



UNITED STATES POWER SQUADRONS®

Fall 2019

Dear Squadron Commander:

A merit mark is the only pay we get for the contributions we make to USPS. Of all the awards conveyed by the organization, the merit mark is the most prestigious. It may be only a small gold bar to adorn our uniform but its significance is greatly coveted. Indeed, five merit marks bring senior member status and 25 merit marks accord a member life membership, exempt from national dues.

A merit mark is awarded to a member by the Chief Commander based upon a recommendation by the member's squadron commander. *You, as that commander, have the responsibility of assuring that every one of your members who has contributed substantially to your squadron's mission is rewarded with a merit mark.*

This imposes a great obligation on you to decide impartially who among your members has truly earned this award. You must be sure that each recommendation is factual and worthy.

That process begins in October as you prepare to send your merit mark recommendations. It's done electronically through a proprietary computer program called "DB2000". That's covered in tutorials under "[Working with DB2000](#)" in the [Guidance matrix](#) you clicked on earlier. Caution: You must use a computer with Windows 7 or later or a Mac with PC emulation software. Questions regarding problems encountered while installing DB2000 or MQSeries should be e-mailed to DB2000@usps.org, not to your Area Monitor.

By 15 November, your first set of recommendations must have been submitted. This could be your only submission, but if efforts by other members come to light at a later date one or more "supplemental" submissions may be made. There can be only one "original" submission; all subsequent new recommendations must be "supplemental".

Your recommendations are not sent directly to the Chief Commander but are routed by DB2000 through a reviewer known as an "area monitor". He or she evaluates each recommendation to ensure that it rises to a level worthy of a merit mark. A recommendation which falls short will be sent back to you with an explanation of its deficiency, with the hope that inclusion of additional information will allow it to be returned as a "resubmission".

All recommendations favorably reviewed by the area monitor are passed to the Chief for his final review. In most cases, a merit mark will be awarded. Except for a first merit mark, which is mailed, a certificate is sent to a member as a PDF attachment to a congratulatory e-mail from the Chief.

You should make yourself aware of any members who, if awarded a merit mark this year, will attain life membership in USPS (25 merit marks) or become a member emeritus of the Governing Board (50 merit marks). These members should be encouraged to attend the ensuing national annual meeting, where they'll be personally recognized by the Chief Commander and presented a plaque at a special ceremony. A list of those eligible can be found at <https://www.usps.org/dues/reports/mms.php>.

Although it is your responsibility to make merit mark recommendations, many commanders find it helpful to appoint a merit mark chairman to compile data on members' activities throughout the year and compose the actual DB2000 submission for your okay. *You should share this letter with that individual.* It's most helpful if this person remain in that position for multiple years.

Your predecessor should have given you the passcode you'll need for accessing the merit mark system on DB2000. If you don't have it, you must contact [Lynnda Stevens](#) at Headquarters to get it (888-367-8777). The passcode should be disclosed to your merit mark chairman to facilitate his/her formulating your recommendations.

You must not recommend yourself; that's the prerogative of your District Commander. Furthermore, you, yourself, are not eligible for a merit mark until you have submitted an original recommendation for your own squadron's members.

Your original submission and any supplemental submissions or resubmissions are for work performed over the period of the current calendar year, although supplemental recommendations may be submitted through 15 April of the ensuing year. If it becomes known that a member's contributions for up to three years earlier were not suitably recognized at the time, a separate "retroactive" submission may be made.

Finally, it's imperative that you review the provisions of Operations Manual chapter 16, Merit Marks, accessible on the national website at <http://www.usps.org/images/secretary/opman/opsman16.pdf>.

The concept of merit marks was conceived by Chief Commander A. B. Bennett, who presented the first awards in 1920. His vision has proved to be one of the most revered customs of USPS. It's up to you to preserve and perpetuate this longstanding tradition.

All the best,

P/V/C Spencer P. Anderson, SN
Chairman, Area Monitors

