

How to sign on to the National Website and find the OD-2 Form

Log on to usps.org




The screenshot shows the homepage of the United States Power Squadrons website. At the top, there is a navigation ribbon with links for Home, Login, Ship's Store, America's Boating Club, America's Boating Channel, MMSI, Replacement Boating Card, E-Book Key Redemption, and Glossary (On-line). The 'Login' button is highlighted with a black arrow pointing to it from the text 'Log on to usps.org'. A dropdown menu is open under 'Login', listing 'Member Website', 'Membership Portal', 'America's Boating Course Online', 'Other Online Courses', and 'MMSI Website'. A white box labeled 'Member Website' has an arrow pointing to the 'Member Website' option in the dropdown. The main content area features the 'America's Boating Club' and 'United States Power Squadrons' logos, a video of a woman presenting to a group, and a welcome message. Below the video, there is a link to 'View the new United States Power Squadrons public website.' and a 'Sponsors' section featuring the McGriff logo.

At the top ribbon, click on the Login button. A dropdown menu will open. Then click on the **Members Website**.

This will now bring you to the Member website where you can now enter your **Certificate Number** and **Password**

Home Login▼ Ship's Store America's Boating Club America's Boating Channel MMSI Replacement Boating Card E-Book Key Redemption Glossary (On-line)



America's Boating Club
United States Power Squadrons

Member Website

USPS Members - Use your Member Certificate as the User Name.

[Click here](#) if you have forgotten your password.

Username *

Password *

Remember me

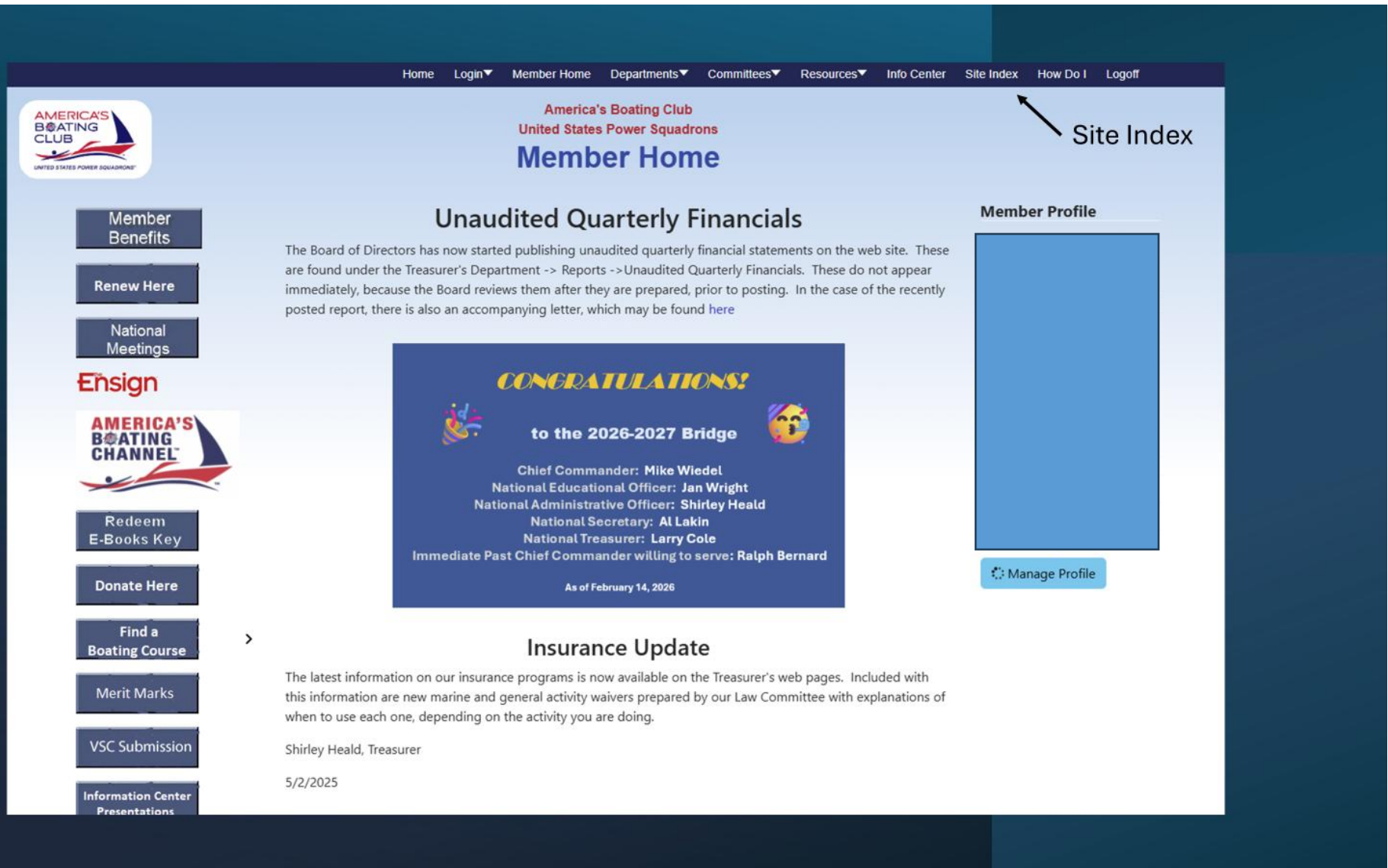
[Log in](#)

[f](#) [x](#) [p](#) [v](#) [in](#) [@](#)

Copyright© 2025 United States Power Squadrons® | [Contact Us](#) | [Disclaimer Statement](#) | [Trademark Statement](#) | [Privacy Statement](#)

America's Boating Club® is a registered trademark of United States Power Squadrons®, a 501(c)(3) non-profit organization dedicated to boating safety and education. Our members are boaters and boating families who boat together, learn together, and contribute to their communities by promoting safe boating through education. America's Boating Club has nearly 20,000 members organized into more than 300 squadrons across the country.

