



**UNITED STATES POWER SQUADRONS®  
EDUCATIONAL DEPARTMENT**

**Minutes of the District Educational Officers' Meeting  
with the NEO and Acting ANEO**

**Thursday, 3 February 2011**

The Meeting was opened by Acting ANEO R/C Eugene Molteni at 0830. There were 60 people in attendance. Questions were asked regarding the free membership given with the ABC<sub>3</sub> course whether online or in the classroom. The members will be given a certificate number starting with a lower case e. Upon joining USPS the lower case will be changed to a capital E with the remaining numbers staying the same. Information on these members can be found on the USPS University site.

All new ABC<sub>3</sub> students should complete the membership application that is contained in the back of the ABC<sub>3</sub> material. This application is kept with the squadron and not sent to Headquarters. ABC members who opt in for the 6 month membership will be given a regular membership certificate and wallet card (capital E prefix- E123456) those who are USPS University students or non-members will be given a registration card with a lower case e prefix (e123456).

At the end of the 6 month trial period Headquarters will bill the new members. If a student then decides he wants to join a different squadron, he may do so by completing a standard Transfer form.

If you have non-members taking member courses or seminars, they must be registered in USPS University so that they may take exams.

A question arose with regards to the Chapman Award. There are currently 5 awards made at the National level. It is suggested that the number be reduced to 4 with 1 set aside for award to a previous District award winner that has not won at the National level. One person selected from each district for this 5<sup>th</sup> Chapman Award. This would mean that there would be 33 possible candidates for the first 4 Chapman Awards and 33 possible candidates for the final 5<sup>th</sup> Chapman Award.

A reminder came from the audience that it was not necessarily the Instructor but the presentation and quality of the material presented that determined the winners of the awards.

We were reminded that all DEOs received an email from Dan Bartell, SN detailing the SEO/DEO tools and the new HQ-800 system. Access to the new 800 system at this time is via the pull-down menu titled "Manage Public Programs" under the topic "Register Boating Courses (HQ-800)" on any Ed Dept web page.

A problem with the current ABC 3 is that 10 and 11 year old youth are unable to comprehend the concepts of the course. These students are taking the free New York state course and passing it. Are they competent enough to have a certified completion certificate? Good question. New York State Law says you must be 14 to operate a PWC. Previous holders under 14 are grandfathered.

Certification of Instructors was discussed. The process of certifying public school teachers or college professors through the re-certification class was clarified.

The Brunswick program was discussed and it was determined that some of the dealers had not been contacted by the Brunswick Headquarters. Some dealers were willing to work with the individual squadrons, but not participate in the Brunswick program. Others were interested in putting on seminars, but had not heard anything about the Brunswick program.

The Boat Operators Certification program is on the website. The program is now in the process of training IN and CN certifiers. The IN or CN certification packets cost \$40.00 which includes program information, passports and forms. R/C Chris Windeler explained the various parts of BOC and the on-the-water portions of the program.

R/C Ron Kessel of the Marine Environment Committee stated that Cruise Planning is being completely rewritten and will not be available until 2012. The Weather Course Instructor manual and the slide presentation have been revised. The Boating on Rivers, Lakes and Locks seminar has been well received. The updated Weather seminar is expected to be released in the near future. A new project is being worked on now. It will be a webinar on Coastal Offshore Weather Forecasting.

R/C Art Mollica of the Instructor Development Committee reported that a new Instructor Recertification seminar has just been completed. The ID course is being rewritten, but won't be available until the end of the year. An attempt to reinstate the National Teaching Aid competition is being made. An email to all DEOs and SEOs is forthcoming explaining the competition with requests for comments. The number of awards at the national level will be down to 3 from 52.

If an instructor has taken IQ and has been actively teaching in the past 24 months, the instructor can be certified using the original Instructor Certification form. If squadrons have any questions regarding recertification they should contact the ID committee chairman.

Programs in the Electro-Mechanical Systems committee were discussed by D/Lt/C George Hallenbeck as R/C Gene Danko was unable to attend. Marine Electrical Systems and Marine Communication Systems are now on the shelves at Headquarters. Marine Navigation Systems is still being worked on in committee. Engine Maintenance 2007 and the update sheets are in stock. The Rescue 21 program is still being developed but most of the country is operational.

