

UNITED STATES SUBMARINE VETERANS, INC



Approved on August 24, 2022

By the National Board of Directors

POLICY AND PROCEDURES MANUAL

Table of Contents

Introduction.....	3
History.....	4
Tolling of the Boats Ceremony.....	8
Lost Boats Information.....	12
Section 1: National Officers.....	19
Section 2: National Policy Statements.....	20
Section 3: National Storekeeper.....	26
Section 4: National Conventions.....	26
Section 5: National Awards Program.....	26
Section 6: Boat Sponsorship Program.....	26
Section 7: Holland Club.....	27
Section 8: Memorials and Ceremony.....	28
Section 9: USSVI Website.....	28
Section 10: New Committees & Appointed Positions.....	28
Section 11: USSVI Documentation Policy.....	32
Section 12: Base Constitution Policy.....	32
Section 13: USSVI Dues.....	32
Section 14: Base Accounting Procedures.....	33
Section 15: National and Regional Accounting Procedures.....	33
Section 16: Event Liability Insurance.....	33
Section 17: USSVI Base and National Record Retention	33

Introduction

Preamble:

Each Base is a subordinate organization of the United States Submarine Veterans, Inc. (USSVI). Each Base is governed by the USSVI Constitution and Bylaws (C&B), USSVI Policy, Procedures Manual (PPM), and Base Bylaws. Should any statement within this document be found in conflict with USSVI C&B or Base Bylaws the conflicting statement(s) will be overruled by USSVI C&B.

As stated within the USSVI C&B

Quote

Section 1. The purpose/Creed of USSVI is 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 may be a constant source of motivation towards greater accomplishments; and to pledge loyalty and patriotism to the United States of America and its Constitution.

Section 2. In addition to perpetuating the memory of departed shipmates, USSVI shall provide a way for all Submariners to gather for the mutual benefit and enjoyment. The USSVI supports a strong U.S. Submarine Force.

Section 3. The organization will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have given the supreme sacrifice. The organization will also endeavor to educate all third parties it encounters about the services our submarine brothers performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

Unquote

History

USSVI Historic Development

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, 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 the *USS Thresher (SSN 593)* in April 1963, the proposal was raised again at the 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 veterans, 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 would 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's creed read as follows; "To perpetuate the memory of our shipmates who gave their lives in 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. Wallington, 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 Robert '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 the present and the establishment of the Holland Club to honor members quailed 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.

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 the meetings averaged between 60 to 75 members. In 1966 the membership in Groton decided they needed their 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. Since USSVI had been incorporated in Connecticut and Groton Base owned their clubhouse building, it was voted that the building be designated the official National Headquarters, a designation 40 School Street retained into the 1980s.

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 the 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 education of dependent sons and daughters of USSVI members.

National Life Membership was inaugurated by a vote at the 1984 National Business Meeting in Groton, CT. 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 over 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 were passed to USSVI Groton Base.

In 2008, the responsibility for care and maintenance of the National Submarine Memorial West in Seal Beach, CA was turned over to USSVI LA-Pasadena Base. Likewise, across the country, local USSVI Bases have and are assuming the care and maintenance of Sub Vets WWII 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 + years of history of USSVI that the Creed was altered.

In 2012, the Sub Vets WW-II disbanded.

From these beginnings has grown an organization that now includes more than 150 Bases (chapters) across the country with a member well over 10,000 members representing every state in the Union and still growing.

