

# **Consolidated Committee Report   USPS   Educational Department**

Annual Meeting Jacksonville, FL 2013

## **Basic Public Education - R/C Dick Carson, SN**

100<sup>th</sup> Anniversary – Proud Past, Bold Future.

The Committee's responsibilities remain primarily in the "Self Education" leg of the USPS triangle, while expanding "Civic Service" with public education through courses and seminars. Supporting pricing structure has been developed and programs such as the Brunswick Advantage gaining momentum. Shortfalls appear in quantity of instructors to make the robust concept work.

Student materials:

America's Boating Course 3<sup>rd</sup> Edition 2012 reprinting is selling, not to budget expectations, with classroom registrations as of 1 December 2012 only 25% compared to last year; 155 of our 400+ squadrons have NOT conducted an ABC3 class so far this USPS EdDept year. Review of the course content is in progress with NASBLA to ensure we have the right stuff in the 8-hour course. A significant effort will be launched at the Annual Meeting to translate the ABC3 student and instructor material to the Spanish language. The on-line version is popular and the inclusive on-line testing element is in process of being tailored to those states with specific educational and testing requirements. A campaign to announce this on-line capability will be launched in 2013 with the respective state Boating Law Administrators (BLA).

Basic Coastal Navigation seminar is in rewrite to reflect current electronic navigation material, complementing Chapter 5 in ABC3, and support the continuum of navigation education in advanced and specialty courses. It will be in the single document format, one book filling the need for student notes and instructor guide. It is currently available from the USPS EdDept Catalog, and it is intended that the seminar will be placed on-line after it is updated.

How to Use a Chart seminar was updated, printed in the single document format and is available from the USPS EdDept Catalog and on-line.

Paddle Smart remains outdated, is planned for revision in 2013 to include printing in the single document format. It is currently available from the USPS EdDept Catalog and it is intended that the seminar will be placed on-line after it is updated.

Trailering seminar is due for review and updating coincident to being printed in the single document format. It is currently available from the USPS EdDept Catalog and on-line.

The course of action to bring life to the long dormant USPS4Kids program includes creating a use for the in-stock materials currently valued over \$10,000, created in 2006 from USPS funds and grants. Review at this time is for insertion as an on-line product now. The trademarked manuals and supportive DVDs present an 8-hour web-based program for consumption on-line, however have potential use at youth camps, church and similar youth oriented organizations. Of possible interest, the trademark is:



On Tuesday, August 24, 2004, a U.S. federal trademark registration was filed for **USPS USPS4KIDS.ORG** by **UNITED STATES POWER SQUADRONS**, Raleigh, NC 27622. The USPTO has given the **USPS USPS4KIDS.ORG** trademark serial number of **78472273**. The current federal status of this trademark filing is **SECTION 8 & 15-ACCEPTED AND ACKNOWLEDGED**. The correspondent listed for **USPS USPS4KIDS.ORG** is **ENRIQUE G. ESTEVEZ** of ALLEN, DYER, DOPPELT, MILBRATH & GILCHRI, 255 SOUTH ORANGE AVENUE, STE. 1401, ORLANDO FL 32801 . The **USPS USPS4KIDS.ORG** trademark is filed in the category of **Education and Entertainment Services** . The description provided to the USPTO for **USPS USPS4KIDS.ORG** is Educational services, particularly for children, namely, conducting courses of instruction in boating safety and distributing instructional course materials in connection therewith.

Documentation of course class schedules, completions, and student assessments is critical to most aspects of managing educational matters. Frequent communications from the educational leadership for help with the HQ800 software highlights difficulty by users who are our seemingly computer-challenged. Recognizing importance of using HQ800 software, the software that we are totally reliant upon to document all educational activity, efforts continue to make HQ800 easy. Accordingly, District 5 created a 2 to 3-hour briefing that meets the "it is easy" criteria. It is planned for introduction at the Annual Meeting.

### **Boat Handling Committee - R/C James Runge, SN**

The following information is based on numbers from the past educational year.

