



United States Naval Sea Cadet Corps

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November 22, 1999

ACTION LETTER 13-99

From: Executive Director, NSCC
To: Distribution

Subj: NEW POLICY FOR TRANSFERRING NLCC CADETS TO THE NSCC

Ref: (a) Action Letter 2-99

Encl: (1) New Enrollment Fees effective 1 January 2000

1. **Purpose.** To advise all hands of the newly revised procedures to transfer NLCC cadets into the NSCC.
2. **Background.** Reference (a) is hereby cancelled upon institution of the procedures in this letter as of January 1, 2000. The policy stated in reference (a) was found to be very confusing to the field and incompatible with the new accounting procedures recently instituted by NSCC NHQ.
3. **Discussion.** A new policy will be instituted which will cancel the old procedure wherein units received monetary credit for NLCC cadets who transferred to the NSCC and have not reached the expiration of their current enrollment period as a NLCC member received monetary credit for the months remaining on their unused enrollment.
4. **Action.** Effective 1 January 2000, when NLCC cadets with unexpired ID cards are transferred to the NSCC, forward their full \$40.00 Sea Cadet enrollment fee and a NSCC ID card will be issued for 12 months plus the remaining months left on the unexpired NLCC ID card. *Example: A NLCC cadet transfers to the NSCC, but has 4 months left on his current NLCC enrollment. His new NSCC ID will be for 16 months.*
5. **Cancellation:** This letter is cancelled when incorporated into the existing regulations.

M.D. Ford

Distribution:
National Chairman/National President
Field Representatives
Regional/Associate Regional Directors
Commanding Officers

NSCC/NLCC ENROLLMENT FEES

NSCC/NLCC annual enrollment fees are based on four factors: cost of program operation and administration by NHQ; cost of group accident premium; cost of liability insurance premium; and, funding the Regional Director's allowance. The following annual enrollment and incidental fees for NSCC/NLCC personnel are effective as of 1 June 1997:

	HEALTH PREMIUM	LIABILITY PREMIUM	ADMIN FEE	REG.DIR. ALLOW	ENROLLMENT FEE
NSCC CADETS	\$4.75	---	\$30.50	\$4.75	= \$40.00
NLCC CADETS	\$4.75	---	\$20.50	\$4.75	= \$30.00
OFF/MIDN/INST NOT ON ACTIVE DUTY	\$4.75	\$8.25		\$4.75	= \$13.00
OFF/MIDN/INST ON ACTIVE DUTY	---	\$8.50	---	---	= \$8.50

Note 1. NLCC Cadets may be transferred to NSCC at age 13, but no later than their 14th birthday. When NLCC Cadets with unexpired ID cards are transferred to the NSCC, forward their full \$40.00 Sea Cadet enrollment fee and a NSCC ID card will be issued for 12 months plus the remaining months left on the unexpired NLCC ID card. Example: NLCC cadet transfers to NSCC, but has 4 months left on his current NLCC enrollment. His new NSCC ID will be for 16 months.

Note 2. NSCC/NLCC Cadets must be continuously enrolled. Accordingly, the date of a cadet's reenrollment will be the date of expiration of his or her last previous enrollment. Example: If a cadet's enrollment expired 30 June 1999, the new ID card expiration date will be 30 June 2000. The only exception to this policy is in the case of cadets granted a *leave of absence* as permitted by Para. 1030.1 of NSCC Regulations. In this case, the expiration of enrollment will be one year after the date the *leave of absence* expires.

Note 3. Para 1020.1 of NSCC Regulations provides that cadets normally will be discharged no later than 31 December of the calendar year in which he or she attains age 18. Waivers of this requirement may be granted to permit highly motivated cadets in their senior year of high school to remain in the program until graduation. Partial year enrollments are acceptable only for cadets in this category, to be computed as follows:

- The \$4.75 insurance premium is required in all cases regardless of the number of months the enrollment is extended beyond expiration of the previous enrollment.
- Administrative fees in the amount of \$2.50 will be charged for each month enrollment is extended beyond expiration of previous enrollment. Example: A cadet reaching age 18 whose enrollment expired 31 October would be charged \$9.75 if continuing on to 31 December; \$4.75 for insurance and \$5.00 for two months' administrative fees.

Note 4. There will be only two general types of ID cards; one for NSCC (blue) and another for NLCC (black). All officers, midshipman, and instructors will be issued the NSCC-type card. All new cards will have social security number only; NSCC identification numbers will no longer be assigned. **There will be a \$3.00 fee assessed for each lost, stolen, or mutilated card replaced by NHQ.**