USSVI – ALL NATIONAL COMMANDERS THROUGHOUT THE YEARS

Data provided by the National Secretary

Years	Name	Eternal Patrol	Base
2022	William Andrea		South Florida
2018-2022	Wayne Standerfer		Dallas
2016-2018	John Markiewicz		Cyberspace
2014-2016	Al Singleman		Albany Saratoga
2010-2014	T Michael Bircumshaw		Scamp
2008-2010	Pat Householder		Seattle
2004-2008	Thomas Conlon		New Jersey North
2002-2004	John Peters	E.P.	Bowfin
2000-2002	Jack Ensminger		Tri-State
1999-2000	John Fredericks (Acting)	E.P.	Triton
1998-1999	Gary Stewart	E.P.	San Diego
1996-1998	Robert Wonsley		Blueback
1994-1996	Charles Marin	E.P.	San Diego
1992-1994	Frank Whitty		Groton
1990-1992	Herb Saunders	E.P.	Boston
1998-1990	Steve Russo	E.P.	Boston
1987-1988	John Brazil	E.P.	Boston
1985-1987	Edward Lang	E.P.	Boston
1984-1985	Tudor Davis		Blueback
1982-1984	Jim Page		Groton
1980-1982	Ron Ryan	E.P.	Groton
1978-1980	Ron Grant	E.P.	Boston
1976-1980	Don Dougher	E.P.	San Diego
1974-1976	Henry Weber	E.P.	Tucson
1972-1974	John E. Lowell, Jr	E.P.	Philadelphia
1970-1972	Joe Ruddarow, Jr		New Jersey South
1968-1970	Tom Rowan	E.P.	Long Island
1966-1968	Ken Walkington	E.P.	Groton
1964-1966	Bob Link (appointed)	E.P.	New Jersey South
1964-1966	Joe Negri	E.P.	Groton

Tolling the Boats Ceremony

It is recommended that the Preamble be read before the “Tolling the Boats” ceremony begins so all who are in attendance 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 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 is 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 on seamen. This is especially true for submariners. 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 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 the 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 of Subic Bay, Philippines and position boats there.

Between 1914-1940 the U.S. Submarine Force would suffer the loss of 11 submarines and 150 submariners in testing 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 December 7, 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 USS Grayling and upon relinquishing command took down his flag on board the submarine USS Menhaden.

“It was the Submarine Force”, stated Nimitz, “that I looked to carry the load unit 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 backup 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 mainly 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 members 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 loss was unknown, 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 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 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 a 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 Floundered off Honolulu Harbor.	[BELL]
USS F-1 (SS-20)	Lost with 19 Men on 17 December 1917 when it was Sunk after collision with 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 September 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 2 nd 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 Providence, Massachusetts.	[BELL]
USS Squalus (SS-192)	Lost on 23 May 1939 with a loss of 26 men when it Flooded and sank off of 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 it was sunk by Japanese Surface attack 30 miles NW of Surabaya, Java. 59 men Were taken prisoner, 6 men died as POW's. 53 survived the war.	[BELL]
USS S-27 (SS-132)	Lost on 19 June 1942 when it grounded off Amchitka Island. All the crew was 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 August 1942 when it was destroyed after	

	Grounding on reef south of Rossel Island, Louisiade Archipelago. All the crew was rescued.	[BELL]
USS Argonaut (SS-166)	Lost with all hands (102 men) on 10 January 1943 In the Java Sea by Japanese surface attach.	[BELL]
USS Amberjack (SS-219)	Lost with all hands (72 men) by aerial bombs and Surface craft on 16 February 1943 off Rabaul in the Solomon Sea. 1 additional was 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 withal 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 was taken prisoner, 4 Men died as POW's. 72 men survived the war.	[BELL]
USS R-12 (SS-89)	Lost with 42 men off Key West, Florida to unknown Causes on 12 June1943. 3 men survived.	[BELL]
USS Runner (SS-275)	Lost with all hands (78 men) by possible Japanese mine Between Midway Island and Japan June 26 and 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	[BELL]

It was sunk by surface craft off Paramushiru, Kuriles.
2 Men survived and were taken prisoner.

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 of 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 and 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 Paulu. 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. A small number of men swam Ashore and was taken prisoner. None survived the war.	[BELL]
USS Flier (SS-250)	Lost with 78 men on 13 Aug 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 October 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 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) on 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 June 1945 when it Was sunk in Toyama Bay in the Sea of Japan.	[BELL]
USS Bullhead (SS-332)	Lost with all hands (84 men) off the Bali Coast by 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 during a rescue Operation.	[BELL]
USS Stickleback (SS-415)	Rammed during ASW exercises off Hawaii by USS Silverstein (DD-534) on 28 May 1958. The Crew safely evacuated prior to sinking on 29 May 1958.	[BELL]
USS Thresher (SSN-593)	Lost with all hands (129 men) on 10 April 1963 of 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]

Finally, we remember all the brave submariners who died in the course of their
Duties aboard submarines, some individually and some in groups, but were
The submarine itself was not lost.

[BELL]

The Tolling 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, 52 during WWII, and 12 in Peacetime)

Section 1: National Officers

All National Officers, Region Directors, District Commanders, Committee Chair, Appointed positions, and Charitable Foundation Board Members are listed on the National Website at www.ussvi.org.

