

## Appendix D

### OFFICIAL USPS FORMS

*The following list of USPS forms may be ordered by squadrons from headquarters when needed. If a desired form is not on this list, contact headquarters. Other forms, such as dues transmittals, directory forms and forms related to national meetings, will be individualized for squadrons and sent automatically by headquarters at the appropriate time.*

Form #	Form Date	Description	Used by	Remarks
<b>EDUCATIONAL FORMS</b>				
ED-1 <sup>a</sup>	11/04	Local Board appointments	Squadron Commander	To DEO
S.O.F	2005	Education Dept. Order Form	SEO	
ED-6		Examination results	HQ	HQ to SEO
HQ-9A	02/04	Returned materials for credit	SEO	to HQ
ED-17	06/05	Instructions for conducting exams	HQ	SEO
ED Catalog	02/06	Educational Department Catalog	SEO	
ED-26	08/01	Exam answer sheet	Boating Course Students	
ED-27	02/02	Boating class report	SEO	To HQ and DEO within 10 days
ED-33	02/05	Examination request	SEO	To HQ
ED-34	12/04	Examination report		
ED-46	08/02	Boating class registration card	ChLBB	Copy to PRO
ED-46-M		Data to MemCom	ChLBB	MemCom
ED-46-PR		Data to SPRO	ChLBB	SPRO
ED-46-S		Data to Boating committee	ChLBB	Boating Committee
ED 80	06/01	Proposed DEO, ADEO, SEO, ASEO	NomCom	Submit to ANEO/DEO at least 60 days before election
HQ-800 <sup>b</sup>		Boating course information	SEO	To DEO

<b>Form #</b>	<b>Form Date</b>	<b>Description</b>	<b>Used by</b>	<b>Remarks</b>
NPR-101	2000	Report from Boating Class	SPRO	To DPRCom
<b>HISTORIAN FORMS</b>				
H-701	2004	Squadron historian report	Squad historian	To Dist historian
H-720	1991	District historian report	District historian	To Natl historian
<b>MEMBERSHIP FORMS</b>				
HQ-100	2006	Schedule of dues and fees		
HQ-102	01/95	Personnel change report	Squadron secretary	To HQ
HQ-103	10/94	Dues for reinstated member	Squadron treasurer	To HQ
HQ-104	11/98	Change of membership status	MemCom	To HQ
HQ-110	10/92	Transfer report	Squadron Secretary	
MemCom-1	09/03	Membership application	Squadron Commander and MemCom	
MemCom-20	03/05	Membership forms requisition	MemCom	
<b>MERIT MARK FORMS</b>				
MM-81	1988	Cover sheet for MM recommendations	Squadron commander	Complete by 15 November
MM-81A	1981	MM recommendations (continuation sheet)	Squadron commander	Complete by 15 November
<b>OPERATIONS TRAINING FORMS</b>				
OT-2	03/95	Request for certificate of completion	Squadron OTCom	To HQ
OT-3	03/95	Request for LDP certificate of completion	LDP instructor	To HQ
<b>PUBLIC RELATIONS FORMS</b>				
NPR-101S	2000	Compilation of data from ED-46B	SPRO	Submit to DPRO
NPR-101D	2000	Compilation of data from NPR-101S	DPRO	Submit to NPRCom statistician

<b>Form #</b>	<b>Form Date</b>	<b>Description</b>	<b>Used by</b>	<b>Remarks</b>
NPR-102	06/03	Cooperative advertising squadron and district reimbursement request	SPRO DPRO	NPRCom
NPR-102S	1997	Cooperative advertising squadron planning	SPRO DPRO	submit to DPRO
NPR-102D <sup>c</sup>	1994	Cooperative advertising district planning	DPRO	submit to NPRCom
NPR-103	04/05	PR materials order form	Commander/PRO /Secretary	
NPR-104 <sup>c)</sup>	No data ... on website	Charles F. Chapman rules and entry form (scrapbook competition)	SPRO DPRO	Due 1 March to DPRO Due 1 April to NPRCom
NPR-105 <sup>c)</sup>	No data ... on website	Carl C. Mahnken Memorial Cup rules and entry form (slide presentation)	SPRO DPRO	Due 1 March to DPRO Due 1 April to NPRCom
NPR-106 <sup>c)</sup>	No data ... on website	Roger Upton rules and entry form (video competition)	SPRO DPRO	Due 1 March to DPRO Due 1 April to NPRCom

**MISCELLANEOUS**

OD-1		District officers' report	District Commander	to HQ
OD-2		Squadron officers' report	Commander	to HQ
Bud2a	10/05	Reimbursement for travel related expenses	Specific qualifying positions	Assigned budget officer
On-line	No data	Resume	Member	ComNom <sup>b)</sup>
204	06/02	Vessel Safety Checklist	Member	Vessel Owner
229A	09/01	National committee appointment recommendations	Rear Commander	to HQ, Vice Commander

a) Headquarters will mail automatically in September. However, additional copies are available on request

b) Can now be completed on-line

c) Mailed annually to all squadrons and districts. Additional copies may be requested from headquarters

