

# UNITED STATES SUBMARINE VETERANS, INC.

## Policies and Procedures

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For USSVI Officers & Members

**Revised NOVEMBER 13, 2016**



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## INTRODUCTION

This manual augments and expands upon some sections the Constitution and Bylaws. It does not replace or conflict with the USSVI Constitution and Bylaws. If this should inadvertently occur, the Constitution and Bylaws take precedence over any directives contained in this document. We provide this information to help and guide all elected and appointed USSVI Officers, whether at the Base, District, Region or National level.

This manual does not specify how the various Bases manage their internal affairs, policies and procedures, as long as they do not adversely affect those specific items that involve the national organization as a whole.

This document is organized into sections that 'standalone' on their own.

Many USSVI Committees have or have been encouraged to produce a manual of operations, which is included in this PPM in their own section. The PPM is page numbered from the title page to the last page for your convenience when making page replacement.

We ask you to take a serious look at this document. We hope that you find it useful. If there is anything you believe that we should change, modify, delete or add to make it more useful, please let the National Secretary know. The National Secretary is responsible for production and distribution but this is YOUR Manual and the Policies and Procedures are not "carved in stone". The USSVI Board of Directors has reviewed and approved this manual.

Where do you go if you do not find the answers to your questions here?

First, go to the USSVI website, [www.USSVI.ORG](http://www.USSVI.ORG). On the left side of the home page, is the Document's button. Here you can find other manuals, the C&B's, and a lot of useful information. The website has a wealth of information on it. Next, ask your Base Commander or your District Commander. If he is not available or cannot help, ask your Regional Director. If he is not available or cannot help, ask the National Office Manager or the National Secretary.

"Ask" in this context means verbally, email, letter, etc. Do not hesitate to ask. We want to help you and we will try to get your questions answered.

Section-11 describes the USSVI website for those new to and present members of USSVI. Here you will find screens from the website and helpful hints on how to find your way around the site. (PPM 2015-01)

There are some documents included in the PPM that are on the website They are included there for quick reference. Examples of this are the Reimbursement forms and the Scholarship application form. The forms and applications are also on the USSVI website under Documents.

The Tolling ~~of~~ The Boats Section has the short & long program and the 65 Lost Boats for ease of use in a ceremony.

The New Lost Boats Information Section has the history of the Lost Boats and more information and links to sites that have the listing of boats with loss of life and sailors lost on the boats.

We ask you to take a serious look at this document. We hope that you find it useful. If there is anything you believe that we should change, modify, delete or add, please let us know. This is your Manual. The Policies and Procedures are not “carved in stone”. We can, and will, change them depending on conditions and circumstances within USSVI.

If you like the Manual, let us know. If you don’t like the Manual, let us know. Either way, let us know. We are only as good as the information we receive from the members. Contact us by e-mail, regular mail, or telephone. We welcome your ideas. Remember, this is your Manual. We hope you like it and will use it.

Fraternally:

**Ray Wewers**

Ray Wewers  
National Secretary

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## **PURPOSE**

WHY DOES USSVI EXIST? The

Three Pillars

Our organizational purpose are summarized in three broad categories.

### **Remembrance**

We remember our departed submariner brothers who honorably served in war and peace. We especially honor those who perished in the great struggle against evil and tyranny in WWII.

### **Fellowship**

We meet and participate in group activities to keep alive the spirit and bond of comradeship with our fellow brothers of the dolphin.

### **Compassion**

To our brothers, we extend a helping hand and words of encouragement or solace when they are needed. Through our Charitable Foundation we extend scholarships, maintain memorials, provide holiday meals to young submariner families in need and do other good works as the need and the opportunity arises.

# HISTORY

## USSVI Historic Development

By Peter J. Koester

USSVI National Historian

Based in large part on research compiled by William T. 'Doc' McCance, Past National Historian.

Before the founding of the United States Submarine Veterans, Inc. (USSVI), there existed the original United States Submarine Veterans of World War II. Founded in July 1955, Sub Vets WWII membership was limited to submarine crews and relief crews who were on active duty from 01 December 1941 to 01 September 1945. Their goal was to perpetuate the memory of their shipmates who had served so ably during the war; that those lost on submarines, in the line of duty, would never be forgotten.

As Sub Vets WWII grew and expanded, so too did the development and deployment of submarines across the globe. Over time it became apparent to some members of Sub Vets WWII that there was a need for an organization that would include American submariners of all eras, gathered in memory of all submariners lost throughout American history. It was also recognized that limiting membership of Sub Vets WWII would mean a limited lifetime for the organization, as only a finite number of WWII submariners existed.

At the 1961 National Convention of the Submarine Veterans of World War II, a proposal was made to open the organization to all submariners, all the better to 'perpetuate the memory of our departed shipmates.' The proposal was voted down. Then, following the loss of *USS Thresher* (SSN 593) in April 1963, the proposal was raised again at that year's Sub Vets WWII National Convention. Again, the proposal was voted down, failing by only two votes.

After contacting past shipmates in Massachusetts, New York, New Jersey, Pennsylvania and especially Connecticut, confirming interest in an organization that would admit all submariners from all eras, a group of sixteen WWII submarine vets, led by Dominic 'Joe' Negri, organized a meeting in Orange, NJ on 12 October 1963. Agreeing that an organization should exist that would perpetuate the memory of all departed U.S. submariners, these sixteen men developed the Creed and National By-Laws by which a new United States Submarine Veterans organization would abide. It was at that meeting that the organization that would become USSVI was born.

Officers of the new organization were appointed to serve in an acting capacity until regular elections could be held in the summer of 1964. Robert Link was appointed President, Ken O. Walkington was appointed Vice-President, Joe Burges was appointed Secretary and Mike Drucker was appointed Treasurer. The new organization creed read as follows; "To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country. That their dedication, deeds and supreme sacrifice be a constant source of motivation toward greater accomplishments. Pledge loyalty and patriotism to the United States Government."

On 24 May 1964, shipmates Joe Negri, Ken Walkington and Joe Marion met with New London attorney L. Patrick Grey III, Captain, USN (Ret.) to legally constitute the U.S. Submarine Veterans as a legal non-profit organization in the state of Connecticut, with a license to operate and conduct business in all 50 states. The organization was officially incorporated and chartered in New London, CT by signatories Joe Negri, Ken O. Walkington and Joe Marion. Additional charter members included Warren 'Ed' Gannon, Angelo LaPelosa, Robert Link, Thomas Rowan and Hugh Trimble. They elected former Sub Vets WWII National Commander Bob Link as the first National Commander of USSVI. Joe Negri was elected the first State Commander of Connecticut and Dick Higham was elected the first Base Commander of Connecticut Base #1, later to become known as Groton Base. The small organization would soon grow to include several hundred shipmates scattered throughout Connecticut, Massachusetts, New York, New Jersey and Pennsylvania.

The first United States Submarine Veterans, Inc. National Convention was organized and held in Atlantic City, NJ from 18 June to 20 June 1964. Acting-President Robert Link hosted the delegates to the convention, representing nine eastern states, at the Traymore Hotel. The guest speaker of the first annual banquet was Commander Charles A. Carlisle, commanding officer of *USS Tecumseh* (SSBN 628). A new slate of National Officers was elected at the convention. These included Joe Negri as National Commander, Ken O. Walkington as National Vice-Commander, Joe Burges as National Secretary and Mike Drucker as National Treasurer as well as Joe Webb, Dick Higham and Joe Marion as National Directors.

Some of the most noteworthy decisions made at the 1964 National Convention included that membership in the organization would be open to all qualified submariners from 1900 to present and the establishment of the Holland Club to honor members qualified in submarines for 50 or more years.

The second annual USSVI National Convention was held from 13 August to 16 August 1965 at the Schrafft's Motel in New London, CT.

Fourteen states were represented in the growing organization by 225 members in attendance that year.

Deputy COMSUBLANT Rear Admiral David M. Tyree was the guest speaker, and special honor was given to Ring Bennett, who qualified in submarines in 1906.

A National Convention is still held each year, hosted by a different Base and city each time.

Connecticut Base #1 started meetings immediately after the organization Creed and Bylaws were written in October 1963, initially using space in the Groton Knights of Columbus Hall. Attendance at these meetings averaged between 60 and 75 members. In 1966 the membership in Groton decided they needed their own building and a raffle was organized, selling 1000 tickets at \$10 each, with the top prize being a gold 1966 Cadillac donated by a local car dealership. This raised the money for the down payment on the former Ancient Order United Workman's Hall and (later) Groton Playhouse at 40 School Street in Groton, built in 1895. Due to the fact that USSVI had been incorporated in Connecticut and Groton Base owned their own clubhouse building, it was voted that the building be designated the official National Headquarters, a designation 40 School Street retained into the 1980's.

In May 1969, the magazine *Submarine National Review* was first published. The purpose of the magazine was to better establish communication and rapport between members across the country, with Ken Walkington and Tom Rowan serving as co-editors. The magazine continues publishing to present day, though in 1990 the name was changed to the *American Submariner*.

In 1983 a National Scholarship program was established, its goal to contribute to the educations of dependent sons and daughters of USSVI members.

National Life Membership was inaugurated by a vote at the 1984 National Business Meeting (held during the National Convention each year) in Groton, Connecticut. A year later, in 1985, Base Life Membership was voted in at Boston Base, National Life Membership being a required prerequisite.

As the membership of Sub Vets WWII dwindles, USSVI Bases around the country have started taking over the maintenance of the various submarine memorials around the country. In November 2002, Sub Vets WWII officially turned ownership of the National Submarine Memorial East in Groton, CT, which consists of the conning tower of the fleet boat *USS Flasher* (SS 249) and a Wall of Honor, to the City of Groton. On Memorial Day 2003, care and maintenance of the memorial was passed on to USSVI Groton Base.



In 2008, the responsibility for the care & maintenance of the National Submarine Memorial West in Seal Beach, CA, was turned over to the USSVI LA-Pasadena Base. Likewise, across the country local USSVI Bases have and are assuming the care & maintenance of SVWWII established memorials, and are adding to the count by commissioning additional memorials as well.

In 2008, the National membership voted to completely revamp the National Constitution and Bylaws, and to alter the USSVI Creed, changing the last line to read as follows; "*Pledge loyalty and patriotism to the United States of America and its Constitution.*" It was the first time in the 40+ year history of USSVI that the Creed had been altered.

From these beginnings, has grown an organization that now includes more than 150 Bases (chapters) across the country with a membership of well over 13,000 members representing every state in the Union and still growing. The membership represents every era of American submarines; from pre-World War II through World War II veterans, post-war veterans, Cold War veterans, and submarine veterans who have fought during the current Global War against Terror.

## USSVI - ALL NATIONAL COMMANDERS THROUGH THE YEARS

Data provided by USSVI NATIONAL SECRETARY

YEARS	NAME		BASE
2014-	Al Singleman		Albany Saratoga
2010- 14	T Michael Bircumshaw		Scamp
2008-10	Pat Householder		Seattle
2004-08	Thomas Conlon		New Jersey North
2002-04	John Peters		Bowfin
2000-02	Jack Ensminger		Tri-State
1999-00	John Fredericks (Acting)	E.P.	Triton
1998-99	Gary Stewart	E.P.	San Diego
1996-98	Robert Wonsley		Blueback
1994-96	Charles Marin	EP	San Diego
1992-94	Frank Whitty		Thresher
1990-92	Herb Saunders		Boston
1988-90	Steve Russo	E.P.	Boston
1987-88	John Brazil	E.P.	Boston
1985-87	Edward Lang	E.P.	Boston
1984-85	Tudor Davis		Blueback
1982-84	Jim Page		Groton
1980-82	Ron Ryan	E.P.	Groton
1978-80	Ron Grant	E.P.	Boston
1976-78	Don Dougher	E.P.	San Diego
1974-76	Henry H. Weber	E.P.	Maryland
1972-74	John E. Lowell, Jr.	E.P.	Philadelphia PA
1970-72	Joe Ruddarow, Jr.		New Jersey South
1968-70	Tom Rowan	E.P.	Long Island
1966-68	Ken Walkington	E.P.	Groton
1964-65	Bob Link (appointed)	E.P.	New Jersey South
1964-66	Joe Negri	E.P.	Groton

## **SECTION 1 NATIONAL OFFICERS**

This section includes all National Officers, Region Directors, District Commanders, Committee Chairmen, Appointed positions and Charitable Foundation Board Members

The listing of National Officers and Committee Chairmen is on the USSVI National Web Site at [www.ussvi.org](http://www.ussvi.org).