National Officers and Region Directors are elected by the Membership on even-numbered years, District Commanders are elected by their District Membership on odd-numbered years. The election is managed by the Election Master and election results are announced at the National Convention.

The National Office is located in Silverdale, Washington. The National Office Manager is listed within the list of “Appointed Officers”.

Manager. The address is:

United States Submarine Veterans, Inc
PO Box 3870
Silverdale, Washington 98383-3870

Telephone Numbers:

(877) 542-3483
(360) 337-2978

Email: 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 by a majority vote of the voting members of the board. Currently, the voting members are the NC, NSVC, NJVC, NS, NT, and Region Directors in the East, Northeast, Central and Western, DCOY, and IPNC.

The policies can be amended or eliminated in a similar fashion by the majority vote of the voting members of the board.

Official National Tolling the Boats Policy: In September 2009, the National Board of Directors voted to make 65 Boats Tolling the Boat Ceremony in the USSVI PPM. The official USSVI National Tolling the Boats Ceremony is used at all USSVI Official Functions and Events.

Policy Statement – Bad Checks: From time to time a member pays his/her dues with a check that is not paid by the bank. Such an “NSF” (Not Sufficient Funds) check may be for many reasons. However, the bank charges USSVI a fee for the NSF check.

When a member is notified by email or mail of an NSF check and the penalty fee, a prompt reply is required. If the member responds quickly and states that a GOOD check including the penalty fee is on the way. That is quite acceptable.

Members who fail to make good on the check including the penalty fee, his/her name is removed from the database and mailing list. Being BANISHED by your shipmates for NSF checks is Not something you want to happen to you!

Reimbursement Guidelines: District Commanders will coordinate with their respective Region Directors on 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 with the approval of the Region Director.

For those events that require a USSVI Representative, funerals, memorials, SOY, etc. The National Commander shall select who will represent USSVI. Travel designated by the National Commander to be charged to the budget line item “National Officer Other”; otherwise, Region Travel Budget.

District Commanders will submit their Request for Reimbursement (RR) with receipts through their respective Region Directors and he in turn will submit them to the NSVC for approval. The NSVC will forward the approved RR with receipts to the National Treasurer for payment.

Travel Expense Reimbursement Policy

Mileage Reimbursement: USSVI will reimburse authorized individuals for the lesser of commercial airline travel or private travel (POV) using the following criteria:

1. Travel/Personal Auto/Milage is at the IRS standard published rate for business travel.
2. Airline travel includes coach airfare, baggage charges, shuttle services, airport parking, and POV round-trip mileage to/from the airport.
3. Rental cars are not an authorized expense unless pre-approved in advance by the NSVC.
4. No RR’s expenses will be approved for attendance at any member’s primary base.
5. Hotel room reimbursement rates should not exceed \$150.00 per night unless pre-approved by the NSVC and the respective region chain of command.
6. Lodging reimbursements for National Conventions and Region Meetings where room rates have been negotiated will be at the negotiated rate. If a member chooses to stay at another hotel, then the reimbursement rate will be the lesser of the two. Members attending such events should pre-register before the established cut-off date to ensure room availability. This allows USSVI to meet contractual obligations with the respective hotel.

7. Per Diem at the rate of \$50.00 per day is the Board-approved reimbursement rate and is only for actual days on USSVI business.
8. Convention Per Diem will be paid for the day before the 1st meeting and up to the day after the last meeting if you were at the convention on those days.
9. The Region Director has the discretion to approve necessary overnight stays and per diem based upon travel distance in his/her region. A necessary overnight stay might be for a late-day meeting for which it is impractical to drive home following the meeting.
10. The NSVC may authorize expenses to attend official functions for other members of the organization such as the National Office Manager, Editor of the American Submariner, DCOY, Holland Club Chairman, National Chaplain, and the Parliamentarian.
11. USSVI does not authorize spousal expenses.

USSVI Software Policy: USSVI including her bases shall only use licensed and registered copies of software programs that are installed on computers within the organization. No unauthorized duplication of the software is permitted.

USSVI Logo Fee:

The annual logo license fee is \$100.00 per year; the annual license period runs from January 1 to December 31. Vendors must contact the National Office Manager to purchase the logo license.