Course	Shipped to Dec. 2012	Last Year	5 Mo. Projection
Advanced Powerboat Handling	43	154	31
Knots, Bends, and Hitches	75	109	82
Hurricanes and Boats	50	60	40
Mastering Rules of the Road	179	249	118
Fuels and Boating	37	18	22
Man Overboard	2	0	0
Partner in Command	289	204	201
Powerboat Handling	128	170	91
Sail Trim	139	95	89
Emergencies on Board	185	92	136
Anchoring	149	0	33

## Consolidated Educational Department Report Annual Meeting 2013

---

Sail	509	600	243
Seamanship 2012	524	0	716

In the last educational year 940 students took Seamanship and 338 took Sail. The Seamanship numbers are a mixed bag. The table shows no books shipped last year because the edition listed is the 2012 edition. Many squadrons have 2009 versions of the text and some even have a number of 2007 versions. The addenda and errata will bring those old versions up to date.

The corrected version of Seamanship, labeled 2012, is finished. The errata for the newly-written homework questions are on the website and included with the 2012 instructor's guide. The new test bank reflects the changes in the homework questions and the text. Appendix B was a joint effort with the Canadian Power Squadron. The next step is to begin a total re-write of the course removing redundancies with the ABC3 course and including them in an appendix attached to the new Seamanship course. This work will take at least a year, and cooperation with the CPS is essential. At present we are identifying CPS members to work with the Stf/C responsible for Seamanship to begin the process.

Currently Sail is being revised. The first step—verifying mistakes in the text and making those corrections, is underway. The basic outline for a total re-write has been completed and work coordinating with the Canadian Power & Sail Squadrons and the Publishing Committee has begun. Along with the new work on the Sail course, parallel work on the Sail Trim seminar is also being initiated.

Other revisions of seminars currently in process include Rules of the Road, Powerboat Handling, and Partner in Command. Partner in Command is slated to be the first on-line offering of USPS material on the Boat US website. Work is being done to identify graphics used in the seminar in order to verify their appropriateness and legality for use on the Boat US website.

Similar work has begun on two other seminars, Emergencies on Board and Anchoring, in preparation for appearing on-line with Boat US. The same type of work has also begun on Seamanship, which is scheduled to be the first class to appear online with Boat US. The time line for implementation is a bit longer for the Seamanship course.

As seminars are being depleted in the warehouse, they are being re-edited and put into the new booklet format and, where applicable, an on-the-water component is being added with the approval of the BOC committee. Upcoming seminars are Advanced Powerboat Handling, Knots, Bends and Hitches, and, lastly, Rules of the Road. These seminars will be reviewed in the coming year.

## Consolidated Educational Department Report Annual Meeting 2013

---

Additions to and editing are ongoing for the Boat Handling Committee handbook. Work should be completed by the end of the educational year.

The basic goals of the Boat Handling Committee for the coming year remain the same as last year's.

1. Committee communications.
2. Timely response to questions and concerns.
3. Cataloging changes suggested by members for our educational material.
4. Recruiting new members for the committee.
5. Reorganizing the web pages for Seamanship and Sail.
6. Preparing Boat Handling courses and seminars for on-line implementation.

These goals are at the heart of our overall plan for next year.

### **Boat Operator Certification and On the Water Training Committee - R/C Chris Windeler, SN**

#### **Plans for 2012 and [Accomplishments for 12/16/2012](#)**

##### **Plans 2012**

1. Run 8 BOC schools in the East half of country by 9/2012 with Water Trainer and additional ones in the West. [See attached chart of training.](#)
2. Run 1 school in each of the remaining Regions. [See attached chart of training.](#)
3. Move Water Trainer to West Coast in September 2012 – [Water Trainer under going re-wrapping and will move to Phoenix, AZ 1/3/13](#)
4. Train as many OTW certifiers as possible. [See attached chart of training.](#)
5. Support POTW Seminar and train the public - [See attached chart of training.](#)
6. Work & coordinate with Brunswick Initiative – [Continuing](#)
7. Work with NEO to create financially self sustaining business plan for BOC & OTW Training - [Continuing](#)
8. Participate in new CG Grant application – Second Grant received. Lease on boat for another year. [Started work on 3rd Grant.](#)
9. Improve Marketing effort on BOC & POTW- A Marketing committee has been set up. [Presentations have been made to BOC and will be made at 2013 Annual Meeting.](#)