The National Office is located in Silverdale, WA

Fred Borgmann is the current National Office Manager

The National Office address is:

U.S. Submarine Veterans, Inc.  
P.O. Box 3870  
Silverdale, WA 98333-3870

Telephone Numbers

(877) 542-3483

(360) 337-2978

Email: [ussvi@telebyte.net](mailto:ussvi@telebyte.net)

## **SECTION 2: NATIONAL POLICY STATEMENTS**

A National Policy Statement is a course of action proposed to the National Board of Directors and ratified via majority vote of the voting members of that board, which include NC, NSVC, NJVC, NS, NT, ERSD, ERND, CRD, WRD, DCOY & IPNC. The policies can be modified or eliminated in a similar fashion via majority vote of the voting members of the board.

### **Policy Statement - Bad Checks: (March 05, 2001)**

From time to time a member pays his dues or for a purchase with a check which is not paid by his bank. Such a "NSF" (Not Sufficient Funds) check may be for a number of reasons. However, the bank charges USSVI a fee for the NSF check.

When a member is notified, by Email or mail, of a NSF check and the penalty fee, a fast reply is required. IF the member responds quickly and states that a GOOD check including the penalty fee is on the way, we'll be patient. Mistakes happen.

When a member is notified and does not reply promptly, or we do not receive the good check (including any penalty fees) as promised, we remove his name from the database and mailing list.

Being BANISHED by your shipmates for NSF checks is NOT something you want to have happen to you!

### **Travel Expense Reimbursement Policy**

#### **MILEAGE REIMBURSEMENT (March, 2013)**

Effective March 12, 2013, the mileage reimbursement for authorized USSVI business is 40 cents (\$.40) per mile.

#### **Personal Expenses**

The National Commander, Senior Vice-Commander, Junior Vice-Commander, Secretary, National Treasurer, Past National Commander, Regional Directors and Editor of the National Magazine are authorized reasonable hotel and travel (airfare or automobile) expenses as per this Policy to attend National Conventions. We do not authorize spousal expenses.

Reimbursement shall be for actual expenses not to exceed regular room single occupancy rate and Coach class air travel. The Board of Directors may authorize expenses to attend official organizational functions for other members of the organization such as DCOY and Parliamentary.

## **REIMBURSEMENT GUIDELINES**

Travel is a very significant portion of our budget and it must be emphasized that claimants will only be reimbursed for that business which is essential to USSVI. There are those events that you may think require one on one but will a phone call or letter serve the same purpose?

District Commanders will coordinate with their respective Region Directors all proposed USSVI funded travel.

USSVI will only reimburse one claimant for each local travel event. Exceptions to this will be Regional and District meetings.

District Commanders may be reimbursed for travel to a district outside their area of responsibility.

For those events that require a USSVI Representative, funerals, memorials, SOY etc. The National Commander shall select who will represent USSVI.

Mileage will be paid at the rate of \$.40 per mile. When traveling, select which travel mode will be least expensive, ground or air transportation.

We will provide Per Diem at the rate of \$40.00 per day. Per Diem will be for event days only (i.e., Base visit, one day; Region Meeting, two days).

District Commanders will submit their Request for Reimbursement through their respective Region Directors and he in turn will submit them to the NSVC for approval.

Submit all travel receipts along with your Request for Reimbursement. Fuel receipts are not required.

Include a travel itinerary with your Request for Reimbursement. See itinerary format. The Reimbursement Request and instructions for completing the Reimbursement Request are on the USSVI web site. It is a "fillable" pdf document.

**Here is some helpful guidance for the travel expense reimbursement policy.**

1. You have two choices of travel: commercial airline or private travel (car, train, bus, etc.).

2. USSVI will reimburse authorized individuals for the lesser of commercial airline travel or private travel, using the following criteria:
  - a. Auto travel is at the Board-approved mileage reimbursement rate.
  - b. Per Diem is at the Board-approved reimbursement rate and is only for actual days on USSVI business, i.e. attending official meetings, functions or other previously approved events and ceremonies.
  - c. Airline travel includes airfare, baggage charges, airport parking, round-trip mileage to/from airport, rental car and reasonable gas. The total of these items are considered "Airline Travel" for evaluation purposes in comparison to private travel.
  - d. Airline travel does not necessarily have to be the cheapest airfare rate but rather the most appropriate flight with respect to your schedule, the needs of the organization, and fairness to the group. You should always use Coach fare for USSVI travel.
  - e. Hotel and per diem are not authorized for private travel other than for the official function of USSVI, unless previously approved by the RD and NSVC. The RD has the discretion to approve necessary overnight stays and per diem based upon travel distance in his region. A necessary overnight stay might be for a late-day meeting for which it is impractical to drive home following the meeting.

Below is an example based upon real data.

There is an authorized USSVI meeting in Miami, FL. from 09/12/10 to 09/15/10.

1. To drive is 878 miles each way, so total mileage reimbursement would be  $(878 * 2 * .40)$  \$702.40. If I wanted to split the drive into two days each way, no per diem or hotel is authorized while traveling.

2. To fly Southwest Airlines (example) is \$280.30, rental car is \$114.45, airport parking is \$20.00, gas is \$20.00 and mileage to and from the airport is \$21.00 for a total of \$455.75.

Reimbursement for the travel (not including per diem or hotel at actual meeting) would be \$455.75.

Hopefully, this will make future travel expense reimbursements more transparent and fair for all.

Remember, these are guidelines only. There will be exceptions. As always, common sense should prevail in those instances.

Send your Reimbursement Request to:

**National Senior Vice Commander (NSVC)---ussvi.org—national officers.** All District Commanders ' requests must go through their respective Regional Directors.

**Convention Per Diem Policy (Sept. 2009)**

The Board of Directors will be paid per diem for the day before the 1<sup>st</sup> meeting and up to the day after the last meeting if you were at the convention for those days.

**Policy Statement- USSVI SOFTWARE POLICY (April, 2003)**

**U.S. SUBMARINE VETERANS INC (USSVI) POLICY ON USE OF SOFTWARE**

1. US Submarine Veterans Inc. has licensed copies of computer software from a variety of publishers to help fulfill its mission. Licensed and registered copies of software programs are installed on computers within the organizations and appropriate backup copies made in accordance with the licensing agreements. No other copies of the software or its documentation will be made without the express written consent of the software publisher.
2. US Submarine Veterans Inc. will provide copies of legally-acquired software to meet the legitimate needs of the USSVI Office and employees. Only licensed software is authorized.
3. In some cases, the license agreements for a particular software program may permit installation of an additional copy on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of US Submarine Veterans Inc. Board of Directors.
4. The unauthorized duplication or use of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for USSVI employees and volunteers. US Submarine Veterans Inc. will not tolerate any employee making or using unauthorized copies of software.
5. Employees or volunteers who make, acquire or use unauthorized copies of computer software or documentation, including for use of third parties, will be subject to immediate discipline, up to and including immediate termination of employment or other measures.
6. US Submarine Veterans Inc. reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of US Submarine Veterans Inc. computers to assure compliance and the removal of any software found on US Submarine Veterans Inc. property for which a valid license or proof of license cannot be determined.

**Policy Statement- USSVI LOGO LICENSE FEE (Revised January 2004)**

The annual logo License fee is \$100.00 per year; the annual license period runs from Jan 1 to December 31. Vendors should contact the National Office ([ussvi@telebyte.net](mailto:ussvi@telebyte.net)) or call 360 337-2978) to make arrangements to obtain a license.

The Board will enforce our trademark protection AND allow ALL our submarine veteran merchandise dealers to make a profit after paying our fee. It will encourage them all to provide USSVI LOGO material for our members.

**Circumstances and exceptions:**

The Logo license only applies to suppliers incorporating the USSVI logo on products for resale.

USSVI Storekeeper (Nat'l & Base) Operations: No License required. (We do this to help the local base raise funds for their operations.)

Convention non-Base vendors: A license required. Base

Vendors: A license required with exceptions:

A combined manufacturer/Storekeeper wears two hats; one as a business and the other as the Base. He still must obtain the license as a business unless he sells logo'd merchandise ONLY through that base as Base Storekeeper and not to the individual USSVI member through his business.

**EXCEPTION:** If the Supplier sells logo'd items only to the base storekeeper and all the resale is done by the base storekeeper, then no license will be required, but if the Supplier sells logo'd items directly to the SubVet community he must pay the license fee irrespective of his other duties as a Base Storekeeper.

**Policy Statement-NEW BASE START-UP FUNDING (2004)**

A. It is the intention of the Board of Directors that funding is available to a Base for its use in its "Start Up" period. All new Bases may receive a zero-interest loan up to \$300 in "start-up" funding from the National Treasurer.

Base start-up funds must be repaid in full to the National Treasurer within 48 months from the date of receiving the "Start Up" loan



B. The procedure for obtaining these funds, if needed, is as follows:

1. The Base Commander will submit a request in writing, to the appropriate District Commander as a request that the Base be loaned “start-up” funds as described in a detailed expense proposal or expended summary.
  2. After confirming that the Base Commander has met all the prerequisites to form a Base, the District Commander will forward the request to the appropriate Region Director.
  3. The Region Director will endorse his approval on the request and forward it to the National Treasurer for payment.
  4. The National Treasurer will issue a check in the amount of the requested funds to the Base Commander, as supported by the expense account summary.
- C. The expenses must be incurred within the first six months of existence beginning from the date of Charter. The date of the Charter is defined as the date that the Base agreed to form and is the date to be affixed to the Charter.
- D. The type of expenditures contemplated by this arrangement are intended to include postage, administrative supplies, stationery, meeting hall charges, newsletter publication expenditures, advertising in local publications, costs associated with participating in parades, an American Flag (cost limited to \$50) and other similar type of costs incurred by many Bases.
- E. Expenditures and costs specifically excluded from the “start-up” funding category include purchase of inventories (goods purchased for resale from National Storekeeper or any source). Travel, meals and lodging to attend any District, Regional or National convention are also excluded. An expense incurred for food, entertainment, supplies or any type of expense incurred in or at a picnic, special event or so-called “bashes” is also excluded.
- F. Written receipts are not required to be submitted as long as the final accounting is signed by an officer of the Base.
- G. The final accounting for the requested funds will be submitted to the National Treasurer by an officer of the Base after the expenditure of the funds or 6 months from the date of the issuance of the Base Charter, whichever shall occur first. Written substantiation must be kept by the Base as part of its accounting records and for presentation to the Internal Revenue Service or any taxing authority upon request.
- H. In the event that dissolution of the new Base should be deemed necessary by appropriate authority, the Prospective Base Commander will turn in ALL assets and unspent monies to the National Senior Vice-Commander.

## **Official National Tolling The Boats Policy**

In September, 2009, the National Board of Directors voted to make the 65 lost boats Tolling The Boats Ceremony in the USSVI PPM the Official USSVI National Tolling The Boats Ceremony when used at all USSVI Official Functions and Events

The Tolling ~~of~~ *the Boats Ceremony* is in Section 9 of this document.