The Board will enforce our trademark and allow all our submarine veteran merchandise dealers to make a profit after paying our fee. It encourages them to provide approved USSVI logo material to our members.

Circumstances and exceptions: The logo license only apply to suppliers incorporating the USSVI logo on products for resale.

USSVI Storekeeper (Natl and Base) Operations: No 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/she must obtain the license as a business unless he sells logo merchandised ONLY through that base as Base SK and not to individual USSVI members through his business.

EXCEPTION: If the Supplier sells logo items only to the base SK and resale is done by the Base SK, then no license will be required. But, if the Supplier sells logo items directly to the Sub Vet community, he must pay the license fee irrespective of his others as a Base SK.

New Base Development: Refer to the New Base Development and Operating Manual for guidance.

Dissolution of a Base: The Board of Directors may elect to rescind a Base's Charter for non-compliance with USSVI Directives such as having no meetings, actions contrary to the good of the order, and/or failure to submit an End of Year Financial Report. If a Base is disestablished, the Base Charter and all assets and unspent monies **shall be sent** to the National Senior Vice. Once the Charter is rescind, Bases have no control over any monies.

The members of that former base may remain members of USSVI either as members at large (MAL) or as members of other Bases.

USSVI Base Legal Status Statement: Every Base is established by its Charter and is legally a part, e.g., a 'branch' 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 designed periods of war

However, because USSVI does not meet the IRS's current requirements, USSVI cannot accept tax-free donations. The Charitable Foundation is an approved 501-(c) 3 and can accept tax-free donations.

USSVI Federal tax number is 06-1007203. This EIN is used to open Base Checking Accounts. Do not apply for an EIN. A Base cannot be both a branch of USSVI and an independent legal entity.

National and Base financial guidance is published within the National Financial Policy and Procedures Manual (NFPPM) or Base Financial Policy and Procedures Manual (BFPPM).

USSVI Foreign Non-Profit Registration. USSVI may be required to register as a “Foreign Non-Profit” with a specified State Registration Entity which could be the respective Secretary of State, Attorney General, Corporate Commission, or other business links, e.g., Sun Biz. The responsibility to register and maintain current registration lies with the National Treasurer. Each state requires an individual within the state to designate a USSVI agent who resides within the state. In addition, one base will be used to establish a physical location where USSVI conducts business within the state.

So, what effect does it have on a base? The base cannot open or make changes to their bank account which includes authorizing members to have signatory authority on their respective Base Treasurer’s bank account. The intent is to prevent fraudulent non-profits from being able to operate and seek financial donations.

Emergency Powers Policy: The purpose of this policy is to provide an overview discussion of the power available to the Board of Directors (BOD) of USSVI to review and act relative to perceived emergencies and unanticipated contingencies that may arise.

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”, 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”*. *The Constitution further states that the “Duties of the Board of Directors shall include but not limited to all normal business that the board takes care of in the routine management of the organization”* (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 individuals should:

1. Advance USSVI's non-profit purpose and not take any action that would hinder USSVI's continued status non-profit organization.
2. Not be used to provide a financial benefit to a private individual.
3. Be consistent with USSVI corporate governance documents, e.g., Articles of Incorporation, Constitution, and Bylaws.
4. Be in good faith and in a manner reasonably believed to be in USSVI's best interest, and with independent and informed judgment.
5. 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 the Board 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.

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.

Although it is a brief review of some general principles, it should not be taken as a full "Legal Opinion".

Gender Neutral Policy for all USSVI Documents: As we all are aware Women are now Qualified, Submariners. To cover 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. The use of the acronym "He/She or His/Her" should be the standard within USSVI documents.

Section 3: National Storekeeper

The USSVI National Storekeeper maintains an inventory of submarine-related items for sale to Base Storekeepers for resale; and, direct sales to Members at Large. These items are designed and priced to give USSVI Bases a means to increase their Base treasury by a reasonable mark-up for resale.

Barry Commons is the National Storekeeper

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

Base members are encouraged to purchase your items from your Base Storekeeper to provide financial support to your Base.

For more product information you may visit <http://ussvi.org/store-1.htm>

Section 4: National Conventions and National Convention Committees

Information relating to National Conventions and their Committees may be found in the National Convention Manual.

The Chairman of this committee is listed within the list of “Appointed Officers”.