This will now take you to your Member Home site



At the top, hit the **Site Index** button.

Now, on the **Site Index**, click on the **Forms** button.



The screenshot shows the website for America's Boating Club, United States Power Squadrons. The page is titled "Site Index" and contains a comprehensive list of resources. A search bar is located in the top right corner. The main content is organized into four columns of links. An arrow points to the "Forms" link in the second column.

Navigation Menu: Home, Login, Member Home, Departments, Committees, Resources, Info Center, Site Index, How Do I, Logoff

Search Bar: Search ...

Site Index Links:

- Add a Family Member
- Administrative Department
- Amateur Radio Net
- America's Boating Channel
- Basic Public Education
- Boat Handling
- Boat Insurance Guide
- Boat Insurance Program
- Boat Operator Certification/On-The-Water Training
- Boat Systems
- Branding Manual
- Budget Committee
- C/C Representatives
- Calendar: National Meetings
- Century Fund
- Chief Commander
- Commanders Kits
- Communications Committee
- Contact Headquarters
- Cooperative Charting
- CPR & First Aid
- Cruise & Rendezvous
- Cyber Member Search
- Deceased/Last Horizons
- Document Library
- Educational Department
- Ed Department Site Index (New)
- Educational Fund
- ENSIGN
- Environmental
- Executive Department
- Finance
- Flag & Etiquette
- Forms
- Glossary (On-line)
- Government & Partner Relations
- Guidebook links
- Heritage and Documents
- Historian
- HQ800 System - Register Courses and Students
- Information Center
- Information Technology
- Instructor Development
- Insurance Information
- Law
- Leadership Development
- Logos
- Mariners Learning System
- Marketing
- Member Benefits
- Member Involvement
- Member Status Changes
- Members Fund
- Membership Committee
- Membership Renewal
- Member Services Subcommittee
- Merit Marks
- MuVIT
- National Directory of Officers
- National Meetings Committee
- National Photographer
- Nautical Glossary
- Navigation
- New Member Registration
- Nominations
- Online Education
- Operations Manual
- Predicted Log
- Port Captains
- PROLOG (PDF)
- Public Affairs
- Publishing
- Remove Family Member
- Rules
- Safety Committee
- Secretary's Department
- Ship's Store
- Squadron Activities
- Squadron Development
- Squadron Emergency Assistance Response Team
- Squadron Officers Guide
- Squadron Web Sites (Access To)
- Squadrons At Risk
- Standard Squadron Website (SSS) Setup Guide
- Teaching Aid Library
- Transfer Members
- Treasurer's Department
- USPS National Web Site Design Standards
- Vessel Safety Check
- Youth Activities
- Web Design Standards

Once open, you will see all the forms available for you to download.

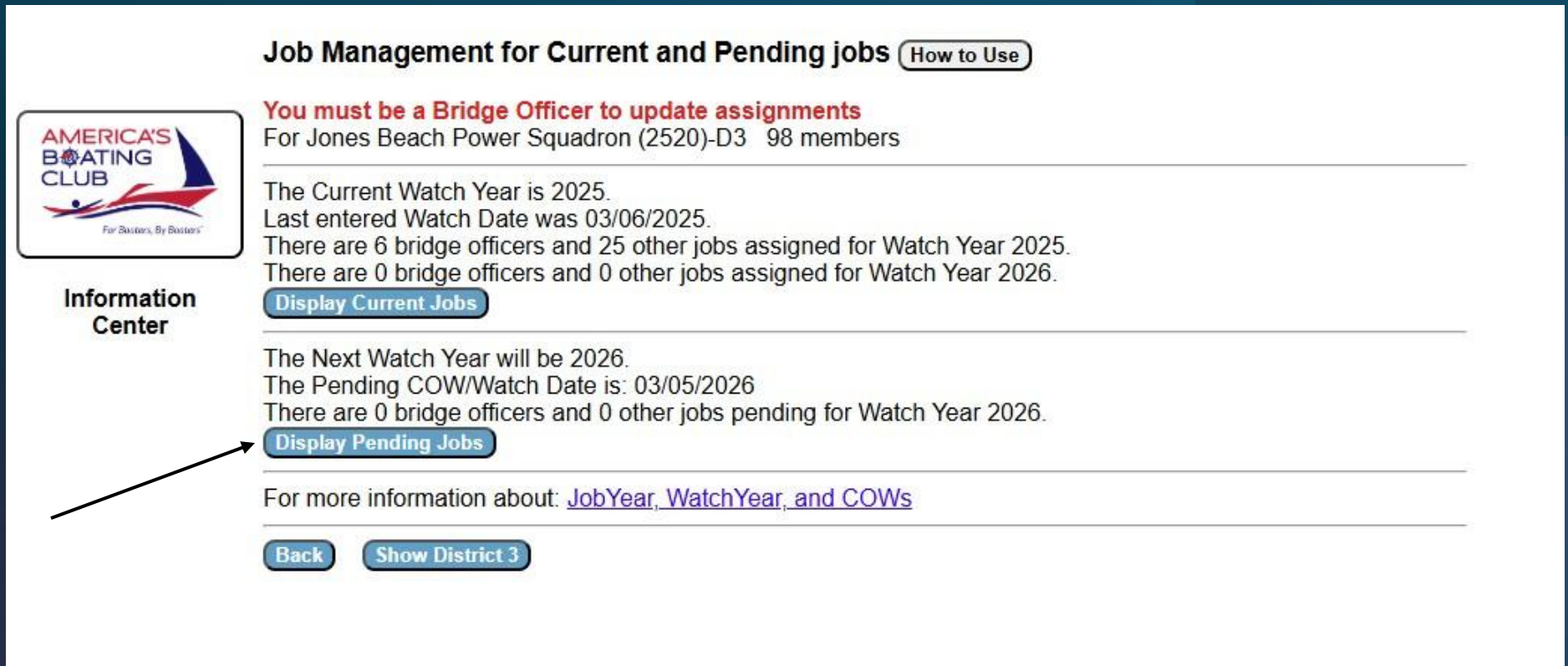
Here is where you will open up the OD-2 for squadrons, or the OD-1 for districts.

