



Secretary's Department Newsletter

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Greetings from the National Secretary

Secretary's Department COMMITTEES

www.usps.org/national/natsec/

Flag & Etiquette

www.usps.org/national/fecom/

Historian

www.usps.org/national/historian/

Information Technology

www.usps.org/national/itcom/

Operations Manual

www.usps.org/national/om/

Publications

www.usps.org/national/pubcom/

Ship's Store

www.usps.org/national/shipstore/

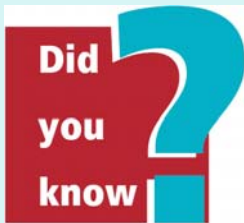
The Ensign

www.usps.org/national/ensign/

Headquarters

www.usps.org

[Editor/Web Publisher](#)
[Webmaster](#)



Your District can earn 20 percent of total Ship's Store kit sales from its District meeting? See insert for information.



Greetings All! The Secretary's Department has been very active since our last meeting. The department committees and the Headquarters' staff have been working hard to reduce costs and provide better service to our members.

Headquarters has been busy supporting traditional and Headquarters collection of dues. Remember, several thousand members now have anniversary dates other than 1 June. This means these members will receive their renewal notices throughout the year. Squadrons should

check their member status reports regularly to ensure these members are contacted and personally asked to renew. The status reports are available online at www.usps.org/dues/reports/. These reports have been greatly enhanced by the tireless efforts of D/Lt/C Peter Mitchelson, SN acting on the recommendations of users.

Headquarters and *THE ENSIGN* have been leading the way in our effort to reduce expenses. Staff has been cut by 23 percent. Of course, these cuts have impacted our members. Though the Headquarters and *THE ENSIGN* staffs have worked diligently to lessen that impact by becoming more efficient and productive, the cuts have been severe. I hope our members will appreciate efforts of our staff and realize that there may be some delays in membership and exam processing. We will continue to look for ways to save.

R/C Ina Fay Zitter, JN, The Ensign Committee and *THE ENSIGN* staff have just completed a readership survey. Results from the survey will be used to help redesign the magazine and develop a new USPS® electronic publication.

R/C Anne Schreitmueller, JN and the Publications Committee continue to look for content from other committees to put on their web site for squadron newsletter editors to use. So, if you have news of interest to our members, be sure to let PubCom help you get the word out

R/C Phil Arcuni, SN and the Information Technology Committee have been working on creating a program for electronic submission of merit marks. A beta version of the program will be tested by select districts and departments this fall with the goal of launching a final version in 2007.

R/C Pat Gagliano, AP and the Operations Manual Committee remind members that updates to the Operations Manual can be found on the committee's website, <http://www.usps.org/national/om>. Individual chapters can be viewed or downloaded and a "What's Changed" document is available.

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SERVICE IS OUR PLEDGE



Greetings from the National Secretary

R/C Sandra Johnson, AP reports that the Ship's Store has several new items and a new catalog will appear in the September/October issue of THE ENSIGN.

The Ship's Store Committee is kicking off its new website, www.shopusps.org. In celebration, starting 1 January 2007, when a member orders online or by telephone (888-FOR-USPS) and enters or gives their certificate number, 5 percent of the purchase price will be split between the member's district and squadron.

Many of our members, who don't attend national meetings or district conferences with district ship's stores, miss out on the opportunity to buy quality USPS merchandise. Our members are proud of USPS and are eager to wear our logo, but may not be aware that they can purchase fine USPS products on the web.

Now, districts and squadrons can encourage their members to enjoy the quality merchandise available from Ship's Store, spread the USPS name and image, and raise funds as well. Promotional advertising will be available in *THE ENSIGN* and on the Ship's Store Committee website. Please take advantage of this opportunity to spread the word.

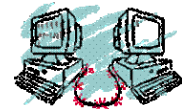
R/C Edward F. Bauer, SN and the Historian Committee have updated the squadron and district history reports and both are available online at the Historian Committee's website. The committee has a new research project on USPS involvement in World War Two. If you have interesting data, please contact Ed.

R/C Barbara Spraggins, AP and the Flag and Etiquette Committee are reviewing squadron burgees, district flags and 50 and 75 year recognitions.

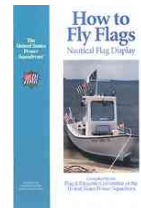
As you can see, the entire department is striving to make USPS the very best.

Faithfully and fraternally submitted,

V/C Robert A. Baldrige, SN
National Secretary



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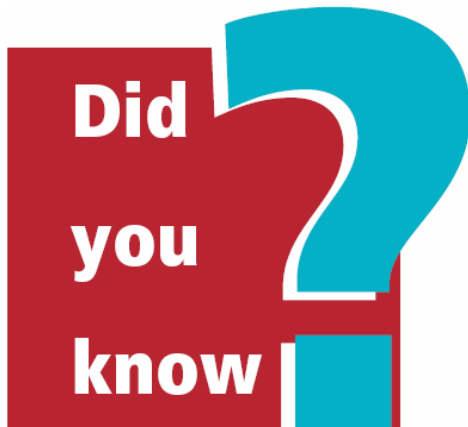
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National Meetings Calendar		
2006	Fall GB Grand Hyatt, New York	15-20 August
2007	Annual Meeting Adams Mark, Jacksonville, FL	20-25 February
	Fall GB Marriott Norfolk Waterside Norfolk, VA	4-9 September
2008	Annual Meeting Dallas, TX	17-25 February
	Fall GB Detroit, MI	3-8 September



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Webmaster
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- your District can earn 20 percent of total Ship's Store kit sales from it's District meeting?
- districts with 1000 or fewer members may order up to \$3,500 of material, while larger districts will be limited to a \$5,000 order. District 5 has a limit of \$10,000 since it is the largest district of the nation.
- you can contact Art Stevens at stevensa@hq.usps.org or at 888-367-8777 ext.214 to request an updated Ship's Store order form and information on how to conduct a Ship's Store at your

district meeting two months in advance of the meeting. The order form may be received by mail, fax or you may request an electronic order form in Excel.

- you must provide the Date of Sale, Name, Certificate Number, Squadron or District Number and the full address of the responsible member for shipping the kit to and who to bill (Squadron or District) with your order.
- your order for merchandise for the District Ship's Store must be received six weeks in advance of the meeting.
- all unsold merchandise must be returned to headquarters within 10 days of the meeting. This is at the District or the Squadron's expense.
- you can go to www.shopusps.org to see the available merchandise.

plaques, awards, ensigns, shoulder boards, officers jewelry, gift certificates, clothing, USPS gifts and much more are available through your **National Ship's Store**