



Secretary's Department Newsletter



Secretary's Department

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Greetings from the National Secretary

New Orleans, CHANGES IN MEETING FORMAT

Beginning with the Governing Board meeting in New Orleans, the Executive, Administrative and Secretary's Departments have changed the way in which open committee meetings will be conducted. On the Friday, 9 May, each department will meet in rooms set aside for the day for open meetings.

The Secretary's department will meet in Grand Ballroom E beginning at 0830. After brief introductions by me, the meeting will be turned over to the **Historian** committee for the period 0840-0940. This time period allows ample time for questions from the audience. The **Operations Manual** committee will follow at 0945, ending at 1020. Next is the **Publications** committee during the period 1025-1125, followed by *The ENSIGN* committee with their presentation from 1130-1215. After lunch, the **Information Technology** committee will have their meeting, beginning at 1400.

By moving to the new format, it is hoped that members will have the opportunity to attend all of the department's open meetings. I encourage all members of the Secretary's Department committees to not only attend their own committee's open meeting but to also attend the other open meetings within the department.

Another change in meeting format will be witnessed at the Governing Board meeting on Saturday. C/C Theodore H. Smith, SN has asked all officers that give reports to make their reports short this time. It is his hope that the main business of the GB will be completed before lunch and that in the afternoon there will be time for some motivational guest speakers. Look for a change of pace in New Orleans.

I look forward to seeing you all in New Orleans, and when you see me please stop and say hello.

V/C Frank A. Dvorak, SN

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Information Technology

www.usps.org/national/itcom/

The Ensign

www.usps.org/national/ensign/

Publications

www.usps.org/national/pubcom/

Operations Manual

www.usps.org/national/om/

Historian

www.usps.org/national/historian/

Ship's Store

www.usps.org/national/shipstore/

Headquarters

www.usps.org

Editor/Web Publisher

Webmaster

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SERVICE IS OUR PLEDGE



USPS Headquarters



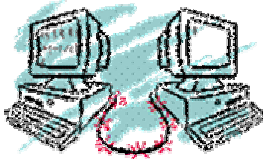
**National Headquarters
Raleigh, North Carolina**

IT is a service department. We interact with all the other HQ departments and with USPS® squadrons and members. It is never a dull place. We continually strive to know how every department functions. We design and maintain the data files and programs that enable every HQ department to access and use information. Changes in the way USPS does business and special requests, affect the IT department. Sometimes a change is an opportunity for us to do something in a better way. At other times it means we work hard to solve an information-processing problem so that USPS members can have easier access to data.

Our work is as varied as the different activities of USPS. On a given day we may be working with the Vessel Safety Check program, getting rosters out to squadrons and handling random exam issues. The information IT provides may be in the form of a printed report, a file attached to email, a computer screen for HQ staff, or data for the USPS web site. Our goal is to enable the HQ staff to provide timely and accurate information.

Kathy Kesterson

HQ Manager, Administrative Services



Web Browsing? Check out ITCOM

When browsing the USPS Web site, check out the ITCOM site. A wealth of information awaits you. The many Internet services provided by ITCOM to USPS members are listed on the main page including methods of receiving technical support. From the main page, you can go to a listing of the committee members and their projects, USPS Internet Policies, Services, and Support.

“Services” listed include what you need to know about Web Site Hosting, Mailing Lists and Web Site Award Criteria. And if you want to check out Web site winners, you can find that, too.

The “Support” area contains Bulletins, FAQs, Net Tools including useful internet software for download, and a vast list of References.

This committee comprised of multi-talented committee members, chaired by R/C Ed Duda, AP, is constantly improving and updating our internet communications system. Check it out!

**R/C Ed Duda, AP
Ch/ITCOM
itcom@usps.com**

**Visit the ITCOM Site
www.usps.org/national/itcom/**

*“Take advantage of
the Auxiliary
Advisory
Committee’s
National
“Cookbook” Presale
discounted price
in the
Ship’s Store*



While at the New Orleans Governing Board meeting, stop by the Ship’s Store. Shop early as some items sell out fast. New items will be available. Take advantage of the Auxiliary Advisory Committee’s National “Cookbook” “Presale” discounted price available in the Ship’s Store. Shop on-line and take advantage of the May sales!

SERVICE IS OUR PLEDGE

www.usps.org/national/shipstore



Greetings to you from the 26 members of *THE ENSIGN* Committee and *THE ENSIGN* Staff!

NEW ORLEANS GOVERNING BOARD MEETING

THE ENSIGN Committee (TEC) members will meet for a Closed Meeting on Thursday, 8 May 1015 - 1215 in Gallier B. The Open Meeting will be held Friday morning 1130 – 1215 in the Grand Ball Room E as one segment of the entire Secretary's Departmental Meeting. This is a new meeting format for the department. Plans for *THE ENSIGN* Committee's presentation include an overview of the committee and the work we do.

