

U.S. NAVAL SEA CADET CORPS

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9 April 2003

NSCC ACTION LETTER 04-03

From: Executive Director, Naval Sea Cadet Corps

To: Distribution

Subj: **AMENDMENT TO NSCC OFFICER/MIDSHIPMAN/INSTRUCTOR
APPLICATION**

Ref: (a) A/L 03-03 NSCC Accident/Sickness Medical Insurance

Encl: (1) Subject Form (NSCADM003-A)

1. Purpose:

- a. To make O/M/I fully aware of the requirements and responsibilities attached to being a member of the NSCC.
- b. To comply with new insurance company requirements for medical treatment under referenced Action Letter 03-03.

2. Discussion:

- a. The Cadet application form has long had mention of subject requirements and responsibilities attached to being a member of the NSCC program and this Amendment will insure that all adults entering the program are also aware of these issues.
- b. In accordance with our new Accident/Illness insurance with Nationwide Insurance Company, the attached form must be part of the personnel file of all O/M/I enrolled in the program. In case of emergency and/or incapacitation we will have permission and information needed to provide emergency medical treatment to our O/M/I corps.

4. Action: All current O/M/I and newly enrolling adults will complete subject form.

- a. The forms for all current O/M/I assigned to units will become part of the personnel file for officers in the unit.
- b. The forms for all Regional/Associate Regional Officers will be completed and sent to NHQ for inclusion in their personnel file.
- c. All adults entering the program will complete subject form, which will become part of their permanent personnel file.

d. COTC's will verify that all O/M/I assigned to their training will have subject form as part of their record.

5. **Cancellation**: This action letter will be cancelled when it is incorporated into the NSCC Regulations and other appropriate manuals.

A handwritten signature in black ink, appearing to read 'M. D. Ford', is centered on the page.

M. D. FORD

Distribution:

National Chairman/National President

Field Representatives

Regional/Associate Regional Directors

Unit Commanding Officers