



# **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

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SERVICE IS OUR PLEDGE

What a year! The Secretary's Department and USPS® Headquarters have been busy providing you with the tools you need to help your squadron succeed. Here are just some of the highlights:

#### On the Website

A couple of powerful new features have been added to our website. R/C Dave Hinders, SN has installed a Google search engine that allows fast searches for information. Just type in a subject and let the engine search.

Another powerful tool is the Information Center installed by ITCom member Lt/C Dan Bartell, SN. Information Center, <a href="www.usps.org/national/tools">www.usps.org/national/tools</a>, allows you, after passing security, to search for a member's contact information by national, district, or squadron job or committee, or by a member's squadron. This online national directory is updated daily, so users get the most recent information.

A "What's New" link has been added to the home page. This drop down menu links to sites changed in the past week. A "Squadron Officer's Guide" page has been added, as well. This is the go to site for squadron officers looking for information, links, or forms

Many squadrons have begun to enter new member data on-line at: <a href="http://www.usps.org/php/membership/memberprocess.php">http://www.usps.org/php/membership/memberprocess.php</a>. Using this link speeds member processing so your new member can be enrolled in their next class faster.

"USPS News" and "USPS Bulletin" continue to inform. Access USPS News from the home page for the latest and hottest news about USPS. Bulletin, targeted for announcements by and for members, can be accessed from the site index. Many squadrons are linking to USPS News from their website, for information on how to do this, email the ITCom Help Desk.

#### **Electronic Merit Mark Submission**

Electronic submission of merit marks became a reality in 2007 with 405 squadrons, districts, and national committees submitting their merit marks electronically. P/C/C Robert L. Woods, SN, Stf/C John R. Bradley, SN, and P/D/C J. Kenneth Guscott, JN worked with the area monitors to design and implement this faster, more efficient way of merit mark processing. Feedback has been very positive.

# **Communications Plan**

For the past several months, components of the Communications Plan have been tested. These tests included broadcasts to national, district, and squadron officers and posting articles in the USPS Bulletin.

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# Greetings from the National Secretary - Cont'd from Page 1

The Ad Hoc Communications Committee will meet in Dallas for the first time to commence work on the implementation and deployment of the Communications Plan.

# Ship's Store Rebate and Shipping Discount

R/C Sandra Johnson, AP, and the Ship's Store Committee implemented a 5% rebate, 2.5% for the squadron and 2.5% for the district. When members purchase items online or at 888-FOR-USPS, 5% of the purchase price will be split between the member's district and squadron. Don't miss this opportunity to expose your members to quality Power Squadron merchandise and to raise funds at the same time. Also, through February, internet and phone orders over \$50 receive free shipping.

## **Historians' Forms Available With DB2000**

R/C Phyllis Millan, P and the Historian's Committee are working to educate squadrons in the use of the latest DB2000 improvements enabling them to fill out and transmit their histories on the Internet. The Committee will have had a hands-on experience working with DB2000 for historical reporting and access to each squadron's burgee heraldic material at the Dallas Annual Meeting.

# Information Technology Supports it All

R/C Phil Arcuni, SN and the Information Technology Committee announce a new release (8.0.0.1) of DB2000. ITCom will present a seminar on the new Information Center in Dallas.

Tom Kemp has joined Headquarters as Manager of Headquarters Marketing and Development Services. Tom's job is to marshal Headquarters' resources in support of the USPS marketing and development effort. Tom will work closely with and support the USPS Marketing Committee and lead other, internal efforts.

All this has been new in 2007. As you can see, the entire department is striving to make USPS the best.

This will be my last report to you as Secretary. The accomplishments of the department over the past three years have been largely the result of the hard work of others. I would especially like to thank R/C Dave Hinders, P/D/C John Holmes, P/D/C Gloria Schulke, P/ R/C Angelo Giovanniello, and P/R/C Robert Holub for their tireless efforts in support of the department and meetings.

