

# *U.S. NAVAL SEA CADET CORPS*

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9 October 2001

## MEMORANDUM

From: Executive Director, Naval Sea Cadet Corps

To: Distribution

Subj: **Mail Handling in NSCC NHQ**

Ref: (a) NSCC Regulations

1. Over the past two weeks there has been ever-increasing news coverage about the mail systems and mail handling in the Washington, DC and three other cities in the country. Most of the Washington DC Coverage concerns mail handling facilities that serve the District and not Arlington, VA area.
2. The purpose of this memorandum is to advise all in the NSCC organization that mail coming to NHQ does not go through the infected postal facilities cited in the news. Most importantly to our units and personnel in the field, , mail going out from NHQ does not go through he facilities seen on the news. NHQ mail goes our through a major facility located in the western suburbs of Northern Virginia. **It does not go near the Washington Post Office facilities.**
3. At the present there is no need to be any more concerned about the mail coming from NHQ than any other source. There are no plans to change the way we do business for now. ID cards that are required by reference (a) will continue to be mailed for all enrollments as well as other documents that must be mailed.
4. Please give this memorandum wide dissemination. It is cancelled 31 December 2001.



M.D. FORD

Distribution:

All Commanding Officers

Regional, Associate Regional Directors

Field Representatives

NSCC National Chairman/President

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