## **2016 USSVI Base Legal Status Policy Statement**

**Every Base is established by its Charter and is legally is a part, e.g. a 'branch,' of USSVI and is not a separate independent entity.**

Organizationally, USSVI is incorporated in the State of Connecticut, is recognized by the IRS as a 501(c)19 veteran's organization, and is further acknowledged to meet the federal requirement as comprised of at least 90% membership by members who have served during congressionally designated periods of war. This War Veteran status allows USSVI at both the National and Base level to accept donations from individuals who may then take a tax deduction for their donation to the extent allowed by current IRS rules covering such donations. There are recordkeeping and acknowledgement requirements for this process which are available on our USSVI website under the "DOCUMENTS" button. Our Federal tax number (EIN) is 06-1007203, and it covers all of the branch Bases of USSVI as well. This is the EIN you use for opening a Base checking account and you **CANNOT** get your own EIN for that purpose. For if you do get your own EIN for your Base you will have to pay taxes on that EIN as it is **not tax exempt** like the USSVI EIN.

Bases should not attempt to set themselves up individually as an IRS recognized 501(c) 19 or a 501(c)3 organization, because the Base is not an independent legal entity. To represent themselves as such to the IRS would be a misrepresentation and a likely point of confusion with the IRS. A Base cannot be both a branch of USSVI and an independent legal entity. Any base with such a current status must disestablish their independent "501" status immediately or they will be disestablished as a Base within the USSVI branch system and their charter revoked.

If a Base is disestablished, the members of that former base may remain members of USSVI either as members at large or as members of other Bases they may '501' status is, however, an absolute requirement.

To summarize, a separate status as a "501" is prohibited. However, if a Base chooses to have a separate EIN number, in all matters concerning their separate EIN they must deal with the IRS on their own as USSVI has no connection with that EIN should they become caught up in tax problems with the IRS concerning that separate EIN. Questions regarding this matter may <sup>18</sup>be directed to the National Senior Vice Commander or the National Treasurer.

## **EMERGENCY POWERS POLICY JANUARY 7, 2011**

### **Memorandum for USSVI Regarding BOD Powers for Handling Perceived Emergencies**

**Purpose:** This Memorandum is to provide an overview discussion of power available to the Board of Directors (“BOD”) of the United States Submarine Veterans, Inc. (“USSVI”) to review and act relative to perceived emergencies and unanticipated contingencies that may arise.

**Discussion:** In general, individual corporate directors and full Boards of Directors have a “Duty to Manage” the affairs of their respective organizations. This Duty to Manage for the USSVI BOD is recognized in the USSVI Constitution that states: *“The Board of Directors shall have the control and general management of the affairs and business of the organization.”*<sup>1</sup> The Constitution further states that the *“Duties of the Board of Directors **shall include but not be limited to all normal business that the board takes care of in the routine management of the organization”**”*<sup>2</sup> (emphasis added). In other words, the USSVI BOD has overall control of USSVI, but it should also be expected to consider other items that may arise that are in addition to “normal” specific details listed in the Constitution and Bylaws.

Corporate Directors also have a duty of loyalty to their corporation and a duty to handle financial matters in the interest of their corporation and avoid Conflicts of Interest, i.e. USSVI Directors have a “Fiduciary Duty” to USSVI. Actions by the USSVI BOD and individual directors should:

- a. Advance USSVI’s non-profit’s purpose and not take any action that would hinder USSVI’s continued status as a non-profit organization.
- b. Not be used to provide a financial benefit to a private individual.
- c. Be consistent with USSVI corporate governance documents, e.g. Articles of Incorporation, Constitution, and Bylaws.
- d. Be in good faith and in a manner reasonably believed to be in USSVI’s best interest, and with independent and informed judgment.
- e. Be documented to record the facts showing that BOD decisions were made in good faith after due consideration of the pertinent factors. Meeting Minutes and BOD Resolutions would be appropriate.

**Conclusion:** The BOD has the power, even a duty, to consider and appropriately act on unexpected matters relative to the affairs of USSVI. This power is reflected as duties and responsibilities in the USSVI Constitution as identified herein and is consistent with powers generally granted to Boards of Directors. This power by the USSVI BOD might be considered like a ship's OOD having the power to order "back full emergency" to avoid the possibility of hitting an uncharted reef, even though the CO had ordered "all ahead standard" just moments earlier. Indeed, for the BOD to not consider the facts of relevant situations and take appropriate action in good faith might be considered by some to be improper – a dereliction of duty.

BOD actions should be consistent with the governing documents, as noted above. An "emergency" may not be used to circumvent the intent of these documents.

If the BOD ultimately decides that action is required in response to an emergency or unforeseen event, appropriate records should be prepared and retained to document that the BOD fully considered the relevant facts of the situation and acted accordingly in good faith. Further, the BOD should be mindful that it is responsible to the Membership and should, therefore, consider how and when to advise the Membership of its action. A practical method would be to publish an article in the "American Submariner" or email Newsletter to explain what was done and why. While there will likely be some members who will criticize or object to whatever is done, it will be best to openly explain the reasons and basis for the action, and why the BOD considered its actions to be in the best interest of USSVI

I hope that this brief summary is of assistance to the BOD. Although it is a brief review of some general principles, it should not be taken as a full "Legal Opinion." Please let me know if there are any comments, concerns, or questions.

Fraternally,

Richard Nelson, Esq.

Chairman, Constitution and Bylaws Committee

## **GENDER NEUTRAL POLICY FOR ALL USSVI DOCUMENTS**

As we all know, Women Commissioned Officers have graduated from Submarine School and been assigned to a boat, and some have qualified and have the right to wear the Dolphin Insignia. They have and will continue to measure up to the standards that all of us were required to meet in order to call ourselves Submariners and we have to accept the fact these ladies are here to stay and will only increase in numbers in the future both in officer and enlisted billets. In order to cover the numerous references in our organizational documents that now refer to "HE and/or Him and/or His" that are found in all USSVI documents shall be regarded as "GENDER NEUTRAL" and equally represent both male and female members of the Organization and the United States Submarine Force.

### SECTION 3: NATIONAL STOREKEEPER

The USSVI National Storekeeper keeps many submarine-related items in stock for Base Storekeepers to order for resale.

While the Base is not obligated to purchase these items through the National Storekeeper, these items are designed and priced to give your USSVI Base a means to increase your Base treasury so that you can continue to support the Creed of USSVI in whichever manner your base deems most needed.

When the Base buys from the National Storekeeper the Base locally prices the merchandise to make a local profit and thereby increasing the treasury in the base. *(You can contact the National Storekeeper if your base treasury is low, payment arrangements are available.)*

Barry Commons is the National Storekeeper.

Barry Commons  
2063 Main St PMB 293  
Oakley, CA 94561-3302  
925-625-7848  
NSK.USSVI@yahoo.com

If your Base does not have a Base Storekeeper, or for Members At Large (MALs), the direct sales contact for National Submarine Ship Store products is the same as above.

Individual members should contact the National Storekeeper for retail pricing & shipping **only if** your base does not have a Storekeeper.

For more product information, refer to <http://ussvi.org/store-1.htm>

## **SECTION 4: NATIONAL CONVENTIONS**

Below are excerpts from the USSVI Constitution and Bylaws

### USSVI CONSTITUTION ARTICLE XII – MEETINGS

National Convention meetings are covered in the National Convention Manual--- ussvi.org—  
manuals---National Convention Manual. (PPM 2015-01)

### USSVI Bylaws Article VI - Committees

#### Section 14. National Convention Committee

National Convention Committee is contained in the National Convention Manual—  
ussvi.org---manuals---National Convention Manual. (PPM 2015-01) USSVI Bylaws Article XI -  
Conventions

#### Section 5: National Conventions:

National Conventions are contained in the National Convention Manual. Ussvi.org---  
manuals---National Convention Manual. (PPM-2015-01)

Richard Osentoski is the National Convention Committee Chairman.:

Richard Osentoski

3701 Brookshire

Trenton, MI 48183-3972

734-671-3439

ussronquil@yahoo.com

## SECTION 5: NATIONAL AWARDS PROGRAM

John Stanford is the National Awards Chairman

John G. Stanford  
3026 Cesery Blvd. Jacksonville,  
FL 32277-3527

Telephone Numbers: (904) 743-3197 (H) (904)  
502-8586 (Cell)

Email: [JStan131@Comcast.net](mailto:JStan131@Comcast.net)

### The Awards and Order of Presentation

Nomination for candidates for the following awards begins on Feb 1 of each year.

1. Joe Negri Award (aka) USSVI Submarine Veteran of the Year) \*\*
2. Robert Link National Commander's Award
3. District Commander of the Year Award\*\*
4. Golden Anchor Award
5. Silver Anchor Award
6. Meritorious Award
7. Ben Bastura Award

**\*\* This award will only be given out once to a recipient of this award. Deleted the one time only requirement for Robert Link National Commander's Award and Ben Bastura Award. (PPM-2015-01)**

For More information go to the USSVI website [www.ussvi.org](http://www.ussvi.org)

Click on the AWARDS button and then click on the Manuals button to review or down load the Awards Manual.



## SECTION 6: BOAT SPONSORSHIP PROGRAM

Jack Messersmith is the USSVI Boat Sponsorship Chairman

The purpose of the Boat Sponsorship Program is to make the active duty submarine force members aware of USSVI and provide them with information about our activities through sponsorship of *The American Submariner* to the various Submarine related organizations. After all, these force members represent the future core membership of USSVI.

Our goal is to have a minimum one sponsorship for each Submarine Activity. A sponsorship is defined as three (3) American Submariner magazine copies per issue for one year.

USSVI Bases or individual members may sponsor each Fast Attack Submarine and/or each crew of the Boomers. The Commanding Officer of the unit sponsored receives a letter informing him of your sponsorship.

We also accept additional sponsors for any Boat or Crew; the additional sponsor(s) will receive the same recognition as the first sponsor. There is a maximum of 12 issues per Boat or Crew and the received sponsorships may be divided when there are more than 4 sponsors ( $4 \times 3 = 12$ ) and distributed to other Naval commands in order to satisfy the desires of sponsoring patrons for a particular Boat or crew. There could possibly be 12 sponsors for each Boat and crew. This allows wider distribution within the Naval community. The individual or Base sponsors are recognized for each command sponsored.

You can also sponsor any Sub Base, Sub Group, Veterans Hospital or Veterans Home or even an individual person.

We also need sponsors for many of the Submarine Squadrons, Commands, Submarine Tenders, ROTC, JROTC, and training schools. Call or email the Boat Sponsorship Chairman for those units that need sponsors.

Sponsored Boats and other designated recipients will be posted or linked on the USSVI magazine web pages.

Example: You could sponsor a Submarine Squadron, Base, Recruiting Office, Navy Home. Navy Hospital, Navy Detachment, or even a friend. The options are open. (Since all of these locations may not need 3 copies of A/S you may sponsor this type of location for the following rates.)

Any U.S. Submarine	3 copies per issue/1 year	\$30.00
Any other unit sponsorship	3 copies per issue/1 year	\$30.00
For small groups	2 copies per issue/1 year	\$25.00
For individuals	1 copy per issue/1 year	\$15.00

HOW TO SPONSOR: Send the Chairman your Sponsorship request. You can designate a Submarine, Boomer Crew, sub related command, etc. or allow him to select one on your behalf. If you have the name of the CO or OIC of your sponsorship choice, the letter can be personalized. Please include your "Base/Chapter" name on your request. If you know the complete address of the sponsored unit, please include it.

