

INSPECTION – PART F
PROGRAM EXECUTION

F. Program Execution	Value	Yes	No	N/A
1) Minutes of Recreation Advisory Board meetings annotating action taken by the Commanding Officer.	1			
Operation of the RAB requires the following actions: Provide copies of meeting minutes to the RSO, RFC and CO. Recommendations will indicate the number of affirmative and negative votes. The CO should review and make comments and approve or disapprove all actions of the RAB. Reference (a) chapter 1, paragraph 8 b (5).				
2) Are meetings at least once per qtr?	1			
Operation of the RAB requires the following actions: Meet at least once each quarter. Reference (a) chapter 1, paragraph 8 b (1).				
3) Are all checking account/debit card disbursements validated by receipts, sales slips or invoices?	4			
All transactions must be recorded on the Receipt and Expenditure Log with supporting documentation attached. The following documentation is required: invoice and receipts, Receiving Agent documentation and approval documentation. Reference (a) chapter 6, paragraph 10 a.				
4) Are liabilities incurred against the fund approved by Commanding Officer or their designated representative?	4			
All expenditure must be approved by the Commanding Officer or their designated representative prior to the execution of funds. The Command may choose to approve funds through the RAB meeting minutes, by the approval (signing) of a detailed budget, or a Purchase Order. Reference (a) chapter 6 paragraph 8.a.				
5) Is resale stock/ticket stock inventoried once a month using an Inventory Record (NAVCOMPT 2215) or similar form?	2			
Merchandise will be reconciled using the periodic inventory system in which a physical count of the items is taken to determine the cost of goods sold. Subject inventory will be taken monthly. NAVCOMPT Form 2215, Inventory Record, may be used for the purpose. Reference (a) chapter 5, paragraph 2 j (1).				
6) Are bills paid when due or no later than 30 days from the date of incurrence?	4			
Federal agencies are required to make interest payments to contractors for late payment of a vendor's proper invoice. Afloat Recreation Funds must report to CNIC any interest or penalties paid vendors or lending agencies. Negative replies not required. Reference (a) chapter 4, paragraph 16.				
7) Notwithstanding the tax-exempt status of a ship's Recreation Fund, has the Command ensured Sales Taxes have not been paid nor have taxes been withheld from its checking or savings accounts?	3			
The legal status of a Navy MWR NAFI is that of an instrumentality of the Federal Government and should participate in whatever immunities such status may derive under the Constitution and Federal Statutes. Reference (a) chapter 4, paragraph 6.				
8) The Command has ensured it has not borrowed funds or established lines of credit (including credit cards) with private financial institutions or businesses?	3			
The use of credit cards, revolving credit and other forms of borrowing is prohibited. Reference (a) chapter 6, paragraph 9.				
9) Are Purchase Orders used for all commercial procurements?	2			
With the exception of petty cash purchases, debit cards and Navy Cash Cards used on deployment, all Afloat Recreation Fund purchases will be conducted by use of a purchase order. NAVCOMPT Form 2213, Purchase Order, is the primary document used by the Department of the Navy (DON) for NAF procurement. Reference (a) chapter 6, paragraph 9.				

10) Are Purchase Orders pre-numbered beginning with the fiscal year?	1			
Sequentially numbered purchase orders will be issued for all purchases made from commercial sources except for those purchases paid from a petty cash fund. Reference (a) chapter 6, paragraph 8.				
11) Are a minimum of 3 competitive bids obtained for purchases exceeding \$5000	3			
Offers or quotations should be solicited from a sufficient number of sources to ensure adequate competition. Solicitation may be limited to no less than three suppliers. Afloat Recreation Fund Administrators may set monetary thresholds less than those established by CNIC with regard to the solicitation of bids. Reference (a) chapter 6, paragraph 6.				
12) Are all contracts or purchases exceeding established thresholds approved by a Contract Review Board and signed by the Commanding Officer?	3			
A CRB consists of at least three members (one of whom will be the Supply Officer) and is convened for the purpose of reviewing significant NAF contracting actions. Duties of the board need not be arduous and, in most instances, the reviews may be accomplished by chop chain routing. All of the following actions will be reviewed by the CRB prior to execution. Reference (a) chapter 6, paragraph 7.				
13) Are Purchase Orders, checks and debit cards properly secured in a non- shared, controlled, locking receptacle?	3			
The primary use of Debit and Navy Cash Cards is to support the Afloat Recreation Fund Program. When the cards are not needed they should be secured in a safe or controlled locking receptacle. Reference (a) chapter 6, paragraph 10 a.				

F.1

From: (NAME) – Recreation Services Officer
To: Commanding Officer (USS NAVY SHIP)
Via: Executive Officer; Command Master Chief

Subj.: RECREATION ADVISORY BOARD MINUTES (RAB) FOR (DATE)

1. Enclosure (1) is the attached muster sheet for members present. (highlighted names attended)
2. The following topics were discussed at the RAB meeting and are forwarded for approval.

