The DVD version of the same material remains available.

How To Use a Chart Seminar – this seminar was new in the Fall 2006; it is available for ordering. The material is a 2-hr public seminar on the basics of interpreting a nautical chart and understanding its many symbols.

Jet Smart Video & Manual - the inventory of this material has been eliminated. For those states that require the video, we are converting the VHS tape to DVD.

Future Development:

Squadron Boating Course (2008 Edition) - the development of the next generation of public boating is underway and will be available as soon as the current inventory of the *Squadron Boating Course* (2004/2007) is exhausted (early 2008). The development effort will be proceeding during the remainder of '07. The new course will consist of one student manual that may be taught in either an 8-hour or a 12-hour format. The new

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course with its upgraded graphics and PowerPoint animation is targeted for NASBLA approval by early 2008.

Digital Charting Seminar - The development of *Using Digital Charts* is continuing and will be available in the spring.

Opportunities: Paddle Smart – seeking additional paddlers to revitalize the this program and build it into a seminar series.

Boat Handling Committee (BHCom)

Responsible for:

- Courses *Seamanship*
Sail

- Seminars *Knots, Bends and Hitches*
Boat Handling Under Power
Sail Trim
Emergencies On Board
Heavy Weather Sailing
Anchoring
Skipper Saver (Now in Command)
Boating Security
Locks
Introduction to Sail

- Guides *Knots, Bends and Hitches (Marlinespike)*
How to Buy a Boat

Current Status:

Seamanship - Beta test complete; Course material printing complete by Annual Meeting. Totally new course, solid introduction to boat handling, close quarters maneuvering, handling in seas, anchoring, handling emergencies, marlinespike and complete rules of the road. Appendix shows how to apply *Seamanship*, *Boating*, and *Piloting/AP* toward USCG license.

Sail - Initial development team begun; working on a course outline to combine the sail course into a single text. Target 2008.

Introduction to Sail - Text remains current; Learning Guides are in inventory; we are looking at developing a seminar using this text for youth boating courses.

Knots, Bends and Hitches – A seminar has been developed using the USPS published guide. The seminar will feature a knot-tying kit, PowerPoint and hands-on practice. Available in March.

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Boat Handling Under Power – A seminar has been developed around the USPS-branded Captain's Quick Guide with PowerPoint, Student Manual, and QG. It will be available in March.

Sail Trim – A seminar has been developed around the USPS-branded Captain's Quick Guide. PowerPoint with narrative completed. After minor editing, this seminar will be available in March.

Heavy Weather Sailing – Seminar based on the USPS-branded Captain's Quick Guide. Power Point with narrative completed; needs minor editing to reduce words on slides. Projected completion late Spring 2007.

Emergencies On Board – Seminar based on the USPS-branded Captain's Quick Guide. We have an initial PowerPoint presentation that requires editing and additional graphics additions. Projected completion Summer 2007.

Skipper Saver (tentatively retitled: *Now in Command*) - Updated seminar/guide. Target audience: mate and crew who have not otherwise taken formal courses for a quick immersion into manning the helm and potentially being an alternate skipper for the boat. Development team working; storyboard and PowerPoint developed with detailed script, and reviewed; Currently tuning material. Expected completion date Summer 2007.

Boat Security - Outline completed, searching for viable imagery and photos. Projected completion Summer 2007.

Locks - Draft being restarted due to loss in a computer failure. Projected completion Summer 2007. Need US COE imagery.

Anchoring – To be based on a USPS-branded Captain's Quick Guide (being printed). Desired completion date Fall 2007.

Future Development:

The number of possible seminars is growing - name a subject and a seminar is possible. The committee plate is full for the foreseeable future with identified projects. Some topics suggested for future seminars include: Computer Modeling for Small Boat Operations; Small Boat Maintenance; Inland and Near Shore Survival; Hurricane and Severe Weather Boat Protection, and Boat Insurance

Barriers/Concerns:

Effective writers, editors, and formatters. Closely followed by expanding need for good, high quality imagery and subject focused photography.