Communications >	Education	Brochures Order Form	Brochures Order Form (Mostly Free)	Department Leaders Nat. Sec. - V/C Al Lakin , SN Chair. Ship's Store Com. - R/C Mary Ann Jensen , SN Chair. Information Tech. Com. - Karl M. Wagner , SN-IN Chair. Communications Com. - R/C Cathy Anderson , AP Chair. Heritage & Documents Com. - R/C Ralph J. Ziegler , SN
Heritage and Documents		Chapman Award	Forms and Instructions	
Information Technology >		Polaris Award	Forms and Instructions	
Ship's Store		ED-1	Squadron/District committee chair appointments	
Minutes		ED-17-P	Administration of Printed Examinations for USPS Advanced Grades and Elective Courses	
Contact Us		ED-26	Boating Course Answer Sheet (For illustration purposes only; <i>not</i> for student use)	
USPS Forms		ED-27	*Note* The paper ED-27 has been replaced by an on-line form linked to the HQ-800 Class registration form	
		ED-33 online order	Examination Orders (Note: The online exam ordering process has replaced the paper ED-33)	
		eED-33	On-line Sight Folder information form, used to prepare a printed form with student data	
		ED-34	Squadron Report of Examination	
		ED-46a	USPS™ America's Boating Course Registration Form	
		ED-46cs	USPS™ Course/Seminar Registration Form	
		ED-6	Notice of Course Completions (For illustration purposes only)	
		ED-80	Squadron/District Educational Officer Nominations - see OD-2	
		HQ-800	Boating Class Information Submittal Form (On Line Submission)	
		HQ-9A	Return of Course Material	
		Instructor Certification Initial Application Form	Use this form for members qualifying for initial four-year certification	
		Instructor Recertification Application Form	Use this form for members completing the Certification Seminar	
		Shopping Cart and On-Line Catalog	Ed Dept catalog and ordering form	
		Teaching Aids Registration Form	For Entries at the Annual Meeting Exhibition	
	Educational Fund Headquarters	Grant Request	Form to request a grant from the USPS Educational Fund	
		OD-1	District Officers and Committee Chairman Form	
OD-2 →		OD-2	Squadron Officers and Committee Chairman Form	
		eHQ229	National Cmttee Recommendations (Info Center - Organizational Information)	
	Leadership Development	OT-1	Order For Operation Training Material Form (OT-1)	
		OT-2	Request for OTP Certificate of Completion (OT-2)	

Once you click on OD-2, it will open a page and let you know if you have rights to edit the information.

The first thing it will show you is if you already updated your 2026 Watch Year. If you didn't, you will be able to update your Change of Watch Date.

In my case, I am not a squadron bridge officer, so I wasn't able to update job assignments



The screenshot shows a web interface for job management. At the top, it says "Job Management for Current and Pending jobs" with a "How to Use" button. Below this is a red warning: "You must be a Bridge Officer to update assignments". The user is identified as being from the Jones Beach Power Squadron (2520)-D3 with 98 members. The interface is divided into two sections: "Current" and "Pending". The "Current" section shows the watch year is 2025, with a last entered watch date of 03/06/2025. It lists 6 bridge officers and 25 other jobs assigned for 2025, and 0 for 2026. A "Display Current Jobs" button is present. The "Pending" section shows the next watch year will be 2026, with a pending COW/Watch Date of 03/05/2026. It lists 0 bridge officers and 0 other jobs pending for 2026. A "Display Pending Jobs" button is present and highlighted with a black arrow. At the bottom, there are links for "JobYear, WatchYear, and COWs", and buttons for "Back" and "Show District 3". On the left side, there is an "Information Center" with the logo for "AMERICA'S BOATING CLUB" and the tagline "For Boaters, By Boaters".