Make your Base or individual check(s) out to "USSVI / BSP" and send it along with your Sponsorship request to:

Jack Messersmith  
USSVI Boat Sponsorship Program  
7770 E. Loos Dr.  
Prescott Valley, AZ 86314-5520

Telephone Number: (828) 759-9544

Email: [messer109@q.com](mailto:messer109@q.com)

We will send a letter to the Boat, Command or Location that you sponsor, informing them they have been sponsored to receive ('x') copies of our USSVI National Magazine *The American Submariner* for a year, by sponsor (Your Name or Base). As sponsor, you will also receive a copy of this letter.

For more specific information, contact Jack at the email or phone number above.

Shipmates, this is an opportunity to do something we all seem to be saying, Let Submariners and interested people know we exist, and what we are doing. This is a great recruiting tool! The BSP specifically supports our creed.

Thanks for your past and future support.

## SECTION 7: HOLLAND CLUB



USSVI Constitution Article VII Membership Section 4 states:

- a. *"Any member who has been designated "Qualified in Submarines" for fifty (50) years or more is eligible to become a member of the Holland Club within the organization*
- b. *Holland Club members are subject to National and Base dues to the same extent as other Regular members of the organization. Holland Club members inducted prior to September 4, 2010 are "grandfathered" and will continue to be designated as National Life Members, but they may be required to pay Base dues as per Base By-laws "*

The national membership voted on and adopted this change in 2010. With the adoption of this change, new Holland Club members (i.e., those members who are inducted after September 4, 2010), will continue to pay their annual national dues, unless they are also National Life Members.

### **Process to submit a candidate for membership:**

1. The National Membership Chairman periodically reviews the national database to determine which members are eligible for induction to the Holland Club.
2. After he determines eligibility, he submits the names to the Holland Club Commander.
3. The Holland Club Commander prepares the Holland Club documents, patch and membership card.
4. The Holland Club Commander sends the package to the Base Commander, who inducts the member into the Holland Club.

### **Holland Club Breakfast/ Annual Meeting**

- ❑ Holland Club is an honorary group within the USSVI organization. The members meet annually at the National Convention.
- ❑ The members of the Holland Club elect the Holland Club Chairman and Vice-Chairman.
- ❑ Nominations for Chairman and Vice Chairman are accepted and voted on at the Holland Club Breakfast meeting.
- ❑ Convention host Base hosts the Holland Club Breakfast. The Holland Club Chairman presides over the meeting. The meeting consists of welcome aboard,

a "VIP" Guest speaker a brief Business meeting, presentation of awards, and induction of new members.

The Holland Club breakfast is open to all hands and ladies; it is an opportunity to recognize and Honor our **Golden "50" year members.**

Edwin Atkins is the Holland Club Chairman

Edwin Atkins  
8 Fox Hollow Dr.  
Oakdale, CT 06370-1741

Telephone Number: 860-440-3120

Email: [bud-tmcm-ss@sbcglobal.net](mailto:bud-tmcm-ss@sbcglobal.net)

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## SECTION 8: MEMORIALS AND CEREMONIES

The first place to find information on Memorial & Ceremonies is in the M & C Manual on the USSVI website [www.USSVI.org](http://www.USSVI.org) . Click on Documents button on the left side of the Home page and then click on manuals. It's the M-C Manual.pdf.

**Carl Schmidt** is the National Memorials and Ceremonies Chairman.

**Carl Schmidt**  
**23 Rockwood Rd**  
**Cabot, AR 72023-2019**  
**501-843-7855**  
**bonniencyde@classicnet.net**

Below is an excerpt from the USSVI Bylaws:

### ***MEMORIALS AND CEREMONIES COMMITTEE***

*The Memorials and Ceremonies Committee shall be a Standing Committee whose projects are funded through contributions to the US Submarine Veterans Charitable Foundation. An administrative budget may be funded through an annual budget request to the Nat'l Senior Vice-Commander for inclusion in the USSVI national budget.*

*The Memorials and Ceremonies Committee will be chaired by a member nominated by the National Commander and confirmed by the Board. The Committee will consist of the USSVCF Memorials and Ceremonies Fund Manager and other members as the USSVI Chairman shall nominate and the Board confirms.*

- 1. The Memorials and Ceremonies Committee shall also maintain and keep updated the Memorials and Ceremonies Handbook, sending timely updates to the Board of Directors for approval prior to distribution.*
- 2. The Committee Chair shall annually submit a report of its operations to the National Secretary for inclusion in the committee reports no later than 30 days prior to the pending National Convention.*
- 3. The duties of the Committee shall include, but not be limited to:*
  - a. Receive requests from Bases, Districts, Regions, and at times the National Organization. Such Requests shall be based on established and published guidelines that support the purpose of the organization. Such guidelines shall be drawn up by the committee and shall be approved by the Board of Directors.*
  - b. Included in such requests will be the name of a proposed Project Manager, stating his qualifications for being such. The Project manager will represent the group sending in the request and will be responsible for overseeing the project to completion; keeping the committee apprised of the progress in a timely fashion.*

- c. The Committee will assist the Project Manager, as necessary, in the planning, fund raising, scheduling, and conduct of the Memorial Project.*
- d. The Committee will render assistance as requested and needed to ensure that bases and individuals are aware of and use properly the assistance included in the Handbook for any and all Ceremonies that are listed.*

#### **NATIONAL MEMORIALS -- MAINTENANCE AND UPKEEP**

In general, the Memorials and Ceremonies Committee provides funds for the care and maintenance only of those USSVI National Memorials officially sanctioned by the National Board of Directors as may be established to support the purposes of the Organization.

## SECTION 9: TOLLING OF THE BOATS CEREMONY

We recommend that you read the Preamble before the “Tolling the Boats” ceremony begins so all who are attending the ceremony will understand its full meaning.

### THE SHORT VERSION: PREAMBLE TO THE TOLLING THE BOATS

Honoring our fallen submarine heroes is fundamental to our creed as members of U.S. Submarine Veterans (USSVI), which is *“To perpetuate the memory of our shipmates who gave their lives in pursuit of their duties while serving their country.”*

In our participation, we remember those gallant submariners who made the supreme sacrifice while performing their duties with honor, integrity and courage and we demonstrate to our families and to our youth by our deeds that we honor them, we pay tribute to them, we salute them, as should all citizens of our great nation.

The *“Tolling the Boats”* ceremony was originally established by the U.S. Submarine Veterans of World War II. It is a unique and time-honored memorial service and is in keeping with the finest traditions of the Navy. Custom has established that this ceremony be formal, and it honors the memory of those submariners who lost their lives in the line of duty, and especially those who perished during World War II. In the heart of the ceremony the names of each of the U.S. submarines lost, along with the fate of its crew, are read aloud as a bell is tolled for each in turn.

The tolling of the ship’s bell reminds us of the debt of gratitude we owe to both our departed shipmates and to those in active service who silently guard the honor of our country while serving silently under the sea. In many ways, the “Tolling the Boats” ceremony formally reaffirms to serving Navy submarine personnel that their current “deeds and sacrifices” follow in the footsteps of their fellow submariners who preceded them.

We shall never forget the ultimate sacrifice they made so we all, and especially our families and loved ones, enjoy the fruits of freedom.

## **THE LONG VERSION: PREAMBLE TO THE TOLLING THE BOATS**

For the enlightenment of our guests who may not understand the significance of our ceremony of "Tolling the Boats," I shall give you a brief explanation of this solemn remembrance of our Shipmates: the officers and enlisted men who sacrificed their lives aboard submarines in the service of our country.

John F. Kennedy once said, "A nation reveals itself not only by the men it produces, but also by the men it honors, the men it remembers."

It is true that the sea has always taken its toll of seamen. This is especially true for the submariner. Over the years, some four thousand young men have lost their lives in circumstances serving our country in the U.S. Submarine Force. In all, a total of sixty five U.S. submarines have been lost in war and in peace.

It is also true that no maritime power has ever survived unless its men have been willing to fight back with successively better ships manned by professional seamen who have profited by the lessons learned from the past. Those of us who go to sea in today's submarines and those who will do so in the future are forever indebted to those submarine sailors who gave their lives testing different innovations in submarine warfare during times of peace.

These losses, while tragic, have served to provide us with invaluable knowledge to enable us to improve succeeding classes of submarines and are gallant extensions of the traditions of duty, professional competence and self-sacrifice which have always been the hallmark of the U.S. Submarine Force.

The U.S. Submarine Force came into existence on October 12, 1900, with the commissioning of the USS Holland (SS-1). The early 1900s were a period of intense development, resulting in adoption of the gasoline engine for surface propulsion, the periscope, and improvement in double hull design. By 1906, with most of the fleet in the Atlantic, the Secretary of the Navy approved submarines as the only way to defend the West Coast of the United States if attacked. Yet, on the eve of World War I, 1914, the U.S. Submarine Force only numbered 34 submarines.

During World War I, the Secretary of the Navy adopted the position that submarines would defend the vital fleet port at Subic Bay, Philippines and positioned boats there.

Between 1914 - 1940 the U.S. Submarine Force would suffer the loss of 11 submarines and



150 submariners in testing new designs. Despite these setbacks, the U.S. Submarine Force continued to grow. One U.S. Submariner, TM2(SS) Henry Berault, received the Medal of Honor for his selfless courage.

The years of 1941 through 1945 were years of monumental struggle and sacrifice for all Americans. The objectives were to protect and preserve the freedoms of the United States of America, as well as those of our friends and allies. To this end, our entire national efforts, both civilian and military, were rendered to a full measure of devotion.

Immediately following the surprise attack on Pearl Harbor, Hawaii, on 7 December, 1941, with the Pacific Fleet in ruins, Fleet Admiral Chester Nimitz, a submariner himself, upon taking command as Commander-in-Chief, Pacific Fleet, recognized the true military value of the submarine. In January 1942, he raised his official flag on the submarine Grayling and upon relinquishing command took down his flag on board the submarine Menhaden. *"It was to the Submarine Force,"* stated Nimitz, *"that I looked to carry the load until our great industrial activity could produce the weapons we so sorely needed to carry the war to the enemy. It is to the everlasting honor and glory of our submarine personnel that they never failed us in our days of great peril."*

And that they did. This small force, composed of about 50,000 men, including staffs and back-up personnel (less than 2% of the U.S. Navy's personnel and by war's end consisting of 288 submarines) inflicted a staggering 55% of Japan's maritime losses. Of approximately 6,000,000 tons comprising the entire Japanese merchant fleet, from 1941 through 1945, U.S. submarines sank 1,113 Japanese merchant marine vessels for a total of 4,859,634 tons. During that same period, U.S. submarines sunk 214 naval warships for an additional 577,626 tons, about a third of all Japanese warships destroyed.

Seldom, if ever in history, had so small a naval force accomplished so much. Japan's war effort depended on shipping. It was sunk in the main by U.S. submarines.

However, these successes did not come without a price. 52 American submarines were lost during World War II. Many of our numbers were lost in the performance of these duties. Some men lost their lives individually, but by far the greater number died as boats failed to return from patrol. In some instances, the cause of the submarine's loss was known, but in most cases, the report "submarine overdue--presumed lost" was the epitaph for both submarine and men. A few were rescued by the Japanese and imprisoned until the war's end. From these were then learned the fate of their ship and crew.

The price, overall, was that the U.S. Submarine Force suffered the highest percentage of losses of any branch of the Armed Services. 3,500 submariners quietly paid the ultimate price in the defense of their country which quickly earning the U.S. Submarine Force the nickname – The Silent Service.

Seven submariners were awarded the Medal of Honor during World War II; two posthumously.

More than fifty (50) years have passed since the lost men of World War II departed on their eternal patrol. We Submarine Veterans endeavor to keep alive the memory of our departed Shipmates at every gathering of our organizations. We do this by honoring their memory in prayer and by "*Tolling the Boats*" -- calling the roll of those U.S. Submarines lost since the US Submarine Force was established in 1900.

