



# United States Naval Sea Cadet Corps

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23 January 1997

## MEMORANDUM FOR NSCC/NLCC COMMANDING OFFICERS

*Subj: NEW MEMBERSHIP DATABASE*

1. **Background.** NHQ has converted the membership database to Microsoft Access. This program will allow for improved manipulation of the database, and more complete office automation.
2. **Discussion.** One additional digit will be placed in front of the number that equates to the member type. Example, if your old number was A-4444, your new number will be A-14444. The number "1" represents the member type "A".

The equating numbers to member type are as follows:

A=1	D=3	G=6	V=8
S=2	U=4	W=7	Y=9

3. **NSCC Privacy Act Statement.** Identification cards will NOT be issued from NHQ without supplying date of birth and Social Security Number/Resident Alien Identification number. In the future, Social Security Numbers will be used in place of the current identification number. The information provided will become a part of your personal file in NSCC National Headquarters. The information will not be divulged without your permission to anyone other than those authorized to collect, process, report, store, record, analyze, or evaluate your record as a member of the NSCC. You are not required to provide this information, however, failure to do so may serve as a basis for denial of application to serve in the NSCC program.
4. **Action.** On the next MARS report, please include Social Security Numbers and birth dates where missing for *ALL* unit members.

A handwritten signature in black ink, appearing to read "A. J. Kreiser".

A. J. KREISER  
Executive Director

Copy to:  
Regional Directors  
Field Representatives