Section 5: National Awards Program

Information relating to the National Awards Program may be found in the National Awards Manual.

The Chairman of this committee is listed within the list of “Appointed Officers”.

Section 6: Boat Sponsorship Program

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 USSVI 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 of one sponsorship for each submarine activity. Sponsorship is defined as three (3) *American Submariner* magazine copies per issue for one year. The cost is \$30 per year. Add a USSVI Calendar for only \$7 more.

The Chairman of this committee is listed within the list of “Appointed Officers”.

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 with 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.

The process to submit a candidate for membership:

- a. The National Office Manager periodically reviews the national database to determine which members are eligible for induction to the Holland Club.
- b. After he/she determines eligibility, the names are submitted to the Holland Club Chairman who prepares the Holland Club package which contains the Membership Certificate, Patch, Challenge Coin, and Membership Card. He then sends the package to the member’s Base Commander, who inducts the member into the Holland Club.

Holland Club Breakfast/Annual Meeting

The Holland Club is an honorary group within the USSVI organization. The members meet annually at the National Convention which is hosted by the Convention Host Base. It is here the members nominate and elect the Holland Club Chairman and Vice-Chairman.

The Chairman of this committee is listed within the list of “Appointed Officers”.

Section 8: Memorials and Ceremonies

Information relating to Memorials and Ceremonies and their Committees may be found in the Base Memorials and Ceremonies Handbook.

The Chairman of this committee is listed within the list of “Appointed Officers”.

Section 9. USSVI Website

The USSVI Website is: USSVI.org

Section 10: New Committees & Appointed Positions

Section 12 contains the New Committees and Appointed Positions not defined in the USSVI Bylaws. The USSVI Constitution and Bylaws do not state that all Committees and Appointed Positions have to be listed and defined in the Bylaws. The National Commander and the USSVI Board of Directors may create and approve new Committees and Appointed Positions as the need arise. The following are Committees and Appointed Positions not defined within USSVI Bylaws.

USSVI Investment Advisory Committee

The USSVI Investment Committee is an appointed position that has been approved by the USSVI Board of Directors.

This committee will hold its meetings at a minimum semi-annually. Additional meetings may be held on an as-needed basis. The portfolios will continue to be managed separately from that of the USSVCF.

The Board of Directors authorized the Investment Committee Chairman, who is currently the contact person with the investment firm Charles Schwab, to establish a Schwab Private Client Investment Policy Statement and a professional investment team to manage the Investment Portfolio. Understanding the investing guidance, the USSVI Investment Committee receives is an important part of achieving our financial objectives.

One of the Private Client Investment Team's main priorities is to help USSVI to articulate and quantify our financial goals. Their ongoing guidance continues to be focused on helping USSVI achieve these goals.

Their role

- Recommend an asset allocation plan based on our assessment of our risk tolerance and, with your best interest in mind, provide scheduled buy/sell recommendations to help us bring our portfolio in line with the plan.
- At our request, place all the trades necessary to implement the plan.
- Provide ongoing advice, guidance, and specialized assistance at our request to help maintain our Schwab Private Client portfolio and address broader investing needs like multi-year goals and estate planning.
- Meet with us periodically to discuss the overall financial situation, the progress toward our goals, and to provide portfolio performance reports.
- Make annual or as-needed updates to the Investment Policy Statement based on any changing circumstances we advise the Schwab Private Team about.
- Be available to discuss the portfolio, act as a sounding board for investing ideas, and provide Schwab's perspective on financial developments.

USSVI Investment Committee makes the final decision to implement any of the investing ideas, strategies and recommendations made.

Binnacle List Manager

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

The Manager is listed within the list of "Appointed Officers".

National Lawyer

The National Lawyer is a licensed practicing attorney that is willing to volunteer his or her services if possible. Membership in USSVI is not a prerequisite for this position. If 2 or more Lawyers volunteer, then the position would be known as USSVI Corporate Legal Counsel. The duties are determined by the USSVI Board of Directors.

Judge Advocate General (JAG)

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

USSVI Legal Team (Board of Inquiry/JAG)

The USSVI Legal Team consists of the National Lawyer(s), the JAG, and 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 other duties as determined by the Board of Directors.

National Convention Website Manager

The National Convention Website Manager creates and maintains the USSVI National Convention Website and provides services on a volunteer basis when possible. He will report to USSVI National Convention Chairman and will be reimbursed for any website hosting fees, software, and other supplies with the approval of the NSVC.

