



United States Naval Sea Cadet Corps

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July 30, 1999

NSCC ACTION LETTER 8-99

Subj: Enrollment Fee Processing

1. **Purpose:** To announce an immediate change in processing of enrollment fees.
2. **Discussion:** Our Accountant has advised that the past practice of accepting overages/shortages in enrollment payments is not in accordance with generally accepted auditing standards. Due to excessive accounting procedure requirements and the need to extend annual audits to unit records, NSCC Headquarters will no longer issue a credit for an overage.

Our computer program was designed to expedite processing enrollments and order cutting, and we are no longer able to accept overages or shortages in fees submitted with enrollments. Without the correct payment of fees, identification cards can not be generated and if the expiration date of the individual does not cover the training period requested orders can not be issued.

We have provided, on the reverse side of the Enrollment Form, a breakdown of the fee schedule for your immediate reference when transmitting fees.

3. **Action:** Effective immediately any shortage in fees will result in membership enrollment being held in a pending status with an invoice or letter sent stating the exact fees required. No ID card or orders will be generated until correct payment has been received.

Any overage in fees will be considered a "donation" to the NSCC program and will no longer be held in a credit status for future unit use. Any overages currently on the books must be used by 1 September 1999 or donated. PLEASE remit the correct amount of fees. DO NOT SEND CASH.

Please ensure this action letter is given widest distribution.

4. **Cancellation:** This action letter is cancelled when incorporated into existing regulations.

A handwritten signature in black ink, appearing to read "M. D. Ford".

M. D. Ford