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Opportunities: Online education – an on-line distance learning version of *Seamanship* is underway for those who cannot attend a classroom course. An MOU is being finalized with the University of West Florida to have them host these programs.

Inland and Coastal Navigation Committee (ICNCom)

Responsible for:

- Courses *Piloting*
Advanced Piloting

- Seminars *Marine Compasses*

- Guides *Predicted Log*
Marine Compasses – Compass Adjusting
Plotting and Labeling Standards

Current Status:

Piloting – course continuing to do well. The Instructor Manual will be redone by mid-year when a reprint is needed. A new *Piloting* exam will be released by mid-year. A new PowerPoint CD is ready which corrects errors contained in the first edition.

Advanced Piloting – course continuing to do well. A new exam is in the works and will be released by summer. The new PowerPoint CD (P & AP combined) includes self-study material for AP.

Predicted Log Guide – A completed draft copy will be ready for review in March.

Marine Compasses – Compass Adjusting Guide – A draft copy will be ready for review in March.

Plotting and Labeling Standards Guide – A new edition of this guide is in process. It will reflect new standards developed for electronic navigation.

Future Development:

Marine Compass Seminar – A seminar will be developed following the completion of the guide. This seminar will deal with the proper selection, installation, and adjusting of marine compasses.

Opportunities:

The USPS *Piloting* and *Advanced Piloting* courses have set the standard for coastal navigation across the country and variations are now being used by other organizations. Several organizations have expressed interest in using our courses.

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Offshore Navigation Committee (ONCom)

Responsible for:

- Courses *Junior Navigation (JN)
Navigation*
- Guides *Navigational Astronomy
Calculators for Navigation
Sight Reduction Methods.*

Current Status:

JN - Beta testing of the revised *JN 07* course started in October 2006, and was completed in February 2007, with expected release of the final version of the *JN07* course to USPS squadrons in March 2007. The revised JN course incorporates electronics into offshore navigation, using celestial and other traditional offshore tools as backup tools for navigating primarily by GPS. The celestial portion of the JN course deals with sun sights only, with the student's sight folder graded locally by the squadron. Approximately 50 squadrons participated in the *JN07* beta testing, with 271 students enrolled. Comments on the *JN07* beta course from instructors and students have been extremely positive, both on the course content as well as the animated Power Point presentations and improved graphics in the text.

The *Junior Navigation 99* course was taught in squadrons throughout 2006. There were 60 course completions in 2006.

Navigation 02 continues to be the current material of the Navigation course. No new updates for this course were released during the year. There were 28 course completions in *Navigation* during 2006.

Future Development:

Development of a revised *Navigation* course will start shortly after the Annual Meeting. The celestial portion of the course will cover sights on stars, planets, and the moon; a complete Sight Folder will be submitted to HQ. for grading, as done in the past. In addition to sight reductions of these celestial bodies, the course will include information on using navigational software for planning and executing an offshore voyage, as well as traditional offshore navigating tools. A beta version of the revised *Navigation* course is anticipated sometime in 2008.

After the completion of the new *Navigation Course* a new *Offshore Seminar Series*, estimated at four seminars, will be prepared to deal with other issues beyond navigation in the offshore environment. Source material will come from other committees dealing with offshore weather, offshore seamanship, offshore electronics and communications, and preparing for offshore cruising.

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Electro-Mechanical Systems Committee (EMSCoM)

Responsible for:

- Courses: *Marine Electronics*
Engine Maintenance

- Seminars: *VHF and VHF/DSC Marine Radio*
Basic GPS
HF/MF SSB Marine Radio
Advanced GPS
Basic Radar

- Guides: *Marine Amateur Radio*
Boatowner's Guide to GMDSS and Marine Radio
Boatowner's Guide to Marine Electronics

- Web Sites: <http://www.usps4mmsi.com>

Current Status:

Engine Maintenance: The new Engine Maintenance course is complete and will be available by the time of the Annual Meeting in 2007. This new course is a complete rewrite of the course, and comes with a new Instructor Manual and Power Point slides to assist the Instructor in presenting the course. This course emphasizes what the student can do to keep their marine engines in good operating condition as well as presenting the overall picture of how marine engines operate including the associated systems and accessories. It is in one book of ten chapters with one exam.