V/C Bob Sweet gave a brief history of USPS education. There were a couple of objectives that were laid out a number of years ago. The first was to upgrade our courses, which basically has been done. Secondly, was to take a lead in Education within the Recreational Boating community. USPS is now recognized by NASBLA, the Coast Guard Auxiliary, Boat US and other organizations for our excellent courseware.

The next challenge is online education. The classroom model will never be abandoned, but we need to supplement it with other media. We need to put our courses online along with our seminars. We are working on Boat Operator Certification and On the water training. 9 regions have been set up as training areas. Training teams will go into the regions and train instructors. Hopefully a Coast Guard grant will be used to promote the program. Additional organizations have been made Partners in USPS and will help to promote the USPS programs.

Dan Bartell explained the new HQ-800 system and how it works and how it interfaces with BCA. The workbook is a thing of the past. The presentation will be sent to all DEOs.

“The New HQ-800 System” information was emailed to all DEOs on 11 February, and can be found on the Ed Dept website ([www.usps.org/eddept](http://www.usps.org/eddept)) under the Manage Public Programs tab. Dan’s presentation and slide show are also available on this site.

Certificates from USPS University will now be issued upon completion of an online course. A discussion was held as to wallet cards stock and whether HQ should supply one-sided or two-sided cards. Individual squadrons will need to make the decision as to what should be available.

V/C Sweet discussed the Brunswick program. It will take awhile to get the program running. What we as squadron members are asked to do is to encourage the dealerships to join USPS and promote our course material and even provide classroom area for us to teach our classes.

R/C Bob Palmer of the Boat Handling Committee explained the committee website and plans for additional information and materials for the individual courses. All seminars will be tweaked and aids for instructors to enhance the courses. The committee is looking for assistance to help adapt our courses to other types of media such as e-books and the Kindle.

R/C Wil Hugli of the Educational Outreach Committee explained the workings of the committee. The committee has two charters. The first is to contact colleges or schools that are interested in hosting USPS courses or seminars and make the arrangements such as is done now with the University of West Florida. The second charter is to take all USPS courses and seminars, except JN and N, and put them online.

R/C Gene Molteni discussed revisions that are being made to the online ABC<sub>3</sub> course to comply with NASBLA requirements. These changes should be completed very soon. There will be 6 quizzes in the course and a practice test and then a final exam. Online testing will be a reality soon.

Stf/C Don Fiander, incoming R./C of Offshore Navigation reported that students in the JN and N classes were doing very well with open book average scores in JN of 89 and in N open book scores of 85 and sight folders scoring an average of 88. There are some errors in the JN text material that will be corrected by updates in the next 6 months. There will also be two additional exams written, one JN and one N so that 2 candidates living at the same address will receive two separate exams.

R/C Molteni noted that there were several items that needed to be handled by the Leadership after the meeting.

They were:

#1 - A policy statement for Instructor Certification. (Issued)

#2 – How can we accept additional dollars for extending membership beyond the initial 6 month trial period? Answer – Headquarters cannot.

#3 – Stickers are not being sent at completion of courses. Answer – Stickers are being sent out now. There were some delays in the process.

#4 – Send out USPS University completion certificates.

#5 – Changes on SailAngle for the Ed Dept. committees.

Attached to these minutes are an additional list of questions and answers compiled prior to and after the meeting.

Respectfully submitted

D/Lt/C M. Ellen Barbour, SN

2011 ANNUAL MEETING THURSDAY, 3 FEBRUARY  
DEO/ADEO CLOSED MEETING 0730-0845  
AGENDA

The following items are listed for discussion during the DEO/ADEO meeting. A summary of discussions will be presented to the NEO, with suggested actions.

Inputs were received from Norm Pennington, Tom Jagucki, George Hallenbeck, Maria Diehl, Don Fiander, Eileen Rickard, and Walter Neese.

**BOC program:**

Revised and streamlined BOC program was announced to all 24 January by Chris Windeler. Well done to Chris. It looks ready to run. DEOs and SEOs will find a plethora of information at the EDUCATIONAL DEPARTMENT TOOLS PAGE (go to [www.usps.org/cgi-bin/nat/eddept/pages.cgi?tools/begin:Y](http://www.usps.org/cgi-bin/nat/eddept/pages.cgi?tools/begin:Y)). This site includes pages for GENERAL TOOLS, SEO/DEO TOOLS, CERTIFIER / PASSPORT, EXAMINATION EVALUATORS, and EDUCATIONAL DEPARTMENT MATERIALS ORDERS. Here, it is simple to determine the status of a member seeking BOC certification.