# Consolidated Educational Department Report Annual Meeting 2013

---

10. Issue ACN Guide – [Issued. All material to be downloaded. No printing or inventory involved except ACN Passport.](#)
11. Prepared ON Guide for review in 2013 – [Will start ON at 2013 Annual Meeting](#)
12. Appoint a Scheduler and Water Trainer Manager – Don Funderburk has agreed to do the [scheduling of BOC Training. Plan to put schedule on BOC website.](#)
13. Continue conference calls to committee members – [Conference calls occur monthly and are well attended.](#)
14. Update/modify the BOC databases – [Waiting for programmer support. Expectations of modifications starting early in 2013.](#)
15. Resolve inconsistencies in Certifiers Status – [most resolved and continuing](#)
16. Work to put material on web as opposed to inventory- [Will not print more BOC Guides when inventory depleted. They will be available for download.](#)

## BOCOTW Activities 2012

Date	Location	#POTW	#IN	#CN	#IN Certifier	#CN Certifier	#IN Certifier Trainer	#CN Certifier Trainer
1/24 - 1/29	Jacksonville, FL	14	4	10	-	-	-	-
2/2 - 2/4	Vero Beach, FL	-	7	-	3	-	5	-
2/7 - 2/9	Juno Beach, FL	-	1	-	-	-	8	-
2/13 - 2/15	Homestead, FL	-	-	-	1	-	7	-
2/25 - 2/26	Honolulu, HI	-	3	2	1	1	1	1
2/25	San Diego, CA	-	-	-	-	2	-	-
2/27	Clearwater, FL	-	1	-	1	-	-	-
3/2 - 3/3	Punta Gorda, FL	-	10	-	10	-	-	-
3/16 - 3/18	Lake Charles, LA	-	9	-	1	-	-	-
3/24 - 3/25	Seabrook, TX	15	-	-	-	-	-	-
4/1	Ft. Worth, TX	-	4	-	-	-	-	-
4/14 - 4/15	Dallas, TX	-	8	-	1	-	-	-
4/28	Stamford, CT	4	-	-	-	-	-	-
4/27 - 4/29	Chattanooga, TN	-	12	11	-	-	-	-
4/29	Seabrook, TX	4	-	-	-	-	-	-
5/6	Minnetonka, MN	4	-	-	-	-	-	-
5/11 - 5/12	Peoria	2	8	-	-	-	-	-

## Consolidated Educational Department Report Annual Meeting 2013

---

5/13 - 5/14	Heights, IL Hammond, IN	1	18	-	-	-	-	-
5/16 - 5/17	Fox Lake, IL	-	-	-	4	-	4	-
5/17 - 5/19	Wake Forest, NC	-	8	-	-	-	-	-
5/18 - 5/22	Detroit, MI	-	11	6	-	-	-	-
5/23 - 5/30	Sandusky Bay, OH	-	3	-	9	-	-	-
5/26	North Beach, MD	-	-	2	-	-	-	-
5/28	Stamford, CT	2	-	-	-	-	-	-
6/2	Old Greenwich, CT	15	-	-	-	-	-	-
6/8 - 6/9	Alpaus, NY	-	7	-	-	-	-	-
6/9	Cataumet, MA	5	-	-	-	-	-	-
6/13 - 6/15	Poulsbo, WA	-	13	5	8	5	5	4
6/19 - 6/20	City Island, NY	4	5	-	3	-	-	-
6/27 - 6/30	Patchogue, NY	5	2	-	3	-	-	-
7/14 - 7/15	*Bluffton, SC	-	1	1	1	3	-	-
7/27 - 7/29	Bowdoinha m, ME	-	14	-	1	-	1	-
7/23 - 7/25	Buffalo, NY	-	3	3	4	4	-	-
8/4	Bridgeport, CT	-	9	-	-	-	-	-
8/8	Lodi, CA	-	5	-	-	-	-	-
9/6 - 9/9	Lake Forest, IL	2	2	-	-	-	-	-
9/14	Fox Lake, IL	-	2	1	2	-	-	-
9/22 - 9/24	*multiple sites, MN	5	6	3	-	-	-	-
9/27 - 9/29	Door County, WI	-	3	3	-	-	-	-
10/8	Peoria, IL	2	-	-	-	-	-	-
10/10	Houston, TX	1	-	-	-	-	-	-
10/13	Seabrook, TX	1	-	-	-	-	-	-
10/26	Slidell, LA	-	-	5	-	5	-	1
<b>Totals:</b>		<b>86</b>	<b>179</b>	<b>52</b>	<b>53</b>	<b>20</b>	<b>31</b>	<b>6</b>

### **Brunswick Dealer Advantage Program (BDA) - P/C John Malatak, AP and P/R/C Dick Pfenniger, SN**

The Brunswick Dealer Advantage Partnership is ready for national launch.

