



United States Naval Sea Cadet Corps

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NSCC ACTION LETTER 2-98

From: Executive Director, Naval Sea Cadet Corps
To: Distribution

Subj: **NSCC UNIFORM ORDERING/PAYMENT PROCEDURES**

1. **Purpose**: To modify and clarify uniform ordering and payment procedures when procuring uniforms from NSCC supply facilities.

2. **Background**: The NSCC attempts to maintain active NSCC supply facilities to provide units with surplus Navy uniforms at a nominal cost for handling and shipping. Those facilities are dependent upon the availability of volunteers to run them and an adequate supply of surplus uniforms for issue. Due to a ready supply of surplus uniforms and to two very dedicated workers, our most active NSCC supply facility is located at Great Lakes, Illinois.

3. **Discussion**: Over the past year the NSCC has experienced some problems with unit ordering procedures and excessive delays in payment of invoices for items shipped to units. Headquarters depends on prompt unit payments for uniform shipments, as those funds are used to reimburse the NSCC supply facilities to pay outstanding UPS bills for items already shipped. There has been a misconception among some in the field that headquarters will send the units a bill for items shipped, in addition to the invoice (bill) which is shipped with the uniforms and attached to one of the boxes. Headquarters only sends out "**delinquent**" letters when the bills have not been paid after 90 days. Recently, the excessive delays in payment by units and subsequent delays in reimbursement back to the supply facilities to pay UPS bills has resulted in the potential loss of UPS pick up at the NSCC's main depot at Great Lakes, Illinois.

4. **Policy**: Effective immediately the following policy is in effect for ordering and payment of surplus uniforms through the NSCC supply facilities:

a. Units will submit completed NSC-15 forms to NSCC Headquarters for approval. Having an outstanding balance not paid on a previous uniform order will preclude approval. If approved, NHQ will forward the order to one of the NSCC supply facilities for filling and shipment.

b. NSCC supply facilities will fill orders approved by NHQ to the best of their ability. They will include an invoice (bill) with the handling and shipping charges for the order with the shipment. The enclosed invoice will be the only bill sent for payment.

c. When NSCC units receive uniform shipments from NSCC supply facilities ensure there is an invoice included and **pay the bill to NHQ within 30 days of receipt.** Make a separate check payable to Naval Sea Cadet Corps, NHQ, do not include payment with enrollments. If by some chance an invoice is not included with the shipment, units are to contact the Supply Assistant at NHQ immediately to get a duplicate of the invoice. **It is the units' responsibility to get a duplicate invoice (bill) if they need one!**

d. For the next year (and subsequent) Part i. of the NHQ evaluation on the training year 1997 Inspection and Evaluation Report will be changed to read, "Are uniform fees paid within 45 days of shipment?"

5. **Cancellation:** This letter is canceled when incorporated into applicable manuals.



M. D. Ford

MDF/et

Distribution:

National Chairman/National President
Regional/Associate Regional Directors
NSCC Field Representatives
NSCC/NLCC Commanding Officers