**BOC QUESTION:** Presume you will have an explanation of non-members who want to take BOC courses and the ability to track them should they wish to join in the future.

**Non-members will be assigned a USPS University number (lower-case letter) and their course / seminar completions will be recorded and reflected in the CYBERSPACE DB2000.**

**BOC QUESTION:** Our problems are – 1. Started too soon, in 2007. 2. Difficulty in finding powerboats for the IN skill exercises. 3. No in-class BPH instructions for IN. 4. Members are more interested in OWT than certification. Combining OWT and BOC is a [positive movement. It will be a continuation of OWT training we have included already to Piloting and Advanced Piloting.

**The 2011 versions of the BOC manuals are on line and may be downloaded. The OWT skills are described and check-lists for completion ready. OWT additions to our courses and seminars require approval as set forth in EDDEPT Notice 90.**

## HQ-800 / BCA program:

The newly revised HQ-800 program was announced working by Dan Bartell on 8 Jan 2011 in email to all. The complementary BCA program is still being worked. The whole should be fully up by mid-February.

**HQ 800 QUESTION:** I find it difficult to correct old information. For example, I wanted to update ED27 for a course type that is not available in the new HQ-800.

**The new HQ800 is close to a finished product. Updating a course not currently being supported will require manual input, a procedure available through Dan Bartell.**

**HQ 800 QUESTION:** I have conflicting information regarding BCA; it will be eliminated and the HQ 800 program will handle all. Or, BCA will be enhanced in support of the new HQ 800 program.

**The Boating Course Assistant software which will facilitate ED26 data submissions to the HQ800 program is near complete. In the interim, the existing BCA program will allow data entry.**

**HQ 800 QUESTION:** I would like to see an interface that would generate the ED27 from ED-26 data entered in BCA.

**The HQ 800 program will generate the ED 27 report from the ED26 information you submit via BCA.**

**HQ 800 QUESTION:** I would like to see a table that could be maintained by the squadron for multiple teaching locations. My squadron uses multiple locations and I am constantly changing the location from one course to another for data that is supposed to generate the ED-27.

**Separate course locations entries are necessary to support searches by prospective students by ZIP-CODES. No changes are planned to the ZIP-CODE locator program at this time.**

**HQ 800 QUESTION:** If BCA is eliminated, I would like to see an interface to create certificates and wallet cards with signatures for seminars and ABC3.

**Current programming supports this request, printing the required NASBLA and Squadron data on blank wallet cards. The decision on similar printing of the 5 x 7 diploma is pending. In the interim, we will use partially printed 5 x 7 cards as in the past.**

**HQ 800 QUESTION:** Will there be support for replacement certificates for BOAT SMART and TSBC?

**YES.**

**HQ 800 QUESTION:** When I list HQ 800 for squadrons in my district, I see many former squadrons that have been dissolved for years?

**The data base transferred into the new HQ 800 software included the historical listing of all squadrons. It will be purged of names no longer in existence as we proceed.**

**HQ800 QUESTION:** Can you input students who passed seminars a while ago the way you can input boating course students from a while ago?

**YES.**

**HQ800 QUESTION - USPS University Duplicate Files** - A non-member student was enrolled in USPS University to take Piloting in the spring. He enjoyed the experience so much that he wanted to become a USPS member. Seeing that he could join online he then enrolled himself as a Cyber-member. This created 2 independent files and E#s. The University members are supposed to be informed of their E#s when they are enrolled and should also be informed about speaking with the local squadron regarding transferring into regular squadron membership which this individual ultimately did. To avoid the wasted time and effort by HQ and squadron staff to resolve this sort of issue we should have a subroutine that will search for duplicate records when anyone enrolls as a new member or Cyber member to solve this issue.

**The evolution of the new HQ 800 software should reduce this type of redundancy.**

**HQ800 QUESTION - USPS University Student Enrollment** Currently only the SEOs are permitted to enroll USPS University students and obtain E#s. Another squadron in our District conducted a Sail class recently and registered 2 non-members in the course. Their SEO has been abroad on a marine archeological expedition for several months. I received a call from the squadron Commander who wanted to order exams for the students but did not have E#s for the non-members to permit an exam order. We solved the issue by having my squadron SEO do the enrollment and then inform the second squadron to allow an exam order to be generated. This is a cumbersome work around that could have been

solved more easily if the DEO was also authorized to enroll. Since we have the ability to enter records for ABC3 on HQ 800 for all squadrons in our Districts we should also be able to enroll USPS University students.