Job Management for Current and Pending jobs [How to Use](#)

You must be a Bridge Officer to update assignments
For Jones Beach Power Squadron (2520)-D3 98 members

The Current Watch Year is 2025.
Last entered Watch Date was 03/06/2025.
There are 6 bridge officers and 25 other jobs assigned for Watch Year 2025.
There are 0 bridge officers and 0 other jobs assigned for Watch Year 2026.

[Display Current Jobs](#)

The Next Watch Year will be 2026.
The Pending COW/Watch Date is: 03/05/2026
There are 0 bridge officers and 0 other jobs pending for Watch Year 2026.

[Display Pending Jobs](#)

For more information about: [JobYear, WatchYear, and COWs](#)

[Back](#) [Show District 3](#)

Information Center


AMERICA'S BOATING CLUB
For Boaters, By Boaters

Click on the **Display Pending Jobs**. Remember, you will be doing this at the squadron level. Everything is the same.

Pending (COW) Job Management for Watch Year 2026 [How to Use](#)

You are authorized to manage assignments
 District D-3 (6408)
 The current Watch Year is 2025. The pending Watch Year is 2026.
 The job list below is how it will appear on the COW date of 04/19/2026.

This tool makes real time OD-1 updates to the pending Jobs queue.
 If Year is 2025, and the jobholder is continuing for Year 2026, click the job's **2025** button.
 To change or delete the jobholder click the job's **Cart** button.
 To add a job not currently listed, click the **ADD** button.
Updates are made in real time, there is no need to "Save" anything. **ADD**



Year	Code	Job	Cert	Name
2025	20300	Dist. Law OFC	E232698	D/L Anne Rosenbach, S
2025	20400	Chair. Dist. Rules Com.	E034801	Stf/C Eugene E. Molteni, SN-ON
2026	20500	Chair. Dist. Nominating Com.	E192783	D/L*** Frederick B. Smith, SN-ON
2025	20600	Chair. Dist. Planning Com.	E041909	N/F/L*** Angelo V. Giovannello, SN-ON
2026	21000	Dist. Cdr.	E179992	Stf/C Robert A. Natoli, SN-ON
2025	21010	Chair. Dist. Merit Marks Com.	E087132	D/L*** John A. Yeamans, SN-ON
2026	21011	Aide to Dist. Cdr.	E108534	Lt Ed Figueroa, AP-ACN
2026	21012	Dist. Flag Lt	E197738	L/C* Heidi Dearing, S
2026	21020	Cheplein	E179227	Cdr Mary Anne McCoy, SN-IN
2026	22000	Dist. Exec. OFC	E224258	Stf/C James M. Milton, JN
2025	22200	Chair. Dist. Cooperative Cherting Com.	E179919	D/L*** Thomas J. Pettier, SN-IN
2025	22300	Chair. Dist. Safety Com.	E211832	D/L William Beckert, P-
2025	22400	Chair. Dist. Legislative Com.	E232698	D/L Anne Rosenbach, S
2025	22500	Chair. Dist. Public Relations Com.	E207478	Stf/C Glen Sherman, P-IN
2025	22700	Chair. Dist. Vessel Safety Check Com.	E087132	D/L*** John A. Yeamans, SN-ON
2025	22800	Chair. Dist. Squadron Development Com.	E179920	R/C Ann Pettier, SN-IN
2026	23000	Dist. Educ. OFC	E179919	D/L*** Thomas J. Pettier, SN-IN
2026	23010	Ast. Dist. Educ. OFC	E146212	D/1st/Lt Joe Kerner, JN
2025	23015	Dist. ID/D Recert/Teaching Aids Chair.	E024289	D/L* Peter A. Richichi, SN-ACN
2025	23016	Dist. Public Boating Educ. Chair	E024289	D/L* Peter A. Richichi, SN-ACN
2025	23018	Dist. Educ. Fund Rep	E001101	D/L*** Robert D. Holub, SN-ON
2025	23700	Dist. BOC Chair.	E001101	D/L*** Robert D. Holub, SN-ON
2026	24000	Dist. Admin. OFC	E208783	P/C Dominick LaBella, JN-ACN
2026	24010	Ast. Dist. Admin. OFC	E120121	1st/Lt Robert A. Lindholm, SN-ON
2025	24100	Dist. Chair. Boating Activities	C048114	D/L* Robert Groos, SN-CN
2025	24500	Dist. Chair. Mtr ship	W017791	D/L* Kathleen F. Wells, AP-ACN
2025	24600	Dist. Chair. Operations Training	E179920	R/C Ann Pettier, SN-IN
2026	25000	Dist. Sec.	E103114	Aide/CC** Ann E. Frenz, SN-
2026	25010	Dist. Ast. Sec.	E207478	Stf/C Diane M. Sherman, P-
2025	25200	Dist. Historian	E179227	Cdr Mary Anne McCoy, SN-IN
2025	25303	Dist. Newsletter Editor	E041909	N/F/L*** Angelo V. Giovannello, SN-ON
2025	25400	Dist. Ensign Correspondent	C044298	D/L*** Guy J. Anastasio, SN-ON
2025	25610	Dist. Public Contact	E338701	D/C John P. Pargola, AP-
2025	25650	Dist. Roster Contact	E224258	Stf/C James M. Milton, JN
2025	25700	Dist. IT Chair/Contact	E224258	Stf/C James M. Milton, JN

You will see an oval around the current year 2025. If you click on the year 2025, it will change to 2026.