We continue to work with the Brunswick Corporation updating our growing list of squadrons wishing to participate in delivering our courses, seminars and on-water training at select Brunswick Dealer locations. With the assistance of Headquarters and the Education Department Leadership Team, we offered a second opportunity for squadrons who may have either misunderstood or outright failed to fill out the original "BDA participation survey". The second survey proved to be the right call. We only had 42 squadrons who filled out the first survey completely by providing us with the needed contact

## Consolidated Educational Department Report Annual Meeting 2013

---

information, as well as willingness to provide courses and seminars during the months of January thru June (we are calling this group our "A-Team"). After our second survey and contact with select DEO's we were able to increase our squadron participation by nearly 100%. We now have 80 squadrons on our "A-Team" ready for the national launch. These 80 squadrons are fully identified, confirmed their intent to participate and are ready to go. This is a great starting footprint for our targeted "soft" launch. **But...the 80 squadrons participating only represents 17.39% of our total squadrons.** The aforementioned number is not good news.

The "national launch" is projected for the second week of January (2013) and will be a "soft launch". By "soft launch" it is meant that Brunswick will provide full information and marketing packets to their participating BDA members. In addition, Brunswick will be making telephone calls, as well as email and other electronic outreach elements to their members. "A-Team" squadrons will also receive updated information and marketing materials for joint outreach opportunities that provide a consistent image and message while marketing the classes and seminars. Then, sometime in early June and hopefully after more squadrons sign on to participate, Brunswick Corporate Office will go out with a "hard launch" nationally through national press releases to the major Marine Trade publications as well as normal press and electronic routes.

Throughout the year, we will maintain our monitoring and develop status with Brunswick to continue to solicit more squadrons to participate and join the "A-Team"

For more information how squadrons can participate we ask them to contact their respective DEO, Brunswick Program Manager, John Malatak ([john.malatak@comcast.net](mailto:john.malatak@comcast.net)) or Dick Pfenniger ([rcp37@juno.com](mailto:rcp37@juno.com)).

### **Educational Outreach Committee - R/C Wil Hugli, SN**

The R/C participated in about 20 conference calls and made two separate visits to Headquarters to plan for development of the BOAT US program and coordination between USPS and BOAT US systems.

Two members were drafted to research and recommend online publishing requirements and processes.

The Committee initiated iTunes University seminar development in a joint account with UWF.

Some 20 online courses and seminars were coordinated for students through UWF interface.

Administered six online course examinations.

Work has commenced on the development of an online source style manual. Much of this will follow the current planned layout for the Partner in Command Seminar being developed for delivery on the BOAT US website. Efforts will be coordinated when possible to develop a common style with the new USPS website and redeveloped ABC3 website gateways.

## Consolidated Educational Department Report Annual Meeting 2013

---

We researched the interfaces required to make or allow cross application of online software application between various platforms.

The R/C has been continuing to work on the development of Committee training programs to generate the skill sets to enable USPS to move forward into the online environment.

Much of the activity has been devoted directly to the BoatUS program. Meetings with staff from Boat US and ongoing development sessions with USPS Educational Department, Marketing, Membership, and ITCom have been held to create the communication interfaces and processes to automate transmission of information between Boat US and USPS systems. Project Manager Eileen Rickard has done a yoeman's job of identifying discussion points and coordinating efforts with headquarters staff and BoatUS to bring this effort to fruition. Progress will be demonstrated at various events during the Annual Meeting in Jacksonville.

## Electro Mechanical Systems Committee - R/C Gene Danko, SN

### Course Statistics

Course shipments are holding momentum, generally outpacing the five month projection on inventory, while seminar shipments have peaked and are in decline. The table below is illustrative of all EMSCom inventory.