**We will change the program to allow the DEO access as with ABC3.**

**Dan Bartell's Power Point Presentation from 3 February on the new HQ 800 Software has been sent to the DEO'S. It has also been posted and available for downloading from the EdDept Home page**

**DEOS are to submit inputs to ANEO Molteni from which he may make a decision on the preprinting on the ABC<sub>3</sub> student wallet The HQ 5x7 "Fill in the Name" Graduate Certificate remains as in the past.**

**DEOs are asked to make inputs to ANEO of personnel able to do videos and animations.**

### **Boating Safety Course Issue.**

According to national by-laws section 17, squadrons are not allowed to sponsor any boating safety course not approved by USPS. The proposed amendment we are to approve on Saturday re-affirms that policy. And the only boating safety courses USPS currently approves are USPS courses such as ABC3 and its antecedents.

**There is a hardship in following this rule.**

The State of Virginia mandated a boating safety course for all boaters phased in over several years, and funded all student materials for Boat VA, their state course. Now boaters are signing up in large numbers to comply with the mandate, and since it's offered free of charge, they attend the Boat VA course. ABC3 is still marketed by Virginia squadrons as a better and more complete course, but typically no more than a handful attend. Meanwhile squadron members all over Virginia attend the state's instructor briefings to become qualified to teach Boat VA. One squadron, Smith Mountain Lake, taught Boat VA to 773 students last year and in eight ABC3 classes totaled 24 completions in the same period. In the same area, USCG Aux is credited with 677 Boat VA completions for 2010.

Another squadron, Virginia Beach, taught boating safety classes at a Brunswick dealer until the free state course displaced them. The dealer was chosen for the Brunswick-USPS pilot program, but management refused us because they preferred to stick with the state course.



Virginia in its generosity has managed to marginalize boating safety courses that cost money. But they have created a huge marketing opportunity for us to sell USPS University courses and seminars to a captive audience of boaters. Should we really be so stringent with our rules as to miss such a chance? What happens if Smith Mountain Lake doesn't teach the Boat VA course this year? The captive audience goes to other providers.

The hardship is less in other parts of District 5 where state courses are for a fee, but squadrons in Maryland and Pennsylvania have also participated in the respective state courses which remain a useful tool for recruiting members. Attending state instructor training is the best way for our instructors to stay current with the supplemental local material, and it qualifies them to instruct for the state. And the states' courses are well publicized since state boating authorities typically make their own course available to people who inquire.

USPS should find a way to be flexible in the face of Virginia's dilemma. As we reform ourselves from a membership organization into a marketing organization, we owe it to ourselves to respond to market forces, not to resist them.

I accept that it is a difficult business decision to relax a structure that makes our members sell our product. But we may be missing the larger opportunity to market the rest of our wares.

My recommendation is that specific language should be added to the by-law to empower squadrons to provide instructors for courses when the state boating authority is the sponsor.

**The Board of directors allowed the NEO to Grant exceptions on a case by case basis.**

### **ABC3 Chapter 5 – sections 17-21:**

Recent correspondence included revised section 21 and chapter 5 examination. Remaining "Piloting" sections still reflect MAPTECH outdated information. The reprinted Instructor Manual and Student Manual are with the MAPTECH information while the accompanying CD is Rose Point software.

**ABC3 QUESTION:** I would not have ordered replacement course Instructor Manuals / materials had I known they were still using MAPTECH software.

**We will work with the Publication Committee to institute month/year edition numerals on products to allow sorting of the current editions.**

**ABC3 QUESTION:** How is the “6-month free membership” handled? Are the students a member of the squadron where they took the course or are they a member of the National Cyber Squadron? If they are a member of the squadron where they took the course, how do we transfer their membership from one squadron to another?

**The students who complete the ABC3 course and apply for membership will be enrolled in the Squadron that gave the course. Standard transfer procedures allow for transfer to other squadrons.**

**ABC3 QUESTION:** For those squadrons that wish to collect a year’s dues up-front, how do they get it to apply for 18 months? (There are real concerns about not having had enough exposure in six months, if a renewal invoice is sent after six months).