2003 EDITORIAL CALENDAR

Upcoming opportunities for submissions include July/August – On-the-Water Fun; September – Education; October – Civic Service; November – Onboard Projects / Products; December – Engine Maintenance. Please send stories, tips and photos for consideration at least two months in advance of the issue in which you wish them to appear.

PHOTOGRAPHY CONTEST

THE ENSIGN Committee 2002 Photography Contest is now history, and the first place winning entry graces the cover of the April 2003 magazine. At the recent Annual Meeting, the winner was selected from among the ten finalists out of 81 entries. 461 ballots were cast, and plaques and awards were presented to the winners at the general membership meeting on Saturday. Thanks to all who submitted entries, and look for other photo winners in upcoming issues.

MAGAZINE

TEC and staff are grateful for OCom's support of our request to hire an additional employee at Headquarters to help with copy editing and other production tasks. We plan to have this staff person in place in the near future. The staff continues its redesign of the Web site for *THE ENSIGN* as time permits. Site layout has been set, and page development is underway.

ADVERTISING and LOBBY TABLE VENDORS

We would still like for squadrons and districts to help solicit ads for the magazine. Remember that squadrons retain a 10% commission for each ad sold every time it runs. What an easy way to earn extra money for worthwhile projects and squadron needs! We were in hopes that our year-long association with Alliance Publishers Representatives, a New York based agency, would yield increased ad sales, but thus far we have experienced limited success. Still, ad sales are increasing. We have picked up several placements from vendors who are advertising in the magazine as part of their contractual agreement to host lobby display tables at our national meetings. Total net ad sale collections are up for this first quarter time period 36.5% from 2001 and 6.25% from 2002.

OTHER TEC PROJECTS

PUBLICATION EDITORS: TEC is working with the Publications Committee to create an on-line listing of squadron and district publication editors. These important communicators are not listed in our National Directories. Both committees feel they would benefit from such a listing.

READERSHIP SURVEY

At the direction of OCom, TEC will help to coordinate a random sample readership survey for USPS® this fall. The University of South Carolina College of Journalism, under the direction of Professor Beth Dickey, will assist us with this project. Suggestions for questions to include on the survey may be sent to me at odetojoyce@aol.com.

MISSION STATEMENT: Members of TEC are working to develop a succinct mission statement for *THE ENSIGN* that includes the purpose, target audience and image we are trying to convey. Ideas are welcome.

Thank you for your continuing support of *THE ENSIGN*.

by R/C Joyce F. Shaw, AP Ch *The Ensign* Com
odetojoyce@aol.com



Meet our National Secretary

“National Secretary V/C Frank Dvorak, SN, of Bellevue, Wash., joined Bellevue (WA) Squadron in 1975. He served first in the Educational Department as class chairman, chair of local board of boating, assistant educational officer and then SEO. He then served as administrative and executive officer before becoming commander. He moved onto the district bridge serving as the D/16 commander in 1995. He has been a member of the Governing Board, the Navigation Committee and the Planning Committee, and has been the assistant national secretary. Life member; 28 merit marks.”

(Excerpted from *The Ensign* February 2003)



V/C Frank A. Dvorak, SN

Committee UPDATES

ITCom Roster Passwords - new roster request passwords have been issued to all commanders. The request system was updated at close of HQ business on 2 May 2003. Although the commander is the "keeper of the password", he can provide the password to his roster and membership chairs so that they too, can request rosters. Many squadrons have one central person who requests the roster download and sends the received file to all those who need it.

E-mail itcom@usps.com Visit the Itcom Site www.usps.org/national/itcom/

Operations Manual - the committee is currently working on revising all the graphics in the Operations Manual. Plans are to replace the current uniform diagrams with actual photographs of the uniforms and to add color to many of the diagrams to make the images much more interesting and informative.

Ch/OM/Com R/C Peter Mitchelson, SN E-mail EuroPWM@mindspring.com

Historian Com
R/C Charles Sutter, AP
Ch/Nat/Historian Com
Information and forms
can be found at
www.usps.org/national/historian/

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

[Click Here](#)

Publications Com
R/C Bill Reasons, SN
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National Meetings Calendar

2003	Spring GB Sheraton, New Orleans	7–11 May
	Fall GB Reno Hilton—Reno, NV	3–7 September
2004	Annual Meeting Rosen Ctr, Orlando, FL	15–19 January
	Spring GB Hilton, Pittsburg, PA	19–23 May
	Fall GB Adams, Jacksonville, FL	8–12 September
2005	Annual Meeting Rosen Ctr, Orlando, FL	5–9 January
	Spring GB Adam's Mark, Charlotte, NC	1–5 June
	Fall GB Hilton, Portland, Ore.	6–1 September
2006	Annual Meeting Rosen Ctr, Orlando, FL	4–8 January

Thank you to our
Newsletter Article
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Webmaster
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