Description	Shipped 2012	Shipped 2011	Shipped 2010	5 Month Projection
EM SM 07	1054	877	688	412
EM IM 07	110	130	94	63
ME-SM 101/102 2002	86	60	249	49
ME-IM 101/102 2002	31	14	28	12
ME-SM 103	88	64	212	53
ME-IM 103	27	14	28	12
Marine Electrical Systems	448	484	395	294
Marine Elec. Systems IM	62	68	72	29
Marine Comm Sys SM	300	424	189	172

## Consolidated Educational Department Report Annual Meeting 2013

---

Marine Comm Sys IM	51	71	66	28
Marine Amateur Radio - LG	16	227	225	219
Gen Lic. Manual ARRL LG	1	3	9	5
Amateur Radio On The Move ARRL	2*	5	9	7
Ham Radio Lic. Manual-ARRL	2	14	6	15
Boat Owner Guide to GMDSS – LG	75	29	39	15
QG – GPS	395	435	608	82
VHF – QG	293	388	278	135
Marine Radar SN	149	268	291	87
Marine Radar IN	20	31	31	14
Radar Book	149	272	293	93

\*No longer in Inventory

### Course Development

Engine Maintenance (EM2011) is in general use.

Marine Electrical Systems is in general use. MES ran out of stock in December and is now being replenished.

Marine Communications Systems is in general use.

Electronic Navigation Systems has passed internal edit and is in the format/assembly phase.

Marine Electronics remains in stock. We will continue to provide this course until all three of the new courses are in general circulation. No updates are planned for these modules.

### Seminar Development

No work has occurred in 2012.

### Other Issues

R/C Danko attended the GMDSS Implementation Task Force meeting in Arlington, VA on 11 January 2012. Roughly 90% of recreational mariners have not responded to Task Force recommendations that

## **Consolidated Educational Department Report Annual Meeting 2013**

---

GPS systems be connected to DSC radios, nor are boaters registering for MMSIs in large numbers. This issue will persist and continued public education is needed.

No Task Force Seminar was held in August.

LightSquared LLC has lost its battle for satellite spectrum, in a bid to create a terrestrial broadband network. The venture capital firm behind the project is under investigation on separate financial matters (and has filed for bankruptcy protection), so this issue is not expected to come up again.

EMSCoM is effectively de-staffed and only three members are contributing to the committee load. Contributing factors are burnout due to committee workload, personal matters, the aging membership, and dearth of qualified candidates.

## **Inland and Coastal Navigation Committee - R/C Dick McGaughy, SN**

### **Piloting**

Piloting is the first of the navigational classes focusing on techniques for piloting a boat in coastal and inland conditions. The course emphasizes planning and checking along with the use of GPS for determining position, and introduces digital charting along with traditional charting, compass and dead reckoning skills. Plotting, labeling, use of the compass, aids to navigation and related topics are included in this approach to coastal and inland piloting.

The current Piloting Student Kit 2011 includes the 2011 Student Manual and the 2011 Plotting & Labeling Standards. The current Piloting Instructor Kit includes the 2008 Instructor Manual, and the Piloting instructor CD 2008 rev 2012. The course uses the Weekend Navigator Second Edition. There is an optional Piloting on-the-water training segment available for download on the Piloting page of the Educational Department section of the USPS web site.

In the past year 727 individuals completed Piloting; 92% passed. The average score was 88.7%

### **Advanced Piloting**

Advanced Piloting is the second part of the inland and coastal navigation series. This material builds on the base developed in Piloting, and includes practical use of additional electronic navigation systems and other advanced techniques for finding position. Among topics covered are the following: finding position using bearings and angles; collision avoidance using GPS and radar; what to do when the electronics fail; tides, currents and wind and their effect on piloting; electronic navigation with GPS, chart plotters, radar, and autopilots.

The Current AP course student manual and instructor manual editions both are 2011. The AP instructor CD is 2011 (version 6.0). The course uses the Weekend Navigator Second Edition. There is an optional

## Consolidated Educational Department Report Annual Meeting 2013

---

Advanced Piloting on-the-water training segment available for download on the Advanced Piloting page of the Educational Department section of the USPS web site.

In the past year 423 individuals completed Advanced Piloting; 94% passed. The average score was 90.7%.

### Seminars and Guides

The following Inland and Coastal Navigation seminars and guides are available:

- Mariner's Compass
- Predicted Log
- Tides and Currents

The Inland and Coastal Navigation Committee welcomes new talent to evaluate examinations and to help maintain educational materials. Please update your resume on the Nominations section of the USPS web site.

