



EANGUS

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MEMORANDUM

To: Executive Council
State President
State Association
State Membership Coordinator

From: Michael P. Cline, Executive Director

Date: March 21, 2007

Subject: USAA One-Year Sponsorship of Enlisted Members Promoted to E5/E6

1. USAA has agreed to continue to sponsor all E5's & E6's by paying for a one year membership in EANGUS free.
2. Enclosed is a revised online application for easier submission, which must be completely filled out, **including the date of birth, D.O.R. and first enlistment date** in order to be processed at the National Office. USAA would prefer that the member give his or her SSN# for easier identification. If the member is adamant upon not releasing his or her SSN, USAA will still process the free membership without the SSN however all other information is required. Applications not complete will be returned to the State or member to provide the missing information.
3. Once completed and returned to the National Office for processing it will then be forwarded to USAA for payment.
4. The members' applications will not be counted in the EANGUS database or your State Membership for the delegate count until receipt of payment from USAA.
5. Once payment has been received from USAA, EANGUS will then mail each State of the \$10 paid by USAA for each E5/E6 application one dollar for each E5/E6 membership application processed.

6. Attached is the newest USAA Form created in a PDF Format for easy and clear data input. There is a procedure in place on how to save the information to this form once typed so that it can be then emailed back to us for processing. After the member has typed in their information and completed the USAA Form, click on “print”, as if to print the document and change the Printer type to read “Microsoft Office Document Image Writer”. Anyone that has Microsoft Office has this installed already under “printer selection”. Change printer to the “MS Document Image Writer” click OK then Microsoft will take you to “My Documents” in order for you to save the Form. At this time feel free to change the name of the file to something else maybe “USAA Form and members last name”. Now you can close both forms; the newest file you just saved in the “MS Document Image Writer” as well as the original PDF File. Proceed to your Email program and attach the file you just saved in “MS Document Image Writer” under “My Documents” and send it to..... This process is the easiest way to save this new form and it can easily be emailed.

7. If you feel this method is not the way to go; you can till enter all the information onto the USAA Form, Print it and Fax to: (703) 519-3849 or send via regular mail:

EANGUS
Attn: Member Services
3133 Mt. Vernon Avenue
Alexandria, VA 22305

8. The following states are not current participants in this Program.

- Oklahoma
- Guam