Recreation Services Officer – (NAME)
Recreation Fund Custodian – (NAME)
MWR RAB President – (NAME)

OLD BUSINESS

SAMPLE INFORMATION

SUMMER COMMAND PICNIC – **NEED REGISTRATION FORMS!!!** Due date is August 18 for all forms to be turned in!! Forms can be found in the MWR Folder under the All Public Folders in Microsoft Outlook.

- Picnic Package, all day admission, 90-minute buffet, exclusive picnic location for 3 hours (1100-1400), emcee for 2 hours, costumed character visit, personalized flyers and tickets.
- Cost per person is \$12.40. MWR will pay for Sailor and their direct dependents (i.e. spouse and children) and will pay for Single Sailors and up to 2 of their friends. Sailors will have to pay the \$12.40 for any additional people to attend. MWR will match up to muster sheet with ticket sales sheet to verify attendance. People that do not attend the picnic will be charged for their ticket: \$12.40
- Entertainment enhancements at the picnic; Caricature artist, Face painter and maybe a Magician and a Juggler depending on budget.
- Pizza for Duty Section 1

THE BIGGEST LOSER COMPETITION – Extended to Canada trip. Weigh-ins continue.

FLEET WEEK SAN FRAN – 49'ers vs. Oakland May 8 SF Sea Fair (Oct 5-9). Individual tickets go on sale Aug 26. Navy League is purchasing tickets. More info to come.

Wine tours to Sonoma wine country, Golden Gate Bridge bike tours/rentals, Grey Line Tours, Alcatraz, Ghirardelli Chocolate Factory, Pier 39, China Town.

NEW BUSINESS

MWR RAB PRESIDENT ELECTION – Nominations: BM1 Savini & IT1 Dominquez

UNDERWAY ACTIVITIES:

TIGER CRUISE: Talent Show/Dance Off Aug 5, Flight Deck runs/walk every morning, Halo 2 Tournament 1330 Aug 2, Hangar Bay Movie Aug 2 & 4, Steel Beach Aug 4, Scavenger Hunt August 3, Texas Hold'em Tournament August 4, Dodgeball Aug 3, Bingo and Raffle Aug 6.

Asked for Committee to step-up participation for the Steel Beach picnic. MWR needs help with setting up and tearing down.

VICTORIA PORT VISIT – Aug 31 – Sept 18 (In port Sept 8-10)

DIVISIONAL PARTY FUNDS – Get requests in early to the Fund Custodian ENS Navy (x-4097). Forms can be found in the MWR Folder in the shared drive and on the Intranet page.

CHARGER TICKETS – On sale – Seattle Seahawks, Aug 26 (40 tix - \$40 ea.). Remaining Games will be on sale soon...St. Louis Rams, Oct 29 (10 tix \$40 ea.); Cleveland Browns, Nov 5 (20 tix \$40 ea.); Oakland Raiders, Nov 26 (40 tix limit 2 \$55 ea.); Denver Broncos (40 tix \$55 ea.), Dec 10; Kansas City Chiefs (40 tix \$55 ea.), Dec 17.

SUGGESTIONS

Next Meeting: (DATE)

Adjourn

Recreation Services Officer: Approve: _____ Disapprove: _____

Comments: _____

XO Comments: Approve: _____ Disapprove: _____

Comments: _____

CO Comments: Approve: _____ Disapprove: _____

Comments: _____

ONE TEAM ONE FIGHT
IN KEEPING THE HIGH MORALE AND WELFARE OF THE CREW
MISSION FIRST, SAILORS ALWAYS!!

INVOICE

Date: Date
INVOICE # 100

To

Navy Exchange
2260 Callagan Hwy
San Diego, CA 92136

Salesperson	Job	Payment Terms	Due Date
		Due on receipt	XX-XXX-20-XX

Qty	Description	Unit Price	Line Total
1	Sports Practice Jerseys	\$14.28	\$14.28
Subtotal			
Sales Tax			-
Total			\$14.28

Make all checks payable to Company Name

Thank you for your business!

Company Name Street Address City, ST ZIP Code Phone: Phone Fax: Fax Email

SHEET NUMBER	OF
1	1

ENTERED BY
LT Cheryl Peter

PRICED BY

TOTAL ▶

29 NOV 2021

MEMORANDUM

From: MWR, USS HENRY WISE (LHD 47)

To: COMMANDING OFFICER, USS HENRY WISE (LHD 47)

Subject: MWR Ticket Selling Prices Update

1. A ticket audit was conducted by LCDR Shinoff, Member of the MWR Fiscal Oversight Board. The following tickets were accounted for:

Ticket	MWR Ticket End of the Day Count	Ticket Audit Count
Regal Movie	20	20
Aquarium Adult	0	0
Aquarium Child	23	23
Adventure Park Adult	16	16
Adventure Park Child	19	19
Busch Gardens Adult Day Pass	17	17
Busch Gardens Child Day Pass	19	19
Ocean Breeze Tickets	521	521
Busch Gardens Christmas Town	26	26
Norfolk Admirals Vouchers	250	250

2. There were no discrepancies found.

A.J. SHINOFF

F.7



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201

In reply refer to: 0444595900
May 27, 2016 LTR 147C
62-1744056

COMMANDER NAVY INSTALLATIONS COMMAND
5720 INTEGRITY DR
MILLINGTON TN 38055

Taxpayer Identification Number: 62-1744056

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of May 27th, 2016.