The departmental committees have worked very hard. Special thanks to all the present and past chairmen during my tenure: R/C Marjorie Baraff, P/R/C Ina Fay Zitter, R/C Barbara A. Spraggins, R/C Phyllis L. Millan, P/R/C Edward F. Bauer, R/C Philip Arcuni, R/C Kent L. Simpson, P/R/C Pat Gagliano, R/C Arthur A. Mollica, P/R/C Anne Schreitmueller, and R/C Sandra Johnson.

It's impossible to stress enough how important Headquarters is to the success of USPS. The hard work and dedication of our staff in difficult times has been an inspiration. Many, many thanks to Mary Catherine Berube, Yvonne Hill, Kathy Kesterson, Lena Padro, Tom Kemp, and all the folks at USPS Headquarters.

V/C Robert Baldridge, SN, National Secretary



theensign



# theensign



Your District can earn 20 percent of total Ship's Store kit sales from it's District meeting?

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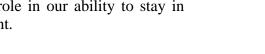


# **Communications - Stay in Touch**

With the rapid pace of USPS development and change, communication is important. Communications is impossible without correct delivery information. Address & phone number changes are obvious but don't forget to get those changes to headquarters. Your squadron Secretary can handle such changes or you can notify Member Services at HQ. If you are not receiving *The Ensign*®, check your address. With the advent of Compass, your email address is another component of the USPS connection. Make sure that we have a current and correct email address in your record. While this would seem to guarantee delivery, there is another obstacle which may get in the way – the SPAM filter. If you have a valid email address on file and are not receiving Compass, you may need to let your SPAM filter know that <a href="mailto:ensign@hq.usps.org">ensign@hq.usps.org</a> is an address which you want to receive mail from.



Electronic communications plays an ever increasing role in our ability to stay in touch, so it is important that we keep our address current.



R/C Dave Hinders, SN Asst National Secretary

# **Publications Committee**

# 2007 Distinction in Journalism Results

The Distinction in Journalism for 2007 has been presented to the districts/squadrons listed in this newsletter on pages four, five and six.

If your squadron/district is not listed and you believe your newsletter merits the DIJ recognition contact your District Publications Chair to begin the appeals process.

Certificates will be given to your District Commander at the annual meeting in Dallas for presentation at a district event. Only those squadrons listed are entitled to include the DIJ logo on their newsletters for 2008. Logo can be downloaded from the PubCom website.

If your publication name is listed incorrectly, please contact <a href="mailto:artmollica@usfamily.net">artmollica@usfamily.net</a> as the name listed will appear on your certificate.

"2007
Distinction in
Journalism
Certificate
Recipients
listed in this
issue"

R/C Arthur A. Mollica, SN Chairman, Publications Committee artmollica@usfamily.net



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## **DISTRICT NEWSLETTERS**

D1	Sounds of 1	D2	District 2 News	D4	Mark 4
D5	Mark 5	D6	The Deep Six	D7	District 7 News
D14	The Ma-Ri-Ner	D15	Can 15	D16	Cardinal Points
D17	Dixie District News	D19	The Northeaster	D20	Trident
D22	Beacon 22	D23	Galaxy 23	D25	Light 25
D26	026° True	D27	Carolina Bitts	D28	Leadline
D29	Pier 29	D31	Daymark	D32	Thirty-two Points

## SQUADRON NEWSLETTERS

#### District 1

Hartford – Bilge Pump Manchester - Silk City Sailor Meriden - Masthead Middletown – The Jib Sheet Milford – The Charles Island Bell New Britain – Nauticalines New Haven - Bulletin New London – The Yardarm Norwich - The Compass Rose Saybrook - The Outer Light Springfiled – The Flying Bridge Waterbury – Pharos Beacon Westerly Variation

# **District 2**

Berkshire – Berkshire Log Captain Harbor – The Harbor Light Cross County – Cross Currents Housatonic River-Spindrift Lake Candlewood – The Water Log Lake George – Soundings Mid-Hudson – The Foghorn Mohawk-Hudson – Scuttlebutt Norwalk – The Tar Talks Penfield – The Penfield Light Sacandaga – Windjammer Saugatuck River – Dredgings Stamford - Anchor Watch Storm King - The Crown



## District 3

Bayside – Running Lights Jones Beach – Gudgeon & Pintle Neptune – Neptune Log Patchogue Bay – The Periscope Peconic Bay – Tell Tale Sewanhaka – The Signal