Pending (COW) Job Management for Watch Year 2026

[How to Use](#)

You are authorized to manage assignments

District D-3 (6408)

The current Watch Year is 2025. The pending Watch Year is 2026.

The job list below is how it will appear on the COW date of 04/18/2026.

This tool makes real time OD-1 updates to the pending jobs queue.

If **Year** is 2025, and the jobholder is continuing for **Year** 2026, click the job's [2025](#) button.

To change or delete the jobholder click the job's [Cert#](#) button.

To add a job not currently listed, click the [ADD](#) button.

Updates are made in real time, there is no need to "Save" anything.

[ADD](#)

Year Code Job

Cert

Name



After you update 2025 to 2026- if the same person is staying on with that job assignment, you don't have to do anything else. If you want to change the person doing that job, click on the Cert# and a new window will open up.

Locate Member for 20300-Dist. Law OFC

Certno:

Name:

[Search](#)

[Accept](#)

[Clear](#)

A search for a USPS member may be made after entering a certificate or name.

Name search works for partial name values and includes nicknames.

The search is restricted to district members

Clicking "Accept" without a Certno will cause the Job to be eliminated.

[Close Search](#)

To add a job not currently listed, click the [ADD](#) button.

Updates are made in real time, there is no need to "Save" anything.

[ADD](#)



If you do not see a job assignment listed, click the **Add** button. This will open up another window with additional assignment.

Pending (CO

You are autho

District D-3 (64
The current Wa
The job list belo

This tool make

If **Year** is 2025,
To change or d
To add a job no
Updates are m

Year Code J

2026 20300 D

2026 20400 C

2026 20500 C

2025 20600 C

2026 21000 D

2025 21010 C

2026 21011 A

2026 21012 D

Add a Job

Close List

- Chair. Dist. Budget/Finance
- Chair. Dist. Auditing Com.
- Ast. Exec. OFC
- Aide to Dist. Exec. OFC
- Dist. Liaison OFC
- Dist. Homeland Security OFC
- Aide to Dist. Educ. OFC
- Dist. Educ. Courses Chair.
- Dist. On Water Training Coordinator
- Dist. SEO Training Chair
- Aide to Dist. Admin. OFC
- Dist. Chair. Meetings and Conferences
- Dist. Chair. Mbr. Involvement
- Dist. Chair. Mbr. Benefits
- Aide to Dist. Sec.
- Dist. Chair. Publications
- Dist. Chair. Ship's Store Com.
- Aide to Dist. Tr.

After you have finished updating the job assignments on the **Member Website**, you have to do the same in the **Membership Portal**

The screenshot shows the America's Boating Club Membership Portal. The navigation bar includes links for Home, Login, Member Home, Departments, Committees, Resources, Info Center, Site Index, How Do I, and Logoff. A dropdown menu under 'Login' is open, showing options for Membership Portal, America's Boating Course Online, Other Online Courses, and MMSI Website. The main content area features a 'Membership Portal' link, a 'Member Profile' section, and an 'Insurance Update' section. A congratulatory banner for the 2026-2027 Bridge is also visible.

Membership Portal

Unaudited Quarterly Financials

The Board of Directors has now started publishing unaudited quarterly financial statements on the web site. These are found under the Treasurer's Department -> Reports -> Unaudited Quarterly Financials. These do not appear immediately, because the Board reviews them after they are prepared, prior to posting. In the case of the recently posted report, there is also an accompanying letter, which may be found here

Member Profile

Insurance Update

The latest information on our insurance programs is now available on the Treasurer's web pages. Included with this information are new marine and general activity waivers prepared by our Law Committee with explanations of when to use each one, depending on the activity you are doing.

Shirley Heald, Treasurer

5/2/2025

CONGRATULATIONS!