The Manager is listed within the list of “Appointed Officers”.

The National Chaplain

The National Chaplain is listed within the list of “Appointed Officers.

Refer to the National Chaplain Manual for guidance.

National Office Manager – USSVI Employee

The National Office Manager is an employee of USSVI working at the National Office, 3100 NW Bucklin Hill Road Silverdale, WA 98383.

Scope of Work

The National Office Manager receives direction and control from the USSVI Board of Directors through the NJVC concerning all aspects of the management of the National Office. USSVI will provide office space, equipment, supplies, and utilities as reasonably may be required by the National Office Manager.

Authorization requests for equipment and other supplies outside the normal “office supplies” will be approved by the NSVC. The National Office Manager will be bonded or covered by an Employee Hold Harmless Policy to the dollar value of funds he/she is responsible for.

National Office Manager Duties are:

- Develop and maintain Standard Office Operating Procedures
- Develop and maintain a 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 the same
- Order new Holland Club membership cards
- Receive, answer, and follow up on inquiries from phone or email
- Mail applications to prospective new members
- Pick up and process mail received
- Conduct training, as necessary, for office volunteers
- Maintain office supplies
- Arrange for recruiting materials
- Responsible for bulk mailing when required
- Maintain the National Database
- Provide volunteers for a backup during the absence of the manager
- Provide financial input to the National Treasurer by way of a weekly report
- Deposits checks received into the National Office Checking Account
- Receives funds from the Investment Account
- Attends the National Convention providing recruiting materials and discussing membership matters to Base Members

The National Office Manager is listed within the list of “Appointed Officers”.

USSVI Payroll Manager

The Groton Base Treasurer is the designated USSVI Payroll Manager. His/her duties and responsibilities are delineated in the National Financial Policy and Procedures Manual (NFPPM).

USSVI National Technology Committee

The National Technology Committee oversees the daily operations of all USSVI Websites and associated equipment.

This Committee's Chairman/Chairwomen is listed in the List of Appointed Officers.

Section 11: 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:

P.O. Box 3870
Silverdale, WA 98383-3870

Correspondence and vendor invoices relating to the American Submariner and the National Conventions are specifically exempted. In those cases, the documents may be delivered to the respective manager's personal or business address.

Section 12: Base Constitution Policy

The USSVI Constitution is considered to be the ruling Constitution for all Bases of USSVI and no Base may have its separate Constitution, but must still have its separate Bylaws.

Section 13: USSVI National Dues Schedule

National Dues are established by the USSVI Board of Directors. The current rates are as follows:

National Term (Annual) Dues

5 Year Term: \$115.00

3 Year Term: \$ 70.00

1 Year Term: (Jan through Dec) \$25.00

For members joining in the last quarter, 1 Year Term is \$5.00 (Oct through Dec) and \$25.00 (Next year's term January through Dec) for the follow-on year for a total of \$30.00

National Life Dues

76+ Years:	\$100.00
66 through 75 Years	\$200.00
56 through 65 Years	\$300.00
46 through 55 Years	\$400.00
Up to 45 years	\$500.00

Base Dues are 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. Associate members **cannot** become USSVI or Base Life Members. All Associate members **must** have a sponsor or they will be dropped as USSVI members.

Section 14: Base Accounting Procedures

Base accounting procedures shall be governed by the current approved Base Financial Policies and Procedures Manual.

Section 15: National and Regional Accounting Procedures

National and Regional accounting procedures shall be governed by the National Financial Policies and Procedures Manual.

Section 16: Event Liability Insurance

USSVI is covered by a Commercial General Liability Insurance Policy.

An event questionnaire is required for every event a base participates in except the base meeting. Our liability coverage enters a gray area that can leave USSVI vulnerable to a lawsuit if a questionnaire is not submitted. Therefore, all Base Commanders must ensure a questionnaire is submitted before the event for any base activity outside the normal base meeting.

The questionnaire can be found at <http://rustinsurance.com/ussvi.pdf> Scroll down and locate a red box that says, “Click here to fill out this form electronically online” Once you click that will be sent to the web page where you can complete the questionnaire online.

Section 17: USSVI Base and National Record Retention

Base and National Record retention are governed by the Archive Manual.