

U.S. NAVAL SEA CADET CORPS

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21 December 2001

NSCC ACTION LETTER 13-01

From: Executive Director, Naval Sea Cadet Corps

To: Distribution

Subj: NSCC Cadet Uniform Allotment

1. **Purpose.** To advise NSCC units of Cadet clothing allotment for 2001.
2. **Background.** The federal grant funds received for 2001 were to be spent in three areas; (1) cadet training, (2) adult background checks, and (3) Cadet program cost reduction.
3. **Discussion.** The 2001 NSCC training program costs will shortly be closed out for the year, as will the adult background check costs. There are remaining federal funds with which to provide a uniform allotment to each Cadet for 2001 to help each Cadet defray some of his or her costs for the year. NHQ will provide this uniform allotment with a single check to each unit based on the number of Cadets, both NSCC and NLCC, showing on the Sea Count as of 31 December 2001 for a particular unit. All Cadets on the rolls will receive the same allowance. The check will be issued to each unit for their Cadets.
4. **Action.** Unit commanding officers shall provide the allowance to their Cadets. At the time the funds are provided to the Cadet, each Cadet will sign a receipt for the funds received. The unit will accomplish this process by having the Cadet sign a by his name on the unit roster. The unit roster with signatures will be forwarded to the Regional Director. The Regional Director shall collect the unit rosters for his command and for ward the rosters in total from the region to NHQ. It is imperative we get a roster from each unit as a means to insure the Cadets receive their allowance and as a record for satisfying audit purposes. All unit rosters shall reach NHQ by 21 February 2002. Tracking federal grant expenditures and insuring it is spent where intended is critical to continuing to receive federal funds.
5. **Cancellation.** This letter is cancelled 31 March 2002.



M. D. FORD

Distribution:

NSCC Chairman/NSCC President

NSCC Field Representatives

Regional Directors/Commanding Officers

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