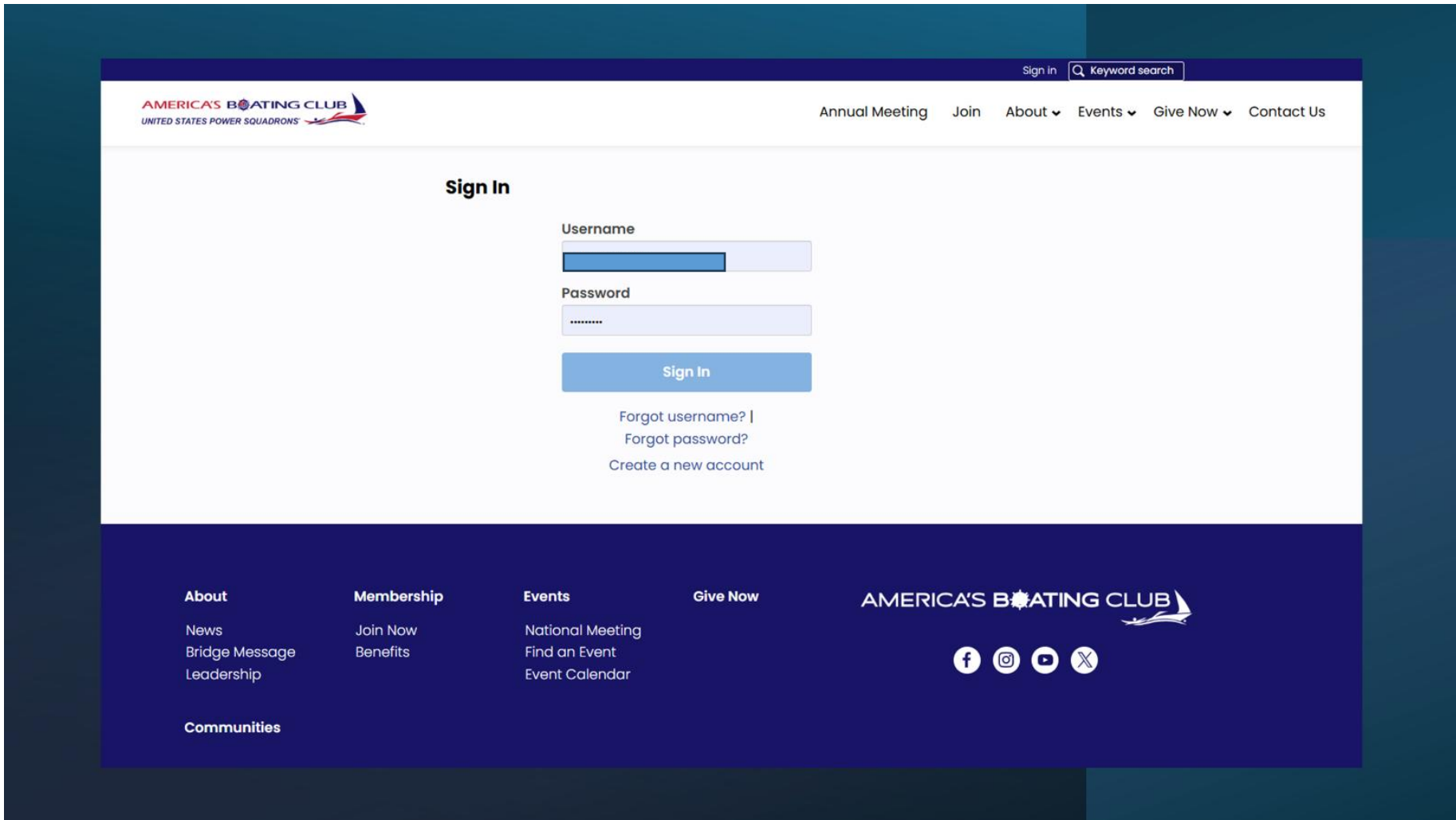
to the 2026-2027 Bridge

Chief Commander: Mike Wiedel
National Educational Officer: Jan Wright
National Administrative Officer: Shirley Heald
National Secretary: Al Lakin
National Treasurer: Larry Cole
Immediate Past Chief Commander willing to serve: Ralph Bernard

As of February 14, 2026

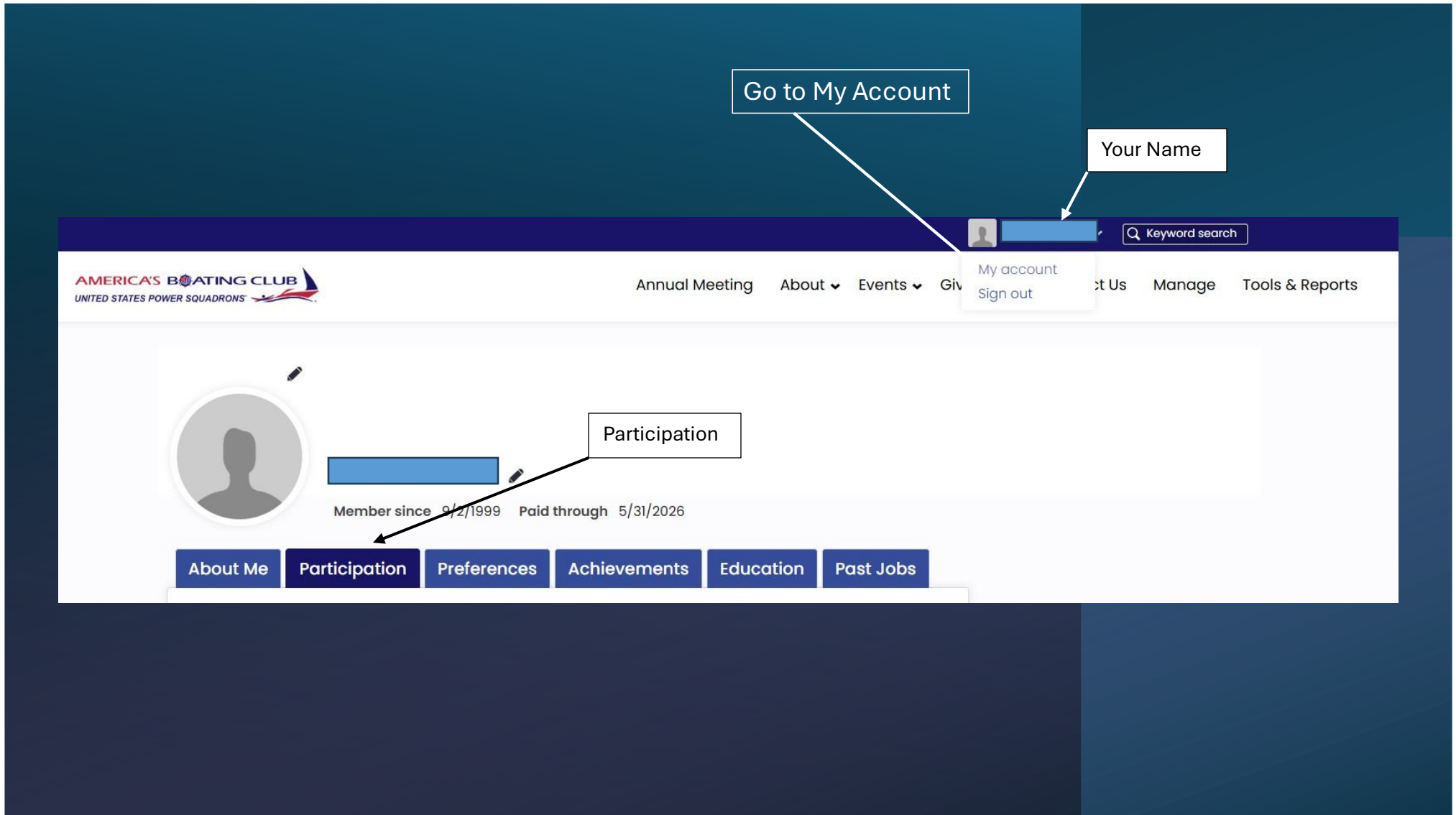
Go back to your **Member Home** page and pull down the **Login** menu. You'll now see **Membership Portal**. Click on that and you will be brought to the **Membership Portal Login Page**.