Marine Electronics: The current Marine Electronic course will be replaced by three new courses in keeping with the USPS University concept where students can have a choice of elective subject matter to complete their certification toward a full certificate. The three new courses will be Marine Electrical Systems, Marine Communications Systems, and Marine Electronic Navigation Systems. Students may take and successfully pass any two of these courses, depending upon their interest, to receive credit for completion of Marine Electronics. The three new courses are under development now and will be available as part of the USPS University curriculum late Fall or early Winter of 2007.

Using GPS: This seminar was offered in late 2006, and has enjoyed a good following among USPS Squadrons. It deals with the basic aspects of how to successfully use the GPS as a primary navigation tool in a concise two hour presentation that can be readily and easily followed. The complete seminar package for the student includes a Student Notebook and the Captain's Quick Guide on Using GPS.

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VHF and VHF/DSC Marine Radio: This seminar was also made available in late 2006. It guides the student through a thorough understanding of the Marine VHF Radio and provides detail instruction of how to properly use the Marine VHF Radio as well as the new Digital Selective Calling (DSC) capabilities. The seminar package available for the student includes a Student Notebook, the Captain's Quick Guide on Using VHF and SSB Radio, and an interactive CD that has a Simulator Program for a Class D marine VHF/DSC Radio that students can use to practice on their PC at home what they have learned in the Seminar.

Marine Amateur Radio: This Guide provides all the information needed to select, install, and operate an inexpensive and completely reliable Ham radio system on any boat, power or sail. This well-illustrated Guide explains how to use your radio for voice or Morse code communications and how to check and send e-mail by HF radio, how to link up with onshore signal repeaters to extend your range, and even make telephone calls. It has received wide distribution through commercial book stores as well as USPS.

Boatowner's Guide to GMDSS and Marine Radio: This Guide clearly and concisely explains how GMDSS, the maritime equivalent of 911, works and describes the enormous advantages of digital VHF radio for ordinary communications with fellow boaters. It is the only authoritative guide available today on the GMDSS relationship to the recreational boater and shows the reader how to send an emergency message using DSC, and how to make routine and group calls using the digital capabilities available with DSC. It also has received wide distribution through commercial and marine book stores as well as USPS. It comes with a Simulator Program on CD-ROM that can be used to practice on a PC all the functions of a Class-D marine VHF radio.

Boatowner's Guide to Marine Electronics: This Guide is currently under development and will be published by McGraw-Hill International Marine when completed. It will be a comprehensive guide reference guide to all marine electronic systems, and will be used in the new Marine Electronic courses as the reference much like Weekend Navigator is used for the Piloting and Advanced Piloting courses. It will contain 20 chapters that discuss in detail each of the electronic tools used today in the marine environment. Each of the chapters will be presented in an easy to follow format so that the reader can easily find any specific item or detail needed on any of the subjects presented. This Guide should be available in late 2007.

Web Sites:

USPS4MMSI: A web site has been created for the assignment of Maritime Mobile Service Identities (MMSIs) to the boating

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public. Assignment authority will be conferred to USPS upon completion of a Memorandum of Understanding with the FCC and U.S. Coast Guard. This service is an outreach program of USPS and will be provided without charge. The site URL is <http://www.usps4mmsi.com>.

Future Development Seminars

HF/MF SSB Marine Radio: As a follow-on to the VHF and VHF/DSC Marine Radio seminar, this seminar will present the marine radio system used in the offshore environment and is an absolute requirement for those who contemplate voyages beyond the coastal waters of the United States. Like the VHF radio, DSC is also an important part of this system and its requirements and use will be covered thoroughly. Look for this seminar in late summer 2007.