Still, no one close to the Submarine Service can reflect on those tragic times without again experiencing the shock and sadness felt upon learning of the loss of the USS Thresher (SSN-593) and USS Scorpion (SSN-589). And yet, these losses added an awareness to the initial emotions; the submariners and those persons closely associated with this branch of the service today know feelings of kinship, of pride, of gratitude and of profound respect for the gallant men lost on these submarines. They are remembered not as men who were, but as men who are; men, who because of dedication to their profession of the undersea, have given us greater knowledge of its mysteries, and opened broader paths for its exploration and use.

For many of us they live on as specific individuals, each contributing his special skill to this ever-broadening knowledge. To us they will be more vivid in memory for much longer time than others who in the physical sense are nearby.

They, all of them, have served you and this great land of ours in a way far beyond the contributions of most of us. Their contributions continue, by providing others close to this undersea Navy inspiration, new challenges, new ideas and new operational methods.

No, they are not nearby in flesh, but to us who know them they are very real –in contribution –in memory –in spirit.

We shall not forget them. We shall now proceed with this ceremony.

## **BOATS LOST PRIOR TO WORLD WAR II**

**UPDATED 3/10/2015**

### **U.S. SUBMARINES LOST SINCE THE 1900 FOUNDING OF U.S. NAVY SUBMARINE FORCE**


USS F-4 (SS-23)	Lost with 21 Men on 25 March 1915 when it foundered off Honolulu Harbor.	[BELL]
USS F-1 (SS-20)	Lost with 19 Men on 17 December 1917 when it was sunk after collision with the USS F-3 (SS-22) off San Clemente, California.	[BELL]
USS H-1 (SS-28)	Lost on 12 March 1920 with the loss of 4 men when it sank after being grounded off Santa Margarita Island, Baja California, Mexico	[BELL]
USS S-5 (SS-110)	Lost on 1 Sep 1920 off the Delaware Capes. All the crew escaped through a hole cut in hull in the tiller room	[BELL]
USS O-5 (SS-66)	Lost on 29 October 1923 with the loss of 3 men when it was sunk after a collision with the SS Abangarez (owned by the United Fruit Company) off the Panama Canal. Torpedoman's Mate 2d Class (SS) Henry Berault received the Congressional Medal of Honor for his heroic actions.	[BELL]
USS S-51 (SS-162)	Lost on 25 September 1925 with the loss of 33 men when it was sunk after a collision with SS City of Rome off Block Island, Rhode Island.	[BELL]
USS S-4 (SS-109)	Lost with 40 men on 17 December 1927 when it was sunk after being rammed by USCGC Paulding off Provincetown, Massachusetts.	[BELL]
USS Squalus (SS-192)	Lost on 23 May 1939 with a loss of 26 men when it flooded and sank off Portsmouth, New Hampshire. The boat was salvaged and re-commissioned under a new name.	[BELL]
USS O-9 (SS-70)	Lost on 20 June 1941 with 33 men when it foundered off the Isle of Shoals, 15 miles from Portsmouth, New Hampshire.	[BELL]
USS Sealion (SS-195)	Lost with 4 men on 10 December 1941 by aerial bombs during a Japanese air attack at Cavite Navy Yard, Republic of the Philippines.	[BELL]

USS S-36 (SS-141)	Lost on 20 January 1942 when it was destroyed after she ran aground on the Taka Bakang Reef in Makassar Strait, Indonesia, near Makassar City. The crew was rescued.	[BELL]
USS S-26 (SS-131)	Lost with 46 men on 24 January 1942 in the Gulf of Panama, 14 miles West of San Jose Light when USS PC-460 rammed it. 3 men survived.	[BELL]
USS Shark (SS-174)	Lost with all hands (59 men) on 11 February 1942 when it was sunk by surface craft East of Menado, Celebes Island as a result of one of three Japanese attacks.	[BELL]
USS Perch (SS-176)	Lost on 3 March 1942 when it was sunk by Japanese surface attack 30 miles NW of Surabaya, Java. 59 men were taken prisoner, 6 men died as POWs. 53 survived the war.	[BELL]
USS S-27 (SS-132)	Lost on 19 Jun 1942 when it grounded off Amchitka Island. All the crew were rescued.	[BELL]
USS Grunion (SS-216)	Lost with all hands (70 men) on 30 July 1942 off Kiska Island, Aleutians (Alaska) to unknown causes.	[BELL]
USS S-39 (SS-144)	Lost on 13 Aug 1942 when it was destroyed after grounding on reef south of Rossel Island, Louisiade Archipelago. All the crew were rescued	[BELL]
USS Argonaut (SS-166)	Lost with all hands (102 men) on 10 January 1943 in the Java Sea by Japanese surface attack.	[BELL]
USS Amberjack (SS-219)	Lost with all hands (72 men) by aerial bombs and surface craft on 16 Feb 1943 off Rabaul in the Solomon Sea. 1 additional killed earlier in Patrol.	[BELL]
USS Grampus (SS-207)	Lost with all hands (71 men) by Japanese surface attack on the Solomon Islands on 5 March 1943.	[BELL]
USS Triton (SS-201)	Lost with all hands (74 men) by Japanese Surface Attack off New Guinea on 15 March 1943.	[BELL]
USS Pickerel (SS-177)	Lost with all hands (74 men) by Japanese Surface Attack off Honshu, Japan, on 3 April 1943.	[BELL]
USS Grenadier (SS-210)	Lost on 22 April 1943, 10 miles west of Lem Voalan Strait in Indian Ocean. Scuttled after being badly damaged by bombs. 76 men were taken prisoner, 4 men died as POWs. 72 men survived the war.	[BELL]
USS R-12 (SS-89)	Lost with 42 men off Key West, Florida, to unknown causes on 12 June 1943. 3 men survived.	[BELL]
USS Runner (SS-275)	Lost with all hands (78 men) by possible Japanese mine between Midway Island and Japan between June 26 & early July 1943.	[BELL]

USS Grayling (SS-209)	Lost with all hands (76 men) to unknown causes on 9 September 1943 when it was sunk in or near Tablas Strait, Republic of the Philippines.	[BELL]
USS Pompano (SS-181)	Lost with all hands (77 men) probably by Japanese Air/Sea attack off Aomori Prefecture near Shiriya Zaki on 17 September 1943.	[BELL]
USS Cisco (SS-290)	Lost with all hands (76 men) on 28 September 1943 during a Japanese Air and Surface attack in the Sulu Sea.	[BELL]
USS S-44 (SS-155)	Lost on 7 October 1943 with the loss of 56 men when it was sunk by surface craft off Paramushiru, Kuriles. 2 men survived and were taken prisoner.	BELL]
USS Wahoo (SS-238)	Lost with all hands (80 men) during a Japanese air and surface attack on 11 October 1943 in La Perouse Strait off northern Japan.	[BELL]
USS Dorado (SS-248)	Lost with all hands (77 men) probably by an Allied Air Attack on 12 October 1943 in the SW Atlantic.	BELL]
USS Corvina (SS-226)	Lost with all hands (82 men) on 16 November 1943 during a Japanese submarine attack off Truk.	[BELL]
USS Sculpin (SS-191)	Lost with 43 men on 19 November 1943 when it was sunk by a Japanese warship north of Oroluk Island near Truk. 20 more died as POWs & 21 men survived the war.	[BELL]
USS Capelin (SS-289)	Lost with all hands (76 men) between 23 November and 3 December 1943 in the Celebes Sea due to unknown causes.	[BELL]
USS Scorpion (SS-278)	Lost with all hands (77 men) sometime after 5 January 1944 in the Yellow Sea off China due to unknown causes.	[BELL]
USS Grayback (SS-208)	Lost with all hands (80 men) on 26 February 1944 during a Japanese Air and Surface attack off Okinawa.	[BELL]
USS Trout (SS-202)	Lost with all hands (81 men) on 29 February 1944 during a Japanese Surface Attack in the Philippine Sea.	[BELL]
USS Tullibee (SS-284)	Lost with 79 men on 26 March 1944 north of Palau. Sunk by her own torpedo. One man survived and was taken prisoner.	[BELL]
USS Gudgeon (SS-211)	Lost with all hands (79 men) during a Japanese air and surface attack on 12 May 1944 in Northern Marianas.	[BELL]

USS Herring (SS-233)	Lost with all hands (83 men) on 1 June 1944 by a Japanese shore battery and surface craft off Matsuwa Island, Kuriles.	[BELL]
USS Golet (SS-361)	Lost with all hands (82 men) during a Japanese Surface attack off Honshu, Japan, on 14 June 1944.	[BELL]
USS S-28 (SS-133)	Lost with all hands (49 men) when she foundered off the Hawaiian Islands 4 July 1944.	[BELL]
USS Robalo (SS-273)	Lost with 77 men by possible Japanese Mine off Palawan on 26 July 1944. 4 men survived as POWs but they were never recovered.	[BELL]
USS Flier (SS-250)	Lost with 78 men on 13 August 1944 when sunk by Japanese mine in the Balabac Strait south of Palawan. Eight men survived and were rescued. by USS REDFIN (SS 272).	[BELL]
USS Harder (SS-257)	Lost with all hands (79 men) during a Japanese depth charge attack off Luzon, Republic of the Philippines, on 24 August 1944.	[BELL]
USS Seawolf (SS-197)	Lost with all hands (83 crew and 17 U.S. Army) on 3 October 1944 when it was sunk by U.S. Navy destroyers just north of Morotai, Philippines.	[BELL]
USS Escolar (SS-294)	Lost with all hands (82 men) by possible Japanese Mine in the Yellow Sea off China on 17 October 1944 or later.	[BELL]
USS Darter (SS-227)	Lost on 24 Oct 1944 when it became grounded on Bombay Shoal off Palawan then was destroyed. All the crew was rescued by USS Dace.	[BELL]
USS Shark (SS-314)	Lost with all hands (87 men) on 24 October 1944 when it was sunk by Japanese surface craft in the channel midway between Hainan and Bashi. Channel.	[BELL]
USS Tang (SS-306)	Lost with 78 men on 25 October 1944 when it was sunk by her own torpedo in the north end of the Formosa Strait. Nine of the crew were taken prisoner and survived the war. Her Commanding Officer, Richard O'Kane, received the Congressional Medal of Honor.	[BELL]
USS Albacore (SS-218)	Lost with all hands (85 men) possibly by Japanese Mine on 7 November 1944 between Honshu and Hokkaido, Japan.	[BELL]
USS Growler (SS-215)	Lost with all hands (86 men) on 8 November 1944 by a possible Japanese Surface attack in the South China Sea.	[BELL]

USS Scamp (SS-277)	Lost with all hands (83 men) probably on 16 November 1944 from progressive damage in multiple air and sea attacks east of Tokyo Bay.	[BELL]
USS Swordfish (SS-193)	Lost with all hands (89 men) either by Japanese surface attack or mine on 12 January 1945 off Okinawa.	[BELL]
USS Barbel (SS-316)	Lost with all hands (81 men) on 4 February 1945 during a Japanese air attack off the entrance to Palawan Passage.	[BELL]
USS Kete (SS-369)	Lost with all hands (87 men) after 20 March 1945 between Okinawa and Midway, cause unknown.	[BELL]
USS Trigger (SS-237)	Lost with all hands (89 men) in the East China Sea on 28 March 1945 during a Japanese air and surface attack.	[BELL]
USS Snook (SS-279)	Lost with all hands (84 men) on 8 April 1945 to unknown causes off Formosa.	[BELL]
USS Lagarto (SS-371)	Lost with all hands (86 men) on 3 May 1945 in the Gulf of Siam during a Japanese surface attack.	[BELL]
USS Bonefish (SS-223)	Lost with all hands (85 men) on 18-Jun-1945 when it was sunk in Toyama Wan in the Sea of Japan.	[BELL]
USS Bullhead (SS-332)	Lost with all hands (84 men) off the Bali Coast by a Japanese air attack on 6 August 1945.	[BELL]
USS Cochino (SS-345)	Lost with one man lost on 26 August 1949 off the coast of Norway due to a battery explosion and fire. Six from USS Tusk (SS-426) were also lost. operation.	[BELL]
USS Stickleback (SS-415)	Rammed on exercises off Hawaii by USS Silverstein (DD-534) on 28 May 1958. All crew safely evacuated prior to sinking 29 May 1958.	[BELL]
USS Thresher (SSN-593)	Lost with all hands (129 men) on 10 April 1963 off the New England coast.	[BELL]
USS Scorpion (SSN-589)	Lost with all hands (99 men) on 22 May 1968 due to unknown causes 400 miles southwest of the Azores in the Atlantic.	[BELL]

	<p>Finally, we remember all the brave submariners who died in the course of their duties aboard submarines, some individually and some in groups, but where the submarine itself was not lost.</p> <p>[BELL]</p>	
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**(PPM 2015-01)**

The Tolling of The Boats Ceremony Honors the memory of Sixty-Five Submarine Losses since the establishment of the U.S. Submarine Force. (53 in Wartime, 1 during WWI and 52 during WWII; and 12 in Peacetime.)