**To join the “free 6-month” program the applicant successfully must complete the ABC3 program. With money “up-front” and they fail the course you may bring them into the Squadron for a year’s paid membership. If they pass the ABC3 class you may enroll them using the “6-month” membership application then at the end the 6-month trial period headquarters will bill them for the additional 12 months.**

**ABC3 QUESTION:** What do you do to offer trial memberships to graduates of ABC3? What complications or issues do you need to be concerned about? What will change when the “Membership Module” is complete?

**Offering the “free 6-month program” is a squadron decision. If it is offered it must be available to all otherwise eligible in the class (of age, pass the course). If the Squadron chooses to NOT offer the free trial membership then it is business as usual.**

### **Certified Instructors:**

**ID/IA/IT/ IQ QUESTION:** I have had recertification students who were previously awarded IA, IT, IQ, or ID. The problem is that the only ones that were certified instructors are those who took ID. Apparently there was a grand-fathering period for all previously successful students to be certified. This grand fathering was not adhered to by some DEOs/SEOs across the organization. Because of no fault of the student, it seems that we should not be penalizing members who want to teach and had no idea that they were not originally certified until they attended a

recertification program and were not approved. This is not a good way to retain members.

**If an instructor has taken IQ and has been actively teaching in the past 24 months, the instructor can be certified on completion of the Instructor Recertification Course and recommended by the SEO.**

**Seminars, are we doing better? Some squadrons are doing well with the seminars, largely from a consistent periodic offering (monthly) and aggressive advertising.**

**Brunswick Program – how is it going? The CEO of BRUNSWICK presented a very frank overview of how we are doing and we will try to get it on line to all. The weak economy and our failure to focus on the baby-boomers for membership, plays heavily on the currently flat program. This presentation is available on the USPS website for down-loading and use at District and Squadron events.**

**On-The-Water Training (OTW) – Use of the standards and procedures from BOC skills?**

**OTW QUESTION:** Integration of on-the-water into our courses is a hot topic and I hope someone will focus on new training programs that will support this, including teaching requirements.

**OTW is encouraged and EDDEPT Notice 90 tells the procedure. DO IT.**

**OTW QUESTION:** OTW and Certification have the potential of attracting more boaters to USPS, more than just classroom training. Now we have these products, so it is time to get going, to start introducing OTW training now, and to market BOC. Our pilot project is in the upcoming Seamanship and Piloting class which will have the IN and CN component added. One extra class was added to Seamanship, dedicated to the IN BPH requirements. The class will cover Bob Sweet's PP presentation and videos of the maneuvers. The OTW is scheduled for the following Saturday. For Piloting we have also added an extra class for Navigation planning and an OTW class, again the following Saturday. We ask that we consider discussing the topic "Marrying of Seamanship to BOC IN and Piloting to CN, the promotion of complete packages containing the complete set of off and OTW training required for IN certification (\$241). Packages attached. **Can the cost for a complete package be reduced;** discounted to the Squadrons so the

cost to students could be lower than if bought separately, an incentive to buy a complete package. Additional costs of \$72 for powerboat rental.

Packaging or bundling courses is a good way to promote education to a desired objective such as Inland Navigator. Other squadrons have marketed the described package for over \$400. Reduced or discounted pricing is not feasible by USPS at this time.

Cleaning up the supportive web sites and documents – all hands effort.

**This is most frustrating.** Having out of date websites is problematic for members seeking current information. Members who are not in the “know” will ask questions about a topic that I know to be out of date. This is not good.

Action groups are engaging the outdated material to reduce redundancy and produce sound web sites and supporting material. Include revision dates on material so we may maintain the latest material.

When will the answers to questions from the September GB be promulgated.

This item is included in the overhaul of materials and will be soon on the web site.

Can the various documents on operations be consolidated to a sole site? E.g. 6-month free membership and how it works, USPS University, ABC3 on-line class support, and HQ 800.

YES. This is part of the large clean-up job we face.

The Chapman award currently has 5 winners each year, yet the well deserving and repeat non-selectees are not recognized. Can one of the five Chapman awards be set aside to recognize a person who is repeatedly nominated but does not get selected?

Under Consideration

We need the features and benefits package for the Brunswick program so we may step forward in our areas. A P-R package.

NEO/ANEO/PRO please send package to all DEOs.

USE SAIL ANGLE or a similar common forum to get changes and answers out to the DEOs. We seem to have a hit and miss distribution of essential information that needs fixing.

A Sail Angle Group has been set up for DEOs and scheduled conference calls will take place.