Enter your **Username** and **Password**. Click on the **Sign In** button.



You will now be brought to your Portal home screen.

At the top of the page, next to a picture profile, you'll see your name. Click on your name and on the pull down, click on **My Account**. Then click on **Participation**.



You will now see the following page.

Look for **Committees & ODs**. If you don't see yourself as a *Committee Administrator*, you won't be able to change job assignments. Call Yvonne Hill at Headquarters. 1-888-367-8777 ex 226. Once she updates you, you'll have to logout and then login again. This is what happened to me. Remember, I'm doing this at the district level, you'll be doing this at the squadron level. Everything is the same.

Click on Committee Administrator under **Committees & ODs**

The screenshot shows a user profile page. At the top right, there is a bar chart with three bars for the years 2024, 2025, and 2026. The y-axis ranges from 0 to 20. The legend indicates four categories: Committee memberships (purple), Recently logged in (red), Event registrations (orange), and Number of donations (yellow). The 2024 bar shows approximately 10 committee memberships and 10 recently logged in. The 2025 and 2026 bars show approximately 20 committee memberships and 2 recently logged in.

Open invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
There are no open invoices at this time.						

[View Statement](#)

Family & Organizations

- District 3 – Primary Member

Communities

This person has not joined any communities

Squadron & District

- Jones Beach Power Squadron – Member, Chapter Administrator
- USPS University – Member

Committees & ODs

- District 3 – District Executive Officer, Committee Administrator
- General Members – Governing Board General Member
- Jones Beach Power Squadron Committee – Squadron Auditing, Squadron Rules

ODs



You will see a start and end date for jobs in your squadron. Click on the *pencil* to edit that person. You will see *Term Start* and *Term End*.