#### **District 4**

Lackawanna – Totem Newsletter New York – Crow's Nest Northern New Jersey – Northern Lights Oritani - The Chief Palisades - The Echo Raritan Bay – Relative Bearings Shrewsbury – Twin Lights Somerset – Port-o-call Staten Island – SIPS Beacon

#### District 5

Absecon Island – Absecon Light Annapolis – Anchor Watch Blue Hen – Tidelines Colonial Provisional Delaware River – The Barometer Dundalk – On the Horizon Hampton Roads – The Landfall Kent Narrows – Tidelines Kingsway – The Weather Vane Lancaster - Scuttlebutt Main Line – The Main Line Pilot Mid-Potomac – The River Views Miles River – Miles Lines Nansemond River -Nansemond Light

#### District 5 Cont'd

Northern Neck - The Lighthouse Northern Virginia – Of Tars & Terns Ocean City – Sandbar Soundings Patapsco River - Bilgewater Patuxent River – True Readings Potomac River – Potomac Ribber Rappahannock – Chessie's Chatter Richmond – The Bullhorn Rockville – The Skipjack Trenton Falls – Range Lights Virginia Beach -Cape Henry Flashes Wilmington – The Lubber's Line

#### **District 6**

York – Anchorline

Buffalo - Scuttlebutt Iroquois – Smoke Signals Ithaca - The GIG Niagra – Niagara Currents Red Jacket – The Red Ouill Rochester – The Chart Southern Tier – The Bridge St Lawrence – The Foghorn Susquenango – Sea Chest Syracuse – The Erie Wanderer Utica - Bilgewater Watertown – The 1000 Islander

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## SQUADRON NEWSLETTERS Cont'd

#### **District 7**

Akron – Scuttlebutt
Berea – The Mooring Post
Cleveland – Tele-Scoop
Mansfield – Yachtsman
Pittsburgh – On the River
Rocky River – Rocky River Currents
South Hills – The Southwind
Stark County – Soundings

#### **District 8**

Coral Ridge – Newsletter
Cutler Cove – Compass
Key West – Conch Skipper
Marathon – Sombrero Light
Palm Beach – Afterdeck News
Pompano Beach - Mariner
Port St.Lucie – Channel Marker
Sebastian Inlet – The Sebastian Inlet
St Lucie River – Crossroads
Vero Beach – Nautical News

## **District 9**

Alpena – Thunderator Anchor Bay - Anchorage Ann Arbor – The Porthole Birmingham – The Bilge Chatter Dearborn – Anchor Lines Detroit – Dumping Grounds Flint – Wheelhouse Log Grand Rapids – Waterspout Grand Traverse Bay – The 45<sup>th</sup> Parallel Grosse Ile – Scuttlebutt Kalamazoo - The Pilot Lansing - Crow's Nest Mount Clemens – Mooring Lines Muskegon - Headline Port Huron – Splash! Sable Point – View Points Saginaw Bay – Bay Views Sewanhaka – The Signal South Bend - SpringLine Tip of the Mitt – The Barometer

#### District 10

Central WI - Between the Lines Door County - The Door Scuttlebutt Duluth - Channel Chatter Green Bay— The Ship's Log Hiawatha Valley - Tales of Hiawatha Milwaukee - Deck Watch Minnetonka - Tonkanauts

# **District 11**

Mosquito Lake – The Mosquito Bight

#### District 12

Bare Cover – Bare Facts Charles River - Ahoy Nobscot – The Rhumb Line Old Colony - Crier Pequossette – The Tom Tom Worcester County - Orion

# **District 13**

Alamitos – The A-Gull Arrowhead – The Log Costa De Oro – La Brisa De Mar Las Vegas – Star 'N Bars Long Beach – Current Action Pasadena – Pasadena Rose Redondo Beach – The Signal Halyard Santa Barbara – The Signal Hoist Ventura – The Helm

# **District 14**

Buzzards Bay – The Log Cape Cod – The Porthole Newport – Mill Grindings

#### District 15

Baton Rouge – The Wind Scoop Ft Walton – Porpoise New Orleans – Topside Talk Pensacola – Lazy Log Perdido Bay – Lost Bay Treasures

