

# USPS® and MEMBERSHIP QUICK REFERENCE GUIDE

## **PERSONNEL CONTACT INFORMATION**

### NATIONAL COMMITTEE CHAIRMEN

- The names and contact information for all national committee chairs are published in *The Ensign* and are listed under Organizational Information section of the Information Center page.  
[www.usps.org/cgi-bin/nat/tools/pages.cgi?beg](http://www.usps.org/cgi-bin/nat/tools/pages.cgi?beg)

### USPS HEADQUARTERS STAFF MEMBERS

- To know whom to contact, go to [www.theensign.org/hqstaff.htm](http://www.theensign.org/hqstaff.htm) for a staff job listing. Select the staff member responsible for the area in which you need assistance and contact directly.

TOLL-FREE NUMBERS: phone 888-367-8777 (888-FOR-USPS); fax 888-304-0813

## **ISSUES CONCERNING:**

### DEADLINES and DUE DATES

- The *Squadron Officers Guide* for Cdr., XO, SEO, AO, Sec, and Treas.  
[www.usps.org/x/x.pl/x/x.cgi?natsec/officers.html](http://www.usps.org/x/x.pl/x/x.cgi?natsec/officers.html)
- The *Officer's Checklist* (Calendar-style); including electronic letterhead templates, Quick Reference Meeting Guide, and Request for Certificates for OT and LD. (NOTE: OD-1 and OD-2 should be completed using DB2000 then sent electronically to Headquarters.)  
[www.usps.org/national/ot/documents/2012\\_Officers\\_Calendar.pdf](http://www.usps.org/national/ot/documents/2012_Officers_Calendar.pdf)

### SQUADRON DEVELOPMENT

- New charters or squadrons at risk and in need of assistance tools and manuals  
[www.usps.org/national/squaddev/Devnewsquadtools.html](http://www.usps.org/national/squaddev/Devnewsquadtools.html)

### MEMBERSHIP, RECRUITING, RETENTION, and YOUTH

- Headquarters Help
  - Districts 1-8 and 27-33, call Deliah Holloway at 1-888-367-8777, ext. 229
  - Districts 9-26, call Lynnda Stevens at 1-888-367-8777, ext. 219
  - Or send an email to [membership@usps.org](mailto:membership@usps.org)
- Membership Committee (MEMCOM) Home Page: access Forms (applications, transfers, dues schedules, reinstatements); Awards; Membership statistics and reports, National Meeting First Time attendee information, National Membership Representative (NMR) list, Tools, Presentations, and Youth Activities. [www.usps.org/national/membership](http://www.usps.org/national/membership)
- Membership Manual: used by membership committee members and officers; see chapter 23 [www.usps.org/national/om/html/download.htm](http://www.usps.org/national/om/html/download.htm) [NOTE: under revision 2013/2014]
- New Member Processing – Online: user needs their certificate number, squadron account code, and master or updater password [www.usps.org/php/membership/](http://www.usps.org/php/membership/)
- Cyber and Unattached Member Processing:
  - Recruiting Tips: [www.usps.org/national/membership/pdf\\_files/Recruiting\\_Cyber\\_Squadron\\_Members.pdf](http://www.usps.org/national/membership/pdf_files/Recruiting_Cyber_Squadron_Members.pdf)
  - Transfer Cyber Member into a Squadron: [www.usps.org/php/DHinders/xfer/](http://www.usps.org/php/DHinders/xfer/)
  - Cyber and Unattached Members Search: [www.usps.org/php/DHinders/unattached/makeMatchx.php](http://www.usps.org/php/DHinders/unattached/makeMatchx.php)
- BoatUS Online USPS Courses - Suggested Recruiting Steps of Potential Members: local squadrons notified electronically when non-member has completed a course; this is help for recruiting them
  - [www.usps.org/national/membership/memcom/how\\_to\\_index.html](http://www.usps.org/national/membership/memcom/how_to_index.html)

