

“In a Nutshell” by Division 11 Commander Jesse Scott

The processing of disenrollments can be daunting if you are unprepared, the answer can be found on the District 7 Website in the HR Corner. There you will find the Procedures for the ANSC 7035 & 7056 dated Sept. 2016..

Key dates to remember: July/August - dues notices should be mailed out

- **September 30** – the last day of the fiscal year and the final date for the receipt of dues by the flotilla for 2018
- **October 1** – the day you should be sending out certified letters to the members who have not paid their dues as of September 30, 2017
- **November 1** – the day that you should be processing the paperwork for the disenrollment of members who have not responded to the October 1 certified mailing
- **December 15** – the last day for DCDR to send paperwork to DSO-HR. After that, the member will remain on the rolls and the flotilla will be responsible for their 2018 dues

In District 7 all disenrollments must be signed by the Division Commander as well as the Flotilla Commander. So, make sure you send all disenrollments to your DCDR for his signature.

All disenrollments must be accompanied by the member's ID card (if they have been issued one). If you cannot get the card, you must include an explanation on the ANSC 7035 as per the ANSC 7035/7056 Procedure. The DSO-HR and DIRAUX will not accept disenrollments without either the scanned ID card indicating it was destroyed and initialed or an explanation of the status of the card.

The October 1 reminder letters and forms must go out certified (see example of certified mail confirmation in the procedure). Remember to use Government stamps and check to confirm the address listed in the Aux Directory. Request stamps from your FSO-MA if you need them.

Each certified mailing needs to include the following:

1. A letter to the member reminding him/her about the dues and giving the option of paying their dues, disenrolling or retiring (if eligible).
2. The ANSC 7035 form with Section 1 completed – see procedure for more detailed information (pages 6-10)
3. A self-addressed, stamped envelope to either the FC or FSO- FN. Again, use government stamps. Use the FC's or FSO-FN's address as both the return address as well as the addressee for this pre-addressed envelope.

Be sure to check the Aux Directory for their Base Enrollment Date (BED). If they meet or exceed 15-yrs, they should be processed as retirements.

Apply late fee penalty if appropriate in accordance with your standing rules or appendices.

A future effective date will not be processed. Do not submit an effective date of 12-31-2017 for disenrollment; it can not be processed on that date.

The certified receipt should be saved and submitted with all Disenrollments for Non-payment of Dues

A D7 Help Desk Ticket returned marked **RESOLVED does not mean processed**. All tickets should be opened and checked that the request has been processed.

Each request must be submitted with a separate D7 Help Desk Ticket.

Please don't hesitate to ask if you have questions.