# **District 16**

Agate Pass – The Halyard Bellevue - Bellviews Bellingham – Bell Signals Bremerton – The Squawk Box

#### District 16 Cont'd

Deception Pass – Spindrift Everett – The Pike Pole Friday Harbor – Harbor Lights North Olympic – Straitlines Olympia – The Seaman's Log Point Wilson – The Point Poverty Bay – The Pirates Log Seattle – The Pilot Skagit Bay – The Bitter End Spokane – Lubber Line Tacoma – The Wake Astern

## **District 17**

Asheville -

The High and Dry News Atlanta – Waterlog Huntsville – Scuttlebutt Oak Ridge – The Agonic Line

## **District 18**

Beverly – Hannah's Banner Marblehead – Headlines

## **District 19**

Kennebec River – Rag-Pot Mid Coast – Prevailing Winds Wawenock – Smoke Signals

# District 20

Calumet – Smoke Signals Chain-O-Lakes – The Link Evanston – The EvaNSIGN Fox Valley – Tales of the Fox Land of Lincoln – Springlines Mid Illini – Headlines Skokie Valley – Running Lights Waukegan – Waukeelog

# **District 21**

Austin – The Plotter Coastal Bend – The Gulf Breeze Dallas – The Watch Below Ft Worth – The Sou'Wester Galveston Bay -

Galveston Bay Breeze

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Wyandotte – Smoke Signal



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## SQUADRON NEWSLETTERS Cont'd

## District 21 Cont'd

Houston – Bay Niegh Lake Charles – Anchor Line Lower Rio Grande – Resaca Echo Orange – Orange Soundings Ouachita – Keel Talk San Antonio – Now Hear This Shreveport – The Lubber Line

#### District 22

Anclote Key – Westerlies Anna Maria Island – The Bearings Boca Ciega – Lubber's Line Cape Coral – The Buoys Crystal River – The Ribber Ft Meyers - Scuttlebutt Lakeland – Prevailing Wind Manatee – Helm Station Marco Island – The Eagle's Eye Naples – The Log Peace River – Peace River Pilot San Carlos Bay – Tidings Sanibel-Captiva – Soundings Sarasota – South Wind St Petersburg – Force 12 Tampa – Short Blast Venice – Venice Inlet

## **District 23**

Banana River – Dragon Tales Cocoa Beach – The Soundings Daytona Beach – The Beachcomber Gainesville – The Learned Lamp Harris Chair – The Anchor Chain Jacksonville – The Skipper Ocala – Fouled Lines Ponce de Leon Inlet – The Enlightener Seminole – Smoke Signals

## District 24

Blue Grass – Long Rifle Reports Cincinnati – Ohio River Currents Dayton – The Binnacle Louisville – The Newswheel Wabash Valley – Voyager

#### Distict 25

Diablo - Meridian
Peralta - Peralta Helmsman
Redwood - The Barque
Sacramento - River Pilot
San Joaquin Delta - Sounding
Board
Santa Clara - The Bell

## District 26

Beaufort – The Beaufort Log Charleston – The Palmetto Log Golden Corner Lakes –

The Golden Anchor Hilton Head – The Ocean Breeze Lake Hartwell –

The Poinsett Pilot Lake Murray – The Log Jam Long Bay – Fore 'N' Aft North Strand – Scuttlebutt Savannah River –

The Piedmont Binnacle Swamp Fox – Fox Tales Tybee Light – The Beacon

#### District 27

Cape Fear – Foghorn
Cape Lookout – The Lookout
Catawba – Smoke Signals
Charlotte – Side Lights
Durham – The Bull Horn
Ft Macon – Cannon Soundings
Goldsboro – GSPS Scope
Greensboro – The Breeze
Lake Norman – Inland Seafarer
New River – Topsail Sightings
Pamlico – Sound of the Pamlico
Raleigh – Bow Lights
Rocky Mount –

The Coastal Plain Signal Shallotte River – The Bosun's Pipe Tar River – The Tar Paper Winston-Salem – Crossed Anchors