- Trial Member Processing:
  - Start with [www.usps.org/cgi-bin/nat/eddept/index.cgi?C](http://www.usps.org/cgi-bin/nat/eddept/index.cgi?C)
  - To connect people living at same address or to add additional active use [www.usps.org/php/membership/](http://www.usps.org/php/membership/). User needs their certificate number, squadron account code, and master or updater password.
  - Detailed HQ800 instructions: [www.usps.org/national/membership/pdf\\_files/hq800.pdf](http://www.usps.org/national/membership/pdf_files/hq800.pdf)
- Dues Calculator Tool: [www.usps.org/national/natsec/dues/docalc.htm](http://www.usps.org/national/natsec/dues/docalc.htm)
- Welcome Kit for New Members: [www.usps.org/national/membership/meminv/index.htm](http://www.usps.org/national/membership/meminv/index.htm)
- Forms: application for membership, transfers, dues schedules, reinstatements, personnel and status change reports. [www.usps.org/national/membership/printable\\_forms.htm](http://www.usps.org/national/membership/printable_forms.htm)
- Renewal & Retention Tools: [www.usps.org/national/membership/meminv/index.htm](http://www.usps.org/national/membership/meminv/index.htm)
- Youth Activities: [www.usps.org/national/membership/youth/index.htm](http://www.usps.org/national/membership/youth/index.htm); and [www.usps.org/national/pr/catalog3.html](http://www.usps.org/national/pr/catalog3.html) for youth-oriented materials

#### EDUCATION, COURSE MATERIALS, and USPS UNIVERSITY

- Call Mary Pat Mills at 1-888-367-8777, ext. 222, or check the contacts page for assistance from the Education Dept. Staff will provide answers to general educational questions, full certificate information, status of educational orders, exam results, course sticker replacements, exam orders and status, sight folders, education material invoicing, and status of education orders. [www.usps.org/national/eddept/misc/contacts.htm](http://www.usps.org/national/eddept/misc/contacts.htm)
- America's Boating Course (ABC3): [www.usps.org/national/eddept/b/abc3.htm#downloads](http://www.usps.org/national/eddept/b/abc3.htm#downloads)
- USPS University Seminar Series: [www.usps.org/e\\_stuff/seminars.htm](http://www.usps.org/e_stuff/seminars.htm)

#### NATIONAL MEETINGS

- Upcoming USPS National Meetings and information: [www.usps.org/national/natmeetings/](http://www.usps.org/national/natmeetings/)
- Highway Mariners RV Group Program: [www.usps.org/highwaymariners](http://www.usps.org/highwaymariners)

#### USPS SOFTWARE and DB2000 RESOURCES

- [www.usps.org/national/itcom/](http://www.usps.org/national/itcom/)
- Mail Lists: USPS electronic mailing lists center. [www.usps.org/mailman/listinfo/](http://www.usps.org/mailman/listinfo/)

#### DUES, BILLING, RENEWAL, and TREASURER INFORMATION

- Contact Lena Pedro, Mgr. Member Services, at 1-888-367-8777, ext. 212
- Online Dues Collection Reports: Member Renewal Reports for squadrons and districts participating in headquarters anniversary billing (HQAB). [www.usps.org/dues/reports](http://www.usps.org/dues/reports)
- Online Dues Membership Renewal: [www.usps.org/dues/](http://www.usps.org/dues/)
- Treasurer Information: [www.usps.org/national/treasurer/](http://www.usps.org/national/treasurer/)

#### MISCELLANEOUS

- Awards & Contests: BoatUS Civic Service, Selden Member Involvement/Retention Award (MIRA), Boarman Youth Poster Contest, USPS Growth, Finley Sea Scout Service, and Doing It Right (DIR) [www.usps.org/national/membership/other%20documents/Awards%20Programs.htm](http://www.usps.org/national/membership/other%20documents/Awards%20Programs.htm)
- Member Benefits: a full listing of benefits for members [www.usps.org/national/admin\\_dept/membenefits.htm](http://www.usps.org/national/admin_dept/membenefits.htm)
- Membership Presentations: originally developed and used at National Meetings now for squadrons. [www.usps.org/national/membership/presentations.html](http://www.usps.org/national/membership/presentations.html)
- Squadron Activities: opportunities for members and squadrons such as Port Captains, amateur radio club, auxiliaries, cruise & rendezvous schedules and planning guide [www.usps.org/national/boactact/](http://www.usps.org/national/boactact/)
- Vessel Safety Check Program: [www.usps.org/national/vsc/conductvsc.htm](http://www.usps.org/national/vsc/conductvsc.htm)