Advanced GPS: This seminar will assume that the student has a working knowledge of the basic GPS receiver and will cover advanced techniques of the GPS such as the use of electronic charts, chartplotters and the personal computer as a navigation tool. Look for this seminar in late summer of 2007.

Basic Radar: This seminar will cover the basic operation of recreational radar systems, and provide the student with operational guidance on how to obtain the maximum from radar sets that are available on the market today. Look for this seminar in early Fall 2007.

Personal Watercraft: There has never been a USPS course that completely discussed the operation and maintenance of Personal Watercraft even though these boats are rapidly becoming some of the most in demand in the boating community. This seminar will fill that gap. It will describe the various types of Personal Watercraft, the controls and method of operation unique to them, and discuss their maintenance requirements. Look for this seminar in summer of 2007.

Concerns and Opportunities:

EMSCom is a small committee of dedicated members whose only interest is in producing the best product available for our members. We need help from like-minded members who have some expertise in the area of marine electronics and marine engines; consequently, we are looking for volunteers who would like to join this congenial group of workers and help with developing some of the most exciting courses and seminars in the USPS inventory. If you would like to be a part of making the USPS University a reality, contact R/C Walt Fields or ANEO Bob Sweet with your resume.

Marine Environment Committee (MEnvCom)

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Responsible for :

- Courses *Weather*
 Cruise Planning

- Seminars *Onboard Weather Forecasting*
 Trailing Seminar
 Locking-Through Seminar

- Guides *Oceanography*
 Guide to the Mariner's Environment
 Regional Weather Guides

News Highlights: *Onboard Weather Forecasting Seminar* available now. 40
Onboard Weather Forecasting Seminar kits have been sold
since July 2006 introduction.

Coming Attractions: Next edition of *Cruise Planning*-(e)4Q07
Next edition of *Weather Course*-(e)4Q07
Trailing Seminar-4Q07
Guide to the Mariner's Environment-3Q07
Next editions of CP and WX courses will be released when
current inventory is exhausted.

Statistics: Annualized statistics on courses and seminars taken /
successfully completed

Current Status: *Cruise Planning Course*
Next edition now being drafted. Going forward, the course will
emphasize topics related to coastal and inland cruising.

Trailing Seminar
Script was Beta tested in June 06, and is being refined. We
expect to reformat the material into a seminar including
PowerPoint and Video by 2Qtr07.

Weather Course
Next edition of *Weather* is ready for the reworking of its
graphics, homework problems, and test questions. *Weather* will
revert to single syllabus with the next release.

Requests *Regional Weather Guides*—we need your local marine weather
knowledge for the Southeast, for Florida, and for Gulf Coast
regional *Weather Guides*. Contact R/C Bob Brandenstein at
robert.brandenstein@verizon.net .

Cruise Planning—In recent months, your Marine Environment
Committee has focused on developing the Storyboard/Outline
for the next edition of *Cruise Planning*. The Storyboard
development is currently in its final stages, but we welcome your
suggestions as to the form and content of the next edition.

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Suggestions from experienced Cruisers and Live-aboards are especially welcome. Contact St/C Garry Schroeder at arch300@aol.com with your suggestions.

Weather Course—The nature of the subject matter makes the Weather course graphics-intensive. Contact R/C Bob Brandenstein to help us produce high quality weather graphics for the next edition.

Instructor Development Committee (IDCOM)

Responsible for:

- Courses

Instructor Development
Instructor Recertification
Instructor Manuals (all courses and seminars)
Seminar Student manuals
PowerPoint Support

- Other

Teaching Aids
Chapman Award

- Books

Teaching Aids Manual
Little PowerPoint Book
Presentation Skills Book

Current Status:

ID Course

The ID committee has begun researching and planning for the upcoming rewrite of the ID course. This rewrite will begin within the next few months and is scheduled for mid-2008.