District 3

District 03

Print roster

Members

Minutes

Add a member position

Export

1 2

Page: 1 of 2





Go

Page size: 20

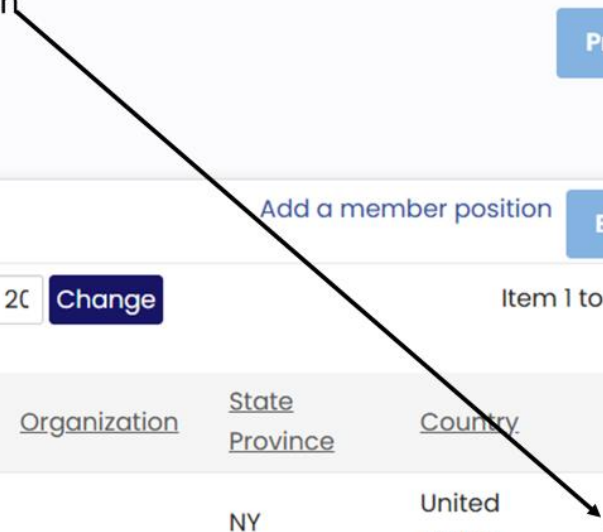
Change

Item 1 to 20 of 39

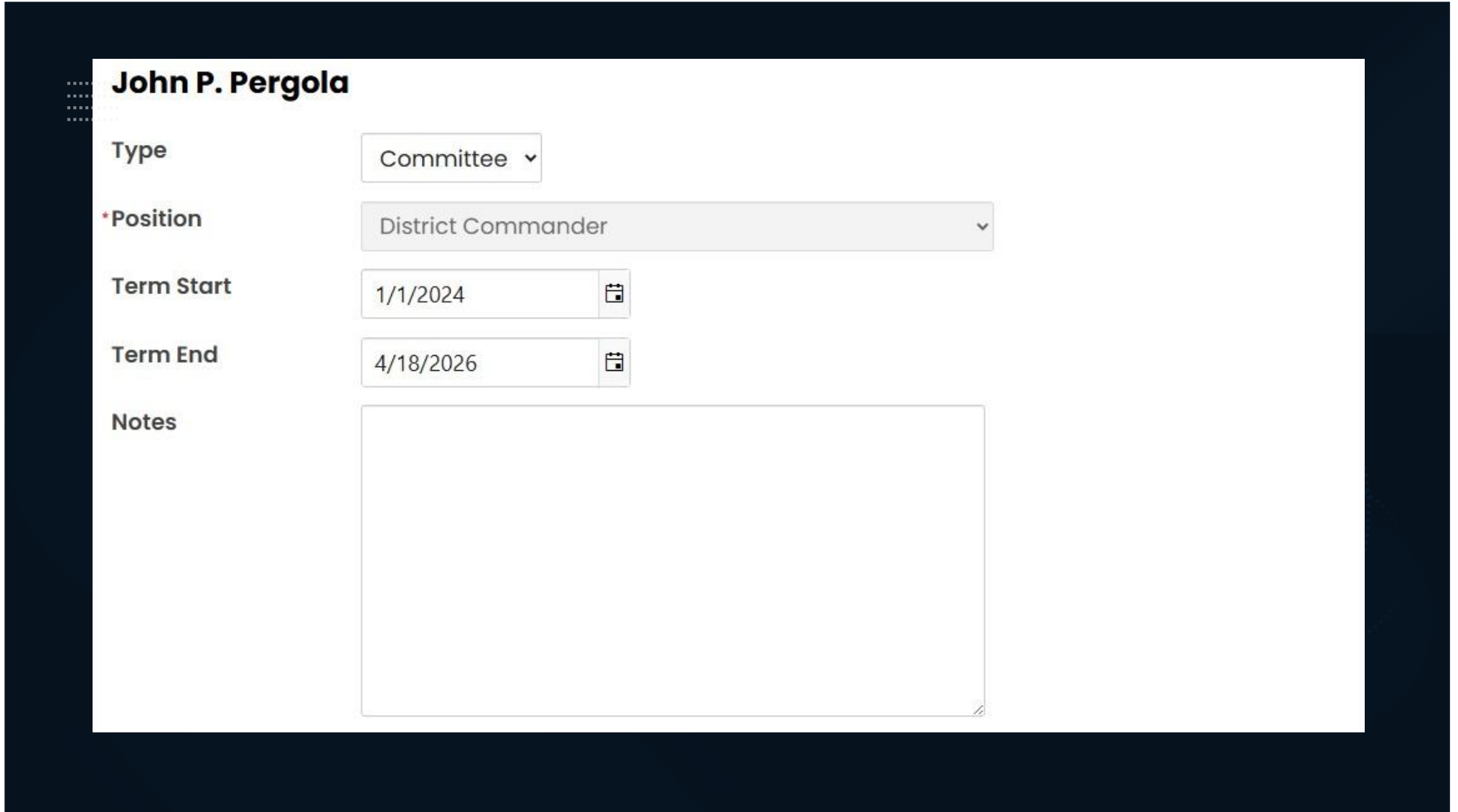
Show all 39

Full Name	Position	Term Start	Term End	Organization	State Province	Country	
John P. Pergola	District Commander	1/1/2024	4/18/2026		NY	United States	
Sean P. Donohoe	District Treasurer	1/1/2024			NY		
Douglas M. Durfee	District Educational Officer	1/1/2024	4/18/2026	Durfee Family	NY	United States	
Ann E. Frenz	District Secretary	4/25/2025			NY		

Edit Button



As you can see, I put a *Term End* date, which is District's Change of Watch.



The screenshot shows a form for a user named John P. Pergola. The form includes the following fields:

- Name:** John P. Pergola
- Type:** Committee (dropdown menu)
- Position:** District Commander (dropdown menu)
- Term Start:** 1/1/2024 (calendar icon)
- Term End:** 4/18/2026 (calendar icon)
- Notes:** A large empty text area.

You can now close the window.

If you need to add a position, Hit the **Add a member Position**. If you have any problems, feel free to call Yvonne Hill at National.

District 3

District 03

Add a member Position

Print roster

Members

Minutes

Add a member position




Export

◀ ◁ 1 2 ▶ ▷

Page: 1 of 2 Go Page size: 20 Change

Item 1 to 20 of 39

Show all 39

<u>Full Name</u>	<u>Position</u>	<u>Term Start</u>	<u>Term End</u>	<u>Organization</u>	<u>State Province</u>	<u>Country</u>	
John P. Pergola	District Commander	1/1/2024	4/18/2026		NY	United States	
Sean P. Donohoe	District Treasurer	1/1/2024			NY		
Douglas M. Durfee	District Educational Officer	1/1/2024	4/18/2026	Durfee Family	NY	United States	
Ann E. Frenz	District Secretary	4/25/2025			NY		