### Marine Environment Committee - R/C Chuck Wells, SN

MEnvCom is responsible for producing and administering two courses, two seminars and one Webinar: the *Cruising and Cruise Planning* course, the *Weather* course, the *Basic Weather and Forecasting* seminar, the *Boating on Rivers, Locks and Lakes* seminar, and the *Marine Weather Forecasting* webinar – the first USPS University webinar – presented in June, 2011. This report has some brief comments about each one.

#### The Cruising and Cruise Planning Course

A major rewrite of the course is complete and is expected to be in the catalog by the end of January. The project included a new Student Manual, an Instructor Guide (on CD) with a Slide Presentation and notes, and a full set of examination questions. In addition to the traditional cruise planning topics, the new manual will include descriptions and tips about some actual cruise routes/areas (the Atlantic Intracoastal Waterway, Inland Rivers, Northwest Pacific Coast, and the Great Lakes). The course will also include a class virtual cruise planning exercise that will involve the major elements of cruise planning (charts, guidebooks, route, provisioning/meals, etc.). While this planning exercise is not an OTW one and no actual cruise will be required to receive credit for the course, squadrons will be encouraged to do an actual cruise based on the classroom exercise.

#### The Weather Course

The course was updated in 2012. The Instructor CD has both a regular PowerPoint presentation with complete notes and an Instructor's Guide that contains suggestions and tips for instructors. No changes are forecast in the near future.

Major features of the 2012 edition over the 2008 version are:

- corrections and refinements to the text reflecting the comments of instructors and students over the last 2 ½ years;
- additional graphics in both the manual and PowerPoint presentation (e.g., satellite and radar images);
- more complete explanations of a small number of topics (e.g., supersaturation);
- practice questions identifying different weather patterns/systems;
- the Regional Weather Appendix has been eliminated, but will be available as a download from the MEnvCom weather webpage;
- the course can be taught using a mix of the present Wx2008 and the 2012 revised edition manuals. Paragraph numbers from the old manual are carried over into the new manual;
- the revised Instructor Guide included on the Instructor CD gives teaching advice including suggestions for teaching with a mix of manuals; and
- the closed book exam is the same.

### **Basic Weather and Forecasting Seminar**

The new weather seminar – *Basic Weather and Forecasting* – is more comprehensive than its predecessor (94 slides versus 63 in the old one). In addition to the *Onboard Weather Forecasting* QuickGuide used in the old seminar, participants receive a full color Seminar Guide complete with notes—a major upgrade from the previous guide. There is no separate printed Instructor Guide. The notes in the Seminar Guide also serve as instructor notes. The Instructor’s CD, however, in addition to the PowerPoint presentation has a file with an Instructor’s Guide that contains suggestions and tips for instructors.

### **Boating on Rivers, Locks and Lakes Seminar**

*Boating on Rivers, Locks and Lakes* seminar has been well received and there are no plans to revise it at present.

### **Marine Weather Forecasting Webinar**

The *Marine Weather Forecasting* webinar was developed for coastal and offshore cruisers and emphasized the 500 mb chart as a forecasting tool and NOAA/NWS coastal/offshore meteorological products. We expect that the webinar will be offered again either as a recorded version or another live presentation, but there is no scheduled event.

### **Planned Projects**

A *Severe Marine Weather* seminar is under development. Staff Commander Robert Anderson is taking the lead in overseeing this project. It will focus on severe weather and oceanographic events that affect boaters.

The Committee intends to promote the development of other sample cruises for the new *Cruising and Cruise Planning* course. As these new examples are created, we will post them online so that other boaters and instructors can use these for classroom or practical use.

## Consolidated Educational Department Report Annual Meeting 2013

---

A long-term project to replace the present weather guides with stand-alone more complete ones is in progress. Substantial progress has been made on three of them: the New England/Mid-Atlantic Coast; the Great Lakes; and the Pacific Northwest Coast. MEnvCom needs more volunteers to work on other regions. In addition to general weather topics, the guides will also cover tides, currents and sea states.