#### District 28

Phoenix – Box'n's Pipe San Diego – The Ship's Mail San Luis Rey – The Mariner's Needle

#### District 29

Columbus – Galley Gossip Fostoria – Poop-Deck Ft Wayne – Mariner's Message Lima – The "L" Marion – Marioner's Log Port Clinton – The Bow Line Sandusky – The LOOKOUT Toledo – The Breeze

#### **District 30**

Boulder Valley – Boulder Beacon Des Moines – The Prairie Schooner Four Rivers – The Charley Noble Kansas City – The Rhumb Line St Louis – The Dryrot

#### District 31

Beaver Lake – Beaver Lake Bearings Grand Lake – The Pelican Oklahoma City – Dinghy Painter

## District 32

Beaverton – The Foghorn Ft Vancouver – The Lookout Portland – The Newsbuoy Willamette River - Scuttlebutt

# **District 33**

San Juan – The San Juan Sentinel



Distinction in Journalism Logo graphic depicted above and left can be downloaded from the Publications Committee Web Page.

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# **Information Technology**

## **OD 1 & 2 Forms**

This is the season for Change of Watch. Do not forget to submit OD-1 (district) and OD-2 (squadron) forms prior to your COW. Make sure you specify the date of the COW. That is the day on which the old information is removed, and new becomes effective. Getting this information into the Master Data Base has been a primarily manual process, because the forms have been available only on paper. With the advent of an electronic version within DB2000, electronic submission is becoming more popular. USPS is becoming more and more dependant on information in the Master Data Base at Headquarters for communications. We are working on automating the flow of the data from the form directly to the Data Base, but it may take a while.

Meanwhile, please submit your OD forms before your COW, and as soon as your officers for the new year are identified. A few blanks can be filled in and forwarded later when the office holders are known.



"...submit OD-1 and OD-2 forms prior to your COW"

# **New Tools Pages**

A new and much expanded set of tools has been posted at <a href="www.usps.org/national/tools">www.usps.org/national/tools</a>. After using the Cert # and Zip login, a member can see lists of National officers, Committee members, district and squadron officers, check the validity of an email address, and a wealth of other information including the original Webmaster Tools. One can see almost all of his own record in the National database. Any member can also see a small portion of anyone else's record. National Officers automatically have access to all of the National members database. Using a form at the bottom of the page, any member can forward change information to the DB2000 contact in his squadron.

It is hoped that this huge leap forward will eventually lead to a secure facility that will allow each member to change his own record directly. More information about this facility will be presented during the ITCom Open meeting Friday afternoon in Dallas. If you have not already done so, and have a few minutes, browsing these new pages will be most enlightening.

"A new and expanded set of tools ..."

ITCom
Visit our Web Site at
www.usps.org/national/itcom

R/C Philip Arcuni, SN Chairman, Information Technology Committee

# **Operations Manual Committee**

The Operation's Manual Committee has been busy with updates. The major change was adding the "Board of Directors" section and the related by-laws sections. This rollout will coincide with the Annual Meeting. We are working with the National Historian on updating USPS History. Our goal is to have the updated history by summer of 2008. The Operations Manual Committee has volunteered to update the Secretary's Manual as our goal by Detroit Governing Board.

As always, I would encourage everyone to update their online resumes.

R/C Kent Simpson, AP Chairman, Operations Manual Committee



"The Operations Manual can be found on the USPS® Web site"

Click Here

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# Headquarters

**Headquarters Director Mary Catherine Berube** berubemc@hq.usps.org



National Headquarters Raleigh, North Carolina USPS Headquarters is a thriving operation in Raleigh, North Carolina, serving the needs of a dynamic organization.

Each week headquarters receives hundreds of letters, e-mails, faxes and telephone calls. Responding to those communications, as well as providing Governing Board and Operating Committee support, requires the constant attention of the headquarters staff.

Always remember \_\_\_ our headquarters is to provide excellent customer service. Please do not hesitate to contact headquarters by calling 888-367-8777. You can also contact the headquarters staff by email at http://www.usps.org/national/ensign/ hqcontactsheettable.htm.