Note: you can find more information on the Lost Boats and links to websites  
In Section 10: Lost Boats Information. (PPM 2015-01)



## SECTION 10: LOST BOATS INFORMATION

Counting the losses incurred by the US Naval Submarine Force and arriving at a firm number for use in memorial ceremonies, speeches, presentations and writing should not be difficult and the number should be easily agreed on. Such is not the case. The actual number of US Submarines lost since 1900 (The beginning of the submarine force) is sixty-five (65). Of these, 53 have been lost during wartime and the remainder during the Force's unending battle with the sea. For many years, the number normally used was 52. This has been the traditional number used since the end of World War

II. It is useful to the discussion to understand where that number came from. This will establish the criteria for the counting of lost submarines.

In 1949, the Preliminary Design Branch of the Bureau of Ships issued a multi-volume work which formalized the "lessons learned" in ship design in World War II. This work detailed damage to selected submarines and listed "Depth Charge, Bomb, Mine, Torpedo and Gunfire Damage including Losses in Action". The 52 submarines listed in the "Losses in Action" became the core listing for US submarine losses.

The criteria for what constituted a loss is generally straight forward. It included:

1. Submarines lost at sea by enemy action with or without personnel loss.
2. Submarines lost by stranding & foundering regardless of personnel loss.
3. Submarines lost at sea by collision with personnel loss.
4. Submarines lost for unknown reasons.
5. Submarines lost due to material or operational causes with or without personnel loss.
6. Submarines lost due to scuttling.

The period for actions for which a lost submarine could be listed in this report was that of the U.S. declared involvement in WW II, 7 December 1941 to 15 August 1945. The portion of WW II from September 1939 to December 1941 was not included even though we lost several ships including one submarine during this period. The list only accounts submarines that were lost while under US flag during the stated period.

Using the criteria above and expanding the time to cover the entire history of our submarine force, a corrected total for our submarine losses may be obtained.

Sixty-Five Submarine Losses since establishment of the U.S. Submarine Force. (53 in Wartime, 12 in Peacetime.)

Total Losses in Wartime: 53 Submarines:

The two declared wars in the 20th century were World Wars I and II. World War I period of US involvement was from August 1917 to November 1918.

The USS F-1 (SS-20) was lost on 17 December 1917, during World War I, by collision at sea (Criteria 3). This boat's loss plus those lost during WW II bring the total of submarines lost by our submarine force in wartime to 53. These are:

	Submarines
USS F-1 (SS-20)	
USS Sealion (SS-195)	USS
S-36 (SS-141)	USS S-26
(SS-131)	USS Shark (SS-
174)	USS Perch (SS-176)
USS S-27 (SS-132)	USS
Grunion (SS-216)	USS S-
39 (SS-144)	
USS Argonaut (SS-166)	USS
Amberjack (SS-219)	USS
Grampus (SS-207)	USS
Triton (SS-201)	
USS Pickerel (SS-177)	USS
Grenadier (SS-210)	USS
Runner (SS-275)	USS R-12
(SS-89)	
USS Grayling (SS-209)	USS
Pompano (SS-181)	USS
Cisco (SS-290)	USS S-44
(SS-155)	
USS Wahoo (SS-238)	USS
Dorado (SS-248)	USS
Corvina (SS-226)	USS
Sculpin (SS-191)	USS
Capelin (SS-289)	
USS Scorpion (SS-278)	

**Total Losses in Peacetime: 12**

USS Grayback (SS-208) USS  
Trout (SS-202)  
USS Scorpion I (SS-278) USS  
Tullibee (SS-284) USS  
Gudgeon (SS-211) USS Herring  
(SS-233) USS Golet (SS-361)  
USS S-28 (SS-133) USS  
Robalo (SS-273)  
USS Flier (SS-250)  
USS Harder (SS-257) USS  
Seawolf (SS-197) USS Escolar  
(SS-294) USS Darter (SS-227)  
USS Shark II (SS-314) USS

Tang (SS-306) USS  
Albacore (SS-218) USS  
Growler (SS-215) USS  
Scamp (SS-277)  
USS Swordfish (SS-193) USS  
Barbel (SS-316) USS Kete  
(SS-369)  
USS Trigger (SS-237) USS  
Snook (SS-279) USS  
Lagarto (SS-371) USS  
Bonefish (SS-223)  
USS Bullhead (SS-332)

The portions of the 20th century not included in WWI and WWII are considered, for the purposes of this discussion, peacetime. This is a point of semantics and it will be argued by participants and historians for many decades to come.

❑ Criteria 1: 0 Lost

During these peacetime periods we lost no more due to enemy action.

❑ Criteria 2: 1 Lost

By stranding and foundering, we lost USS H-1 (SS-28).

❑ Criteria 3: 4 Lost

By collision we lost USS O-5 (SS-66), USS S-51 (SS-162), USS S-4 (SS-109) and USS Stickleback (SS-415).

❑ Criteria 4: 2 Lost

Losses for unknown reasons we lost USS O-9 (SS-70), and USS Scorpion (SSN-589).

❑ Criteria 5: 5 Lost

Due to material or operational causes we lost USS F-4 (SS-21), USS S-5 (SS-110), USS Squalus (SS192), USS Cochino (SS-345) and USS Thresher (SSN-593)

❑ Criteria 6: 0 Lost

We lost no more boats under Criteria 6.

There are indeed other criteria that could be used to count a loss. One could count those submarines which, by action of the enemy or by accident, became "constructive total losses" and add Salmon, Nathaniel Greene, Bonefish and others. However, those boats and others like them were brought home by their crews and then decommissioned alongside with appropriate ceremony.

The decision whether the boat's structure would be repaired or discarded was made not by the sea, enemy or others of those things beyond our control, but by a considered process with the boat in port and the remainder of the crew safely ashore, which is why they are not reflected in the totals above.

There are two websites that I have found that are very good for the history of the Lost Boats, the Submariners who served on them and Submariners who lost their lives while on the Boats when the Boat was not lost. They are:

[www.oldsuplace.com](http://www.oldsuplace.com) by Jim Christley

Sections of the site are:

[Lost Boats and Crews](#)

[Lost Submarine Force Personnel](#)

[Selected Statistics](#)

[Frequently Asked Questions \(FAQ\)](#)

[Submarine Force History Elements](#)

[Main inductions](#)

[www.oneternalpatrol.com](http://www.oneternalpatrol.com)

**Creator and Manager of this website:**

Charles R. Hinman

Director of Education & Outreach

USS Bowfin Submarine Museum & Park

11 Arizona Memorial Drive

Honolulu, HI 96818

Phone (808) 423-1341

This site has the following sections:

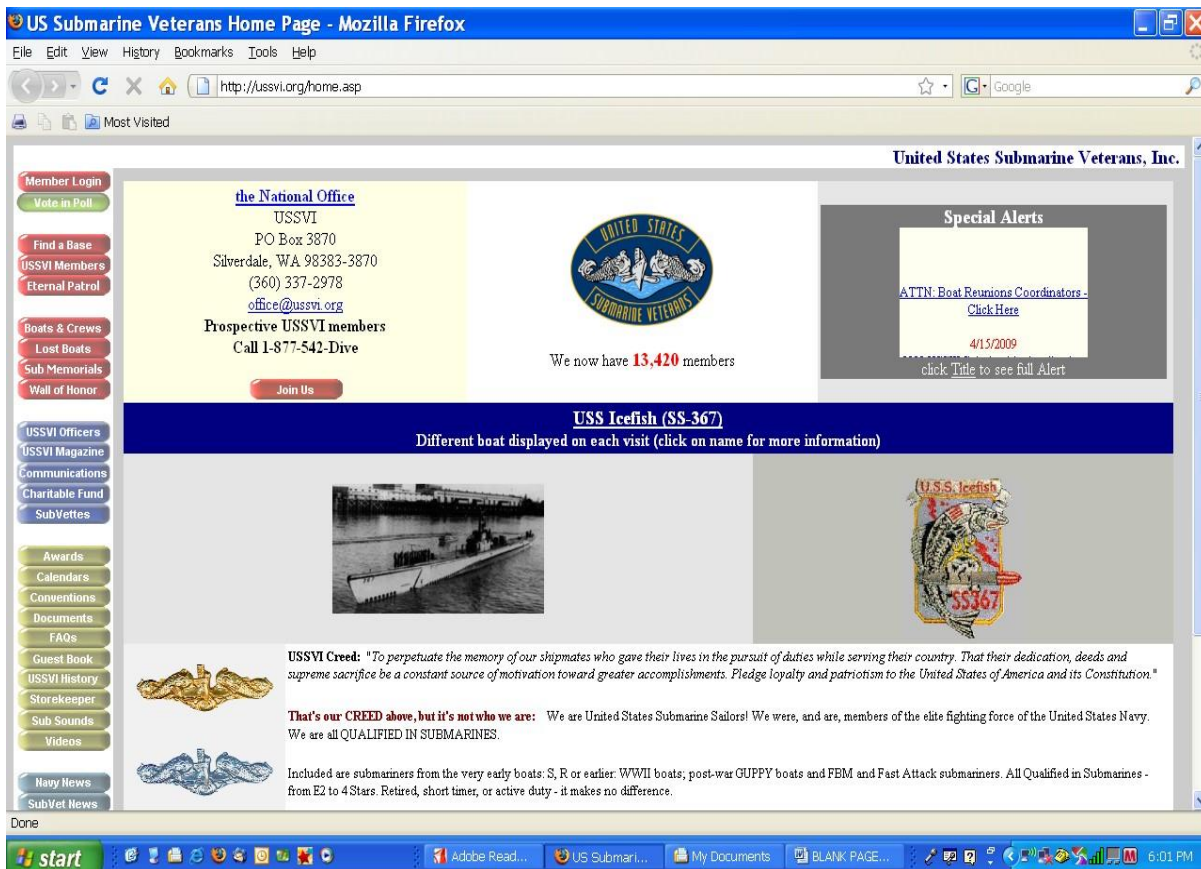
[Home](#)   [Presentation](#)   [WWII](#)   [Pre-WWII](#)   [Post-WWII](#)   [Sources](#)

[Related Links](#)   [Privacy](#)   [Contact Us](#)

[How to Submit Photos and Information](#)