### **Offshore Navigation Committee – R/C Steve Abbott, N**

- Through fiscal 2012 (end of November), the inventory report indicates that we have sold 304 JN kits and 159 N kits. This rate is slightly below last year. During the same period, our examiners graded 170 JN exams (93% passed with an average passing score of 91%), 140 N exams (86% passed with an average passing score of 90%), and 131 N Sight Folders (85 passed with an average passing score of 90%).
- During April we began shipping the revised JN student manual, JN 2012. Two exams have been published along with the grading guides. With the guidance of Stf/C Larry Samuels, the new JN12 Instructor Manual and power point presentations including the Practice Cruise were completed and published during October. An errata sheet for the Student Manual was published in early December to provide more accurate answers to the Practice Cruise.
- The JN On-the-Water Guide was completed, approved, and published. Committee members Bill Doar and Tom Stapleton were the authors. Work has now started on an N Guide to be published early next year.
- Stf/C Vic Schwartz has taken charge of the review of the current N student manual in preparation for the next update. Suggested changes will continue to be a topic for the committee during the early part of 2013. This project will commence after USPS makes pending decisions concerning the choice of software vendors.
- A price reduction was negotiated for the Capn software to be effective with 2013 purchases in exchange for some GPS and AIS functionality reduction. USPS members will be offered a substantial discount if they wish to upgrade to the full navigation package.

### **Publishing Committee - R/C Priscilla Clarke, AP**

#### **Work Completed since last annual report**

- Printed and mailed BOC Certificates and Wallet cards for IN and CN completions monthly through the end of December. Edited, formatted and posted the new ACN Guide to the website. Created a new passport for ACN which is being printed.
- Recorded and published the minutes of the Ed Dept Leadership, DEO/ADEO and Open Ed Meetings at the Annual meeting and the Governing Board.

## Consolidated Educational Department Report Annual Meeting 2013

---

- Periodically maintained and published the Ed Dept Directory and flow chart.
- *Curriculum Review, Editing, Formatting and Graphics:*
  - Course and Seminar material reviewed, edited, updated graphics, formatted and published with new covers where applicable:
    - ABC3 2012 Edition – SM, IM, Instructor CD, Coastal Explorer DVD (Rose Point)
    - ABC3 Spanish Exam 1A, 1B, & Chapter 5
    - Seamanship 2012 IM
    - Advanced Piloting 2011 – SM, IM, Instructor CD
    - Piloting IM and CD
    - Plotting and Labeling Standards LG
    - Anchoring Seminar and CD
    - How to Use a Chart Seminar and CD
    - Man Overboard Seminar and Instructor CD
    - Engine Maintenance Instructor CD
    - JN 2012 Student Manual, Instructor Manual and CD
- Processed numerous ED79's for reorders of current material
  - Reviewed and edited the accompanying PowerPoint presentations and produced the master Instructor CDs for reproduction at HQ.
- *Business Operations:*
  - Edited and published two issues of the Ed Dept newsletter *Currents* (Annual meeting and Governing Board)
  - Compiled and distributed Monthly and Quarterly reports of the Boating Class Statistics and Weekly reports of the Ed Dept Inventory
  - Provided briefing package on USPS Exams to new course committee members.
- *Web Site and On-line processing:*
  - Maintained Ed Dept web pages as well as the on-line materials catalog and ordering system.

### Work in Progress:

- **Seminars and Courses:**
  - New Instructor Development course – formatted, pending final release.
  - Cruise Planning – formatted pending final release.
  - New covers are being designed to be applied to all reprints
- **Inventory reports** – Work continues on reorganizing the inventory codes to properly reflect committee assignments, clean up descriptions, kit contents, etc. We are working with the course chairman, Art Stevens and Kathy Kesterson from HQ. Reports are assembled with graphs and distributed weekly, monthly and quarterly to the course chairman.
- **Web Site** – On-going maintenance of the educational department web sites continues.
- **Graphics Library** – A graphics library folder is located on the Education Dept. ftp site.

### **Plans continue to:**

- Prepare a publishing procedures guide describing the duties and processes handled by the publishing committee and their relationship to the course committees. Distribute to the course chairs.
- Massage and improve formatting standards for course and seminar material.
  - Covers – using new bottom banner trade dress
  - Acknowledgements page
  - Introductory pages
  - PowerPoint slides
  - Membership pages (Seminars)
- Update the on-line glossary.
- Identify an individual to catalog graphics and videos on the Education Dept. ftp site.

Many thanks to our Staff Commanders, Priscilla Clarke, Al Bruhin, Bob Potter and Tom Brincka, as well as all the committee members who have worked so diligently to insure the quality of our products.