Here's a recap for 2007:

Mail processed Outgoing Incoming	21,586 15,418
Faxes sent Faxes received	1,142 7,498
Orders received Course materials Exams	8,470 2,454
Exams graded	10,582
Phone calls	37,858

Mary Catherine Berube Headquarters Director

# **Historian Committee**



Historian Com Information and forms can be found at www.usps.org/national/historian/ The Historian's Committee is moving into the computer age. You can now file your squadron or district history report online by going to www.usps.org/national/historian, then click on the Squadron Historian's Form. You may use DB2000 or you may fill out the report yourself. Start by filling out the report at the beginning of the report year, save it, and work on it at your convenience. After your COW and when you have completed the report, file it by going back to the Historian's home page and click on Submit the Historian's Report, follow directions.

Does National have your heraldry and burgee? Check online by going to www.usps.org/ <u>national/historian/heraldry.html</u>. If your heraldry is not there, you may follow instructions by filling in your squadron name and district. You will then see a copy of your burgee and a block underneath where you may fill in your heraldry. This in turn will come to me and I will type it in permanently. If you want to change your heraldry in the future, you may do the same thing over again.

The Historian committee is having a "hands on" meeting in Dallas on Friday, February 22, 2008 in room Cumberland C from 2-5 PM. Bring your computer loaded with DB2000, your squadron roster and we will teach you how to work with these new programs.

> R/C Phyllis Millan, P Chairman, Historian Committee

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# **Help Wanted**

About nine months ago, I had a bright idea. Within the Secretary's department, we have a number of tasks which we could use help performing. In general, the types of tasks I had in mind can be performed from the comfort of your home and do not require a major commitment. Why don't we post these tasks on the web? Surely, we will find members who want to pitch in and help keep USPS moving forward. Thus the Help Wanted page was born.

The dilemma I have is that the page has been visited over 1000 times, yet I have not been notified to remove any postings. Please take a couple minutes and visit this page. You will find it at <a href="http://www.usps.org/national/natsec/helpwanted.html">http://www.usps.org/national/natsec/helpwanted.html</a>.

When you get there, the first item you will find is my plea for feedback. Following that are several tasks/jobs which we need help on. I would appreciate your feedback on the page. Are the postings of no interest? Are the postings unclear? Do they look like they would take more time than you have to offer? Please let me know what you think. Of course, if you find one that interests you, let us know.

R/C Dave Hinders, SN Asst National Secretary

# 2008 Budget Requests

Recently the 2007 year end expense totals were sent to department committee chairmen for their review. Also attached was a Budget Request Form to fill out if a change is needed from this past year. Please return the filled out form to me prior to the Annual Meeting in Dallas.

The Budget Committee would like to have the requests from all departments and committees prior to Wednesday, February 20, 2008, which is the committee's first meeting to discuss various projects, special needs, etc. It is anticipated that the budget for travel and meetings will be increased due to higher costs.

The committee has already been discussing changes in certain accounts for 2009. Changes should be simple and make work easier for all.

R/C Gary McKinley, SN - Budget Officer -Secretary's Department

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National Meetings Calendar						
2008	Annual Meeting Dallas Hyatt Dallas, TX	19-24 Feb				
	Governing Board Marriott Renaissance Ctr Detroit, MI	03-07 Sep				
2009	Annual Meeting Hyatt Regency Orange Cty Anaheim, CA	17-22 Feb				
	Governing Board Kansas City, MO	09-13 Sep				
2010	Annual Meeting Orlando , FL	02-07 Feb				
	Governing Board Bellevue, WA	01-05 Sep				
2011	Annual Meeting Orlando , FL	01-06 Feb				

Thank you to our Newsletter Article Contributors



P/D/C Gloria Schulke, JN Editor/Web Publisher E-mail Contact Gloria.Schulke@att.net

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# EARN EXTRA DOLLARS FOR YOUR DISTRICT AND SQUADRON!

Did you know you can earn money for your **SQUADRON** and **DISTRICT** every time you buy from the National Ship's Store online or by telephone? Just provide your valid membership number and your squadron name and district number. It's that easy! Your squadron will receive 2.5% of your purchase amount and your district will receive 2.5% of your purchase amount.

(This does not include shipping & handling fees.)

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