Instructor Manuals

Engine Maintenance, Seamanship, and Squadron Boating – All three IMs are complete and formatted.

Junior Navigator – this IM has been started and will be complete March. Currently six of the thirteen chapters have the basic material developed. On this project ID has been involved in the development of the PowerPoint slides

Seminars – Student and Instructor Manuals for *How to Read a Chart*; *How to Use GPS*; *Onboard Weather Forecasting*; and *How to Use VHF Radio, with DSC* are complete. The IM for *Sail Trim* Seminar is underway. It needs the introductory material and the graphics completed; it will require formatting.

Teaching Aids

The 2006 Teaching Aids preparation has been completed pending the results of judging. A major promotion will be undertaken during 2007 to encourage teaching aids that are

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practical and can be replicated by other squadrons to aid in the instruction of key teaching points.

Chapman Award

The Chapman Award Selection Group has completed the selection of the five 2006 award winners. Both sextants and projectors will be presented at the Annual Meeting. It is time to start the selection of candidates for the 2007 Chapman Awards to be given at the next Annual Meeting.

The website forms are being changed for next year.

Future Development: **Teaching Aids Manual** – revised by the 2007 Governing Board.

A new emphasis for Teaching Aids will be developed for presentation at the 2007 Fall Governing Board

ID Manual and Recertification – revised 2008

We plan to develop a PowerPoint On-line training program – by the end of 2007

Instructor Manuals – continue to write manuals in support courses as they are developed by the course committees.

Navigation Course – support ONCom in the development of the PowerPoint presentation and the IM.

Seminars – ID is tasked with the release of the seminars since the USPS material is largely based on PowerPoint for which IDCom has monitoring responsibility. “Sail Trim” next seminar ID will complete.

PowerPoint – support PPT throughout education department (as appropriate)

Curriculum Development & Coordination Committee (CDCCom)

The CDC Com handled a variety of tasks related to the development and coordination of USPS educational materials as well as various support and communications functions assigned by the ANEO or NEO. We prepared the *Currents* publications that were distributed at the three national meetings. We revised the USPS Glossary and, with the help of the Publications Support Committee (PS Com), moved the Glossary to a database. This is available on-line and is searchable for terms and lists can be produced by committee or by course. We are using the same database to generate glossaries for all courses. This will ensure that a single definition will be used in all courses for each sense of a nautical word.

During 2006, CDC Com prepared new computer generated exams from questions provided by the course committees for S and helped update several other exams to eliminate problems. We reviewed questions for these exams and formatted them for the ExamGen program.

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Members of CDC Com participated in beta trials as well as reviewing text, homework questions and exam questions for the new Seamanship course and new JN course and homework and exam questions for the new EM course. In some cases, where we had a subject matter expert on the committee, we contributed material to Student Manuals and Learning Guides being written.

CDC Com prepared a new draft proposal for certification, i.e., a program by which USPS would certify members as recreational boat operators. We also drafted a certification manual and a seminar to train certifiers.

The committee continued reviewing sections of the planned book, *The Boatowner's Guide to Marine Electronics*. It will serve both as a standalone reference book and a resource for other courses.

Publication Support Committee (PSCom)

Responsible for: USPS Glossary and providing publication support to Educational Department committees and others

Current Status: Support was provided for the following projects, as for editing, formatting, artists, computerized exam generation:

- *Seamanship 2007*
- *Engine Maintenance 2007*
- *Junior Navigation 2007*
- *Predicted Log Learning Guide*
- *Planning Committee Manual*
- *Marine Electronics* course
- *Piloting, Advanced Piloting, Navigation, and Weather* courses
- *The Ensign* – various articles for the EDNotes column

Opportunities: Seeking individuals with experience in *InDesign*, *Illustrator*, and *Photoshop* to assist the committee in fulfilling its mission