## SECTION 11: THE USSVI WEBSITE

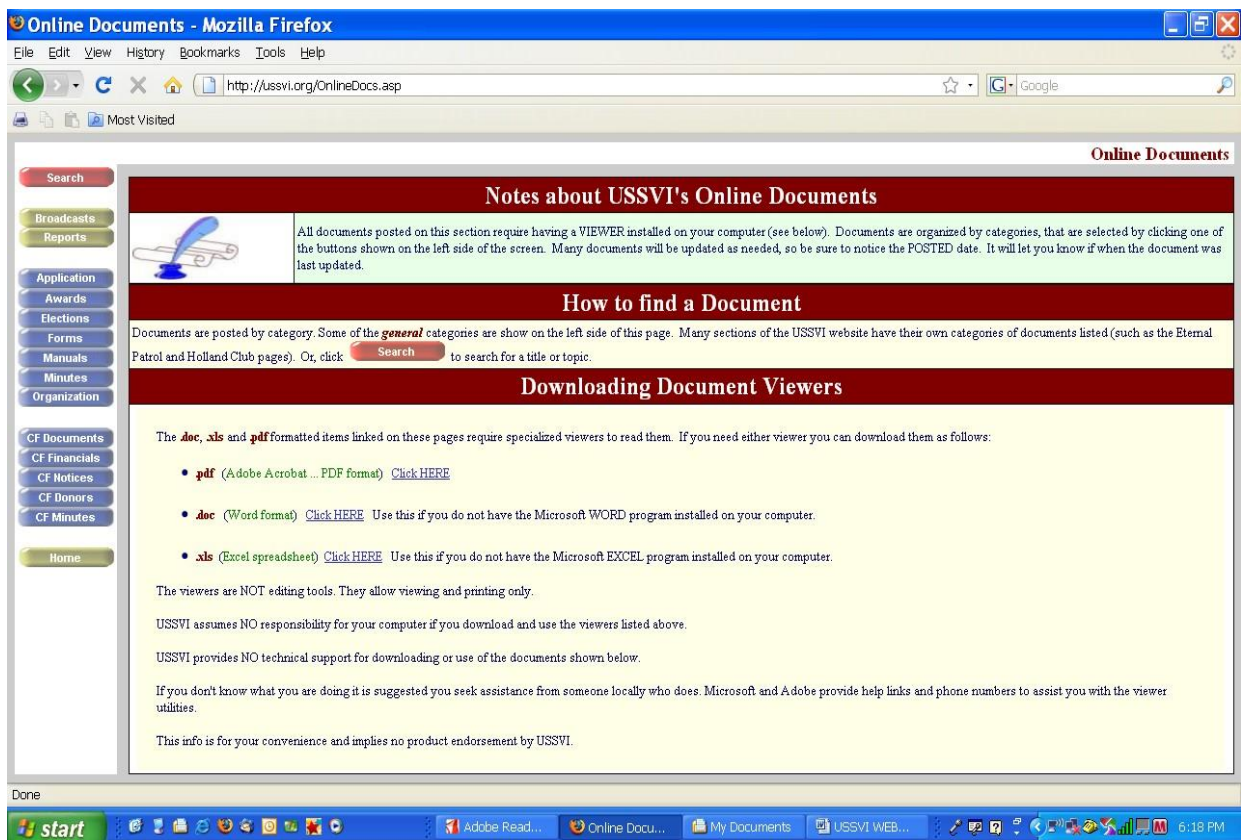
The USSVI website [www.ussvi.org](http://www.ussvi.org)



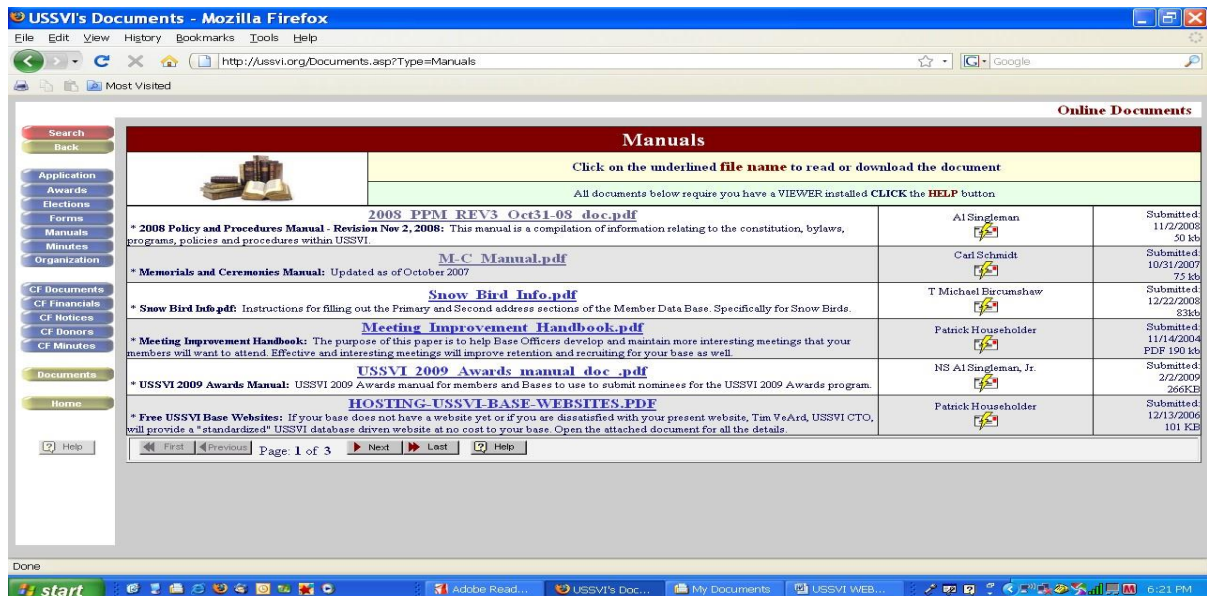
When you type in [www.ussvi.org](http://www.ussvi.org) and hit enter on Internet Explorer or any internet browser you will go to this USSVI website home page above.

The way you move about the site and find information is by using the Red, Blue or Green info buttons on the left side of the Home page.

If you click on the green Documents button, you will get the screen shown below.



By Clicking on the blue Manuals button, you go to the USSVI online Manuals.



You would then click on M-C Manual .pdf to open the Memorial & Ceremonies Manual for viewing, you will be able to print a copy or save the manual as a file on your computer. You can do Forms the same way when you click on the Form button and find the form you need.

What you really need to do is spend about a half hour clicking on all the buttons and see what is on the site.

There are links to Boats, other submarine sites, short video clips, Find a member, Find a Base, vote in a poll and a lot more. You can update you own USSVI Profile.

One of the most important things you can do is to LOGIN in as a Member and go to your profile and update your E-MAIL ADDRESS when you change service providers.

You now have the basics!

So, LOG IN and explore your site!



# **SECTION-12:**

## **New Committees & Appointed Positions**

Section-12 contains the New Committees and Appointed Positions not defined in the USSVI Bylaws. The USSVI Constitution and Bylaws does not state that all Committees and Appointed Positions have to be listed and defined in the Bylaws. The National Commander and the USSVI Board can as part of their day to day operations of USSVI create and approve new Committees and Appointed Positions as needed without waiting to put in a Proposed Amendment change to the Bylaws on a 2 year voting cycle. This section names and defines those New Committees and Appointed Positions not named or defined in the USSVI Bylaws. This Section also defines the National Office Manager as a USSVI Employee.

## **USSVI INVESTMENT ADVISORY COMMITTEE**

### **BACKGROUND:**

The Investment Advisory Committee was set up a few years ago, at the request of the Investment Manager for the Charitable Foundation, CF Treasurer Bob Bowman, who had some ideas about making some changes to the CF investment portfolio but wanted a Committee of Advisors to review his proposed changes and make recommendations from time to time.

The original committee was set up as a joint committee consisting of the CF Investment Fund Manager, CF Treasurer Bob Bowman; the USSVI Investment Fund Managers, NT John Markiewicz & PNC Pat Householder; CF Executive Director, PNC John Peters; and PNT/PNSVC Jon Jaques. NT John Markiewicz chaired the committee.

The 2014-2015 Board split the committee into two separate committees as indicated below.

### **COMPOSITION:**

The National Commander appoints the two committees and the respective Board of Directors approves and confirms the appointments.

USSVI Investment Advisory Committee: NSVC John Markiewicz, PNC Pat Householder, NT Paul Hiser & PNT/PNSVC Jon Jacques (The Fund Managers remain as John Markiewicz & Pat Householder with John Markiewicz acting as Chairman).

USSV-CF Investment Advisory Committee: CF Treasurer Bob Bowman, CF Executive Director PNC John Peters, PNC Pat Householder & NSVC John Markiewicz (The Fund Manager remains as Bob Bowman who acts as Chairman).

### **PURPOSE:**

The Investment Advisory Committees have overall responsibility for the operation and administration of their Portfolios.

The members of the Investment Advisory Committee are fiduciaries of the Portfolios with respect to all responsibilities allocated to them. The members will discharge their duties solely on behalf of the USSVI & USSV-CF missions respectively in accordance with their specific terms.

The Committees shall be consulted by email frequently as circumstances require. The Committees shall make periodic reports to their respective Board of Directors. The Chairs shall, in consultation with other Committee members, present issues and recommendations for discussion and decision by the committee. A quorum for the transaction of business on any issue presented to the Committee shall consist of a

majority of the Committee members. Decisions shall be made by a majority of those reached by email. The Committee shall have direct access to and complete and open communications with senior leaders of USSVI & USSV-CF and may obtain advice and assistance from internal staff. The Committee may also retain independent consultants to assist it and determine the compensation for such consultants if needed and with the approval of their respective Boards of Directors.

### **AUTHORITY & RESPONSIBILITIES:**

#### **A. Investment duties**

1. Understanding the USSVI/USSV-CF investment goals and how these objectives support the organization's mission.
2. Monitoring the performance of investment funds and investment managers.
3. Retaining or replacing investment managers and/or investment funds for the Portfolio.

#### **B. Administrative duties**

1. Resolving all questions of interpretation of policy under the Portfolio.
2. Determining the amount of contributions necessary for the Portfolio.
3. Furnishing notices and reports to Investment Committee members and Board of Directors.
4. Reviewing all fees incurred by or on behalf of the Portfolio for reasonableness.
5. Preparing and filing such forms as may be required by government entities.
6. Reviewing the audited and unaudited financial statements of the Portfolio and audit reports of the Portfolio's service providers.
7. Maintaining records for the administration of the Portfolio and the actions of the Committee.
8. Selecting, monitoring, and replacing third-party advisors of the Portfolio, such as consultants and other providers of Portfolio services.
9. Making adjustments or correcting defects under the Portfolio in a uniform and nondiscriminatory manner.
10. Preparing amendments to the Portfolio for changes in design or applicable laws and regulations.

## **REPRESENTATIONS BY THE BOARD OF DIRECTORS:**

The Boards of Directors shall provide the Committee with such information as is necessary or desirable to fulfill its responsibilities. The Board may furnish the Committee with such clerical and other assistance as the Committee may need to perform its duties. The Board shall be responsible for any reasonable costs or expenses incurred in the Portfolio's operation or administration. However, any duly authorized Portfolio expenses may be paid by or reimbursed from the Portfolio.

## **Binnacle List Manager**

Binnacle List Manager requires good computer skills and is a position to assist the National Chaplain with the Binnacle List posting on the National Website and other duties as required to help the National chaplain.

## **National Lawyer/Lawyers**

The National Lawyer or Lawyers, if we have 2 or more Lawyers who volunteer for this position, will be the USSVI Corporate Legal Counsel for USSVI. The candidates for this position must be a licensed practicing attorney willing to volunteer his or her services if possible. Membership in USSVI is not a requirement for this position. The duties of the National Lawyer are determined by the USSVI Board of Directors as needed.

## **Judge Advocate General (JAG)**

The JAG is the title given to the Board of Inquiry Chairman if he has legal or criminal justice experience.

## **USSVI Legal Team**

The USSVI Legal Team consist of the National Lawyer/Lawyers, the JAG and the USSVI Parliamentarian/C&B Chairman. Their duties are to advise the USSVI Board of Directors on legal matters, investigative concerns, issues dealing with USSVI Articles of Incorporation, Constitution, Bylaws or other documents and any other duties as determined by the Board of Directors.

## **National Convention Website Manager**

The National Convention Website Manager will create and maintain the USSVI National Convention Website and provide his services on a volunteer basis when possible. He will report to USSVI National Convention Chairman and will be reimbursed for any website hosting fees, and software needed for this position with approval from the National Senior Vice Commander. Any additional duties will be defined and approved by the USSVI Board of Directors.

## **REUNION INFORMATION MANAGER**

### **What I do:**

The Reunion Information Manager receives boat reunion requests through Decklog ([www.decklog.com](http://www.decklog.com)). These reunion requests must contain at a minimum, the boats name and hull number, date and location of the reunion, the Point of Contact's name with telephone number or email address, and the location of the reunion if it is known. The Reunion Information Manager will transfer this data to the reunion boat's website that was provided by USSVI.

Using the Reunion Details tab at the boat's website, the information that is provided by Decklog is transferred into two pages, the "Reunion Info" and "Hotel/Site" pages. The "Reunion Description" and "Photos" pages are not used at this time. After this information is complete, the manager will go back to the main menu of the boat's website and select the Boat Info tab and under the reunion coordinator tab, select the

coordinator's name. The coordinator's name must be listed as a crew member on the website for selection.

Once all the information has been entered, the Reunion Information Manager will email the submitter that the information has been updated and that the submitter should do a review at the USSVI website calendar and at the boat's website. Any corrections or additional information is sent directly to the manager for disposition.

### **Magazine Add:**

If you are looking to get better distribution of your reunion information and would like to see it listed here in the Submariner magazine, then go to Decklog ([www.decklog.com](http://www.decklog.com)) and submit your reunion information. Shawn D. Brown, ETCS(SS) Navy Retired, the Reunion Information Manager, will receive your information and update the information for you. Please provide at the minimum the boat's name and hull number, date and location of the meeting and the POC for the event. With the POC information, include a phone number or an email address or you can include both. Along with the minimum information you can also include; hotel location along with address, telephone numbers and expenses. If for some reason Decklog is unavailable, you can send the information directly to Shawn at [sbrown1@cfl.rr.com](mailto:sbrown1@cfl.rr.com).

## **SUB SCHOOL PHOTO MANAGER**

### **What I do:**

Sub School photos are submitted through the USSVI Website ([www.ussvi.org](http://www.ussvi.org)). The preferred photo format is JPG but a PDF is acceptable. During the process the PDF file will be converted to a JPG format. Sub School photos can also be sent in the mail which will be scanned into a JPG file. The original electronic photo is saved locally on a manager's external drive. Photos sent in the mail are saved as hardcopies and are only returned if requested by the sender. The photo is then prepared for uploading – edges of the photo are "cropped" and the pixel size is reduced to 400x600 pixels.

Along with the photo, a minimum amount of information must be supplied, the class month and year, class number and section number, the student's name and location on the sub school photo. Other information may be added such as Class Commander's name and other student's names and location on the sub school photo of those students. The Sub School Photo manager verifies that the photo hasn't been submitted before. If the photo has, then the name of the classmate is added to the already submitted photos

that includes; basic class data with class commander if known, sub school photo, class roster and special notes.

Once the updating is complete, the Sub School Photo Manager will email the submitter that the photo has been uploaded and information about the class added and that the submitter should review the file at the USSVI website. Any corrections or additions are sent directly to the manager for disposition.

**Magazine Add:**

USSVI has been sponsoring the viewing of Sub School photos on its website and we are looking for more photos to post. Have you had your photo posted yet? Is your Sub School photo already posted but your name is not included in the roster? Then you need to send your photos or roster updates to Shawn D. Brown, ETCS(SS) Navy Retired, the Sub School Photo manager at [sbrown1@cfl.rr.com](mailto:sbrown1@cfl.rr.com). If you intend to send a Sub School photo as an email attachment, please send it in a JPG format. I can also accept PDF files but ultimately, I have to convert the PDF to a JPG format which slows down the process. For those that don't have the capability of submitting an electronic copy, you can send a copy of your photo to 6425 Dane Ave, Cocoa FL 32925 and Shawn will scan the photo and post to the website. When submitting your photo, please include the students name and location on the photo, month and year of class, and the class number and section number. You can also include the names and locations of any of the other classmates that you may know and the Class Commander's name.

## **National Office Manager- USSVI Employee**

The National Office Manager is an Employee of United States Submarine veteran, INC working in our present National Office located at 3100 NW Bucklin Hill Road, Silverdale, WA 98383. USSVI will pay all applicable Federal, State and local Employment Taxes. The National Office Manager will be paid \$2000.00 a month for a total salary of \$24,000.00 and can be given a raise from time to time by the USSVI Board of Directors.

### **1. SCOPE OF WORK:**

#### **a. USSVI-**

The National Office Manager will receive direction and control from the USSVI Board of Directors through the USSVI National Junior Vice Commander ("NJVC") concerning all aspects of the management of the office. USSVI will provide office space with the necessary equipment, supplies, and utilities as reasonably may be required by the National Office Manager. Authorization requests for additional supplies, repair and purchase of Office equipment will be approved by the USSVI Board. The National Office Manager will be bonded or covered by an Employee Hold Harmless Policy to the Amount of Funds he is responsible for.

#### **b. National Office Manager Duties-**

- ☐ Develop and maintain Standard Office Operating Procedures.
- ☐ Develop and maintain filing system for National Office archives and records.
- ☐ Process new member applications.
- ☐ Process Base Control Reports.
- ☐ Prepare and mail Welcome Aboard letters for new members
- ☐ Order new membership cards for members and mail same.
- ☐ Order new Holland Club cards and mail to Holland Club Cdr.
- ☐ Receive, answer and follow-up on inquiries from phone or E-mail.
- ☐ Mail applications to prospective new members.
- ☐ Pick up and process mail.
- ☐ Conduct training, as necessary, for office volunteers.
- ☐ Maintain office supplies.
- ☐ Arrange for and coordinate repair of office equipment.
- ☐ Maintain supply of recruiting material.
- ☐ Responsible for bulk mailing when required.



- ☐ Maintain the National Database.
- ☐ Provide, as required, financial input to the National Treasurer.
- ☐ Provide for volunteers for a backup during the absence of the Manager.
- ☐ Deposit checks into the USSVI accounts and move funds as required by the National Senior Vice commander.

## SECTION 13. USSVI DOCUMENTATION POLICY

### USSVI DOCUMENTATION POLICY

All official USSVI correspondence that relates to legal documents, insurance policies, tax returns, vendor invoices, bank account checks and statements should be addressed to:

United States Submarine Veterans Inc  
P.O. Box 3870  
Silverdale, WA 98383-3870

Correspondence and vendor invoices(s) relating to the American Submariner and the National Convention(s) are specifically exempted. In those cases, the documents may be delivered to the respective manager's personal or business address.  
(PPM 2015-02)

## SECTION 14: BASE CONSTITUTION POLICY

**The USSVI CONSTITUTION is considered to be  
the ruling Constitution for all Bases of USSVI and that no Base is  
required to have their own separate  
Constitution, but must still have their own separate  
By-Laws. " (PPM 2015-03)**

## SECTION 15: 2016 USSVI NATIONAL DUES SCHEDULE

### **NATIONAL TERM DUES**

**5 YEAR TERM: \$115.00**

**1 YEAR TERM: (JAN THROUGH SEPT) ---\$25.00**

**1 YEAR TERM: (OCT THROUGH DEC) ---ADD \$5.00 PLUS THE  
NEXT YEARS DUES OF \$25.00 FOR A TOTAL OF \$30.00**

## **NATIONAL LIFE DUES**

**76+ YEARS = \$100.00**

**66 THRU 75 YEARS = \$200.00**

**56 THRU 65 YEARS = \$300.00**

**46 THRU 55 YEARS = \$200.00**

**UP TO 45 YEARS = \$500.00**

## **BASE DUES**

**SET BY EACH BASE**

**SPECIAL NOTE: By C&B requirement, a REGULAR Member CANNOT become a Base Life Member without first being a USSVI LIFE MEMBER. New Associate members and Associate Members after Sept. 2012 CANNOT become USSVI or BASE Life Members. All Associate members MUST have a sponsor or they will be dropped as a USSVI Member. All new Associate Members MUST have a sponsor listed on their application form to comply with IRS rules for a 501(c)19 Veterans Organization. (PPM—2016.01)**

## **SECTION 16: BASE ACCOUNTING PROCEDURES**

Base financial records are required to be maintained within the Base by the Base Treasurer in a manner approved by the Executive Board. . The individual who seeks the office of Base Treasurer should be familiar with general accounting practices and be able to balance a check book. In today's age of electronics, he/she likewise should be able to communicate with Base and National Officers using email; and attaching supporting documentation and

downloading communiques. Knowledge and familiarity with accounting software and Microsoft Word and Excel would be most helpful.

The Base Treasurer shall see that at every meeting a financial report is presented which shows beginning bank account balance, receipts, disbursements and ending bank account balances. At minimum, a written quarterly report will be produced and provided to the Base Secretary for retention. A verbal report of Base financials will be made to the general membership at each Base meeting.

No Base Bank accounts may be opened in any name other than that belonging to the Base; nor can any credit cards not belonging to the base be used to procure general produce, supplies or beverages unless an approved reimbursement request is signed by the Base Commander or Base Vice-Commander. Each Base must establish internal policies and procedures to handle such financial transactions.

The Base Treasurer shall not issue any payment to any individual or business entity without specific authorization of the Base Commander.

No Base bank accounts can be terminated or transferred to other banking institutes without the direct issuance of an approval letter, drafted by the Base Secretary, and signed by the Base Commander authorizing the establishment of such account(s). New banking laws require such a letter before the bank will open the account.

The National Secretary has promulgated a letter that Base Secretaries may forward to the bank manager which clearly identifies current bases which are permitted to operate and use the USSVI EIN. This letter can be found on the national website or by contacting the National Secretary or National Treasurer. This letter along with the Base authorization letter is required by the Bank.

At minimum, the following personnel will be a signatory authority to sign checks and conduct base banking:

- ☐ Base Commander
- ☐ Base Treasurer

Base Treasurers are a critical element in Base and National End of Year Base reporting for tax purposes. In this light, Base's should consider appointing a "Base Assistant Treasurer" who can stand-in for the Base in the event of his absence, illness, or unable to perform the duties of his office. When acting, he/she shall have all the powers given to, or imposed upon, the Base Treasurer.

Base Treasurers generate and report the required accounting records to the National Treasurer shortly after the close of the fiscal year (Jan 1 through Dec 31). (PPM 2016-02)

## **SECTION 17: Regional Accounting Procedures**

The Regional Directors may appoint an individual within the Region to serve as Regional Treasurer specifically to manage Regional Conference Funds.

Regional Treasurers are authorized to open one checking account in the name of USSVI Region.

The accounting requirements specified within Section 16 shall apply except the signatory authority will be limited to the Regional Director and the Regional Treasurer.

An End of Year Report shall be submitted in the Name of the Region by the Regional Treasurer to the National Treasurer when such accounts exist. (PPM-2016-03)