Your Employer Identification Number (EIN) is 62-1744056. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

/s/Danielle Field
1002889663
Customer Service Representative

FOR SHIPS HOMEPORTED IN VIRGINIA ONLY

F.7

VA Dept. of Taxation
Form ST-12
8/201059
Rev. 11/99

COMMONWEALTH OF VIRGINIA SALES AND USE TAX CERTIFICATE OF EXEMPTION

(For use by the Commonwealth of Virginia, a political subdivision
of the Commonwealth of Virginia, or the United States)

To: _____ Date: _____
(Name of Dealer)

(Number and street or rural route) (City, town, or post office) (State) (Zip Code)

The Virginia Retail Sales and Use Tax Act provides that the Virginia sales and use tax shall not apply to tangible personal property for use or consumption by this State, any political subdivision of this State, or the United States. (This exemption does not apply to sales or leases to privately owned financial and other privately owned corporations chartered by the United States.)

The undersigned, for and on behalf of the governmental agency named below, hereby certifies that all tangible personal property purchased or leased from the above dealer on and after this date will be for use or consumption by a governmental agency, that each such purchase or lease will be supported by the required official purchase order, and that such tangible personal property will be paid for out of public funds: (Check proper box below.)

- ☐ 1. Tangible personal property for use or consumption by the Commonwealth of Virginia.
- ☐ 2. Tangible personal property for use or consumption by a political subdivision of the Commonwealth of Virginia.
- ☐ 3. Tangible personal property for use or consumption by the United States.

(Name of governmental agency)

(Number and street or rural route) (City, town, or post office) (State) (Zip Code)

I certify I am authorized to sign this Certificate of Exemption and that, to the best of my knowledge and belief, it is true and correct, made in good faith, pursuant to the Virginia Retail Sales and Use Tax Act.

By: _____
(Signature) (Title)

Information for dealer: — A dealer is required to have on file only one Certificate of Exemption properly executed by the governmental agency buying or leasing tax exempt tangible personal property under this Certificate.

PURCHASE ORDER
NAVMCOMPT FORM 2213 (5C) (Rev 3-87)
0104-LF-706-5330

ACTIVITY NO. 0 0 0 0 0	DATE 3-Oct-17	PURCHASE ORDER NO. 18-008
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FROM: USS HENRY WISE	TO: Sea-N-Air Lanes Roger Rd Coronado, CA 92118 619-545-720 0	DELIVER TO: USS HENRY WISE FPO AP 99999 POC LT Cheryl Peters PHONE 0
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QTY	DESCRIPTION		U/I	UNIT PRICE	AMOUNT
	Walmart - Pre-Deployment Supplies				\$686.79
	ATTACHED QUOTE/DETAILS				
	Navy Cash funds (Chip) used				\$ -
	Navy Cash funds (Strip) used				\$686.79
	LINE # 21				
	Check # NC				
	TOTAL				

DATE REQUIRED	DISCOUNT TERMS	VIA	SIGNATURE OF AUTHORIZED REPRESENTATIVE

- A. Separate invoices must be rendered for each order.
- B. Do not pack invoice with merchandise; mail under separate cover.
- C. Transportation charge, when applicable, must be added to invoice.
- D. Full name and address of this activity and Purchase Order No. must appear on all documents accompanying or have reference to delivery of this order.
- E. SEE REVERSE OF THIS SHEET FOR OTHER INSTRUCTIONS.

NOTE: NOTIFY US IMMEDIATELY IF UNABLE TO COMPLETE ORDER BY REQUIRED DATE.

F.9

PURCHASE ORDER		ACTIVITY NO 2 X X X X	DATE 10 SEP XX	PURCHASE ORDER NO. XX-107	
FROM: USS HENRY WISE LHA 39 MWR BANK ACCOUNT		TO: Navy Exchange 2260 Callagan Hwy San Diego CA 92136		DELIVER TO: USS HENRY WISE LHA 39 MWR BANK ACCOUNT FPO AP 69986-0926 POC LT CHERYL PETERS PHONE 619-556-XXXX	
GENTLEMEN: Being governed by instructions hereon, please enter our order for the following:					
QUANTITY	DESCRIPTION		UNIT	UNIT PRICE	AMOUNT
1	Navy Exchange - Supplies for Sports Day ATTACHED QUOTE/DETAILS				\$14.28
	If Navy Cash funds are used amount is indicated to the right LINE #21 Check #N/A				\$14.28
					\$14.28
DATE REQUIRED 10 SEP XX		DISCOUNT TERMS	VIA	SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Cheryl Peters</i>	
BILLING INSTRUCTIONS					
<p>A. Separate invoices must be rendered for each order.</p> <p>B. Do not pack invoice with merchandise, mail under separate cover.</p> <p>C. Transportation charge, when applicable, must be added to invoice.</p> <p>D. Full name and address of this activity and Purchase Order No. must appear on all documents accompanying or have reference to delivery of this order.</p> <p>E. SEE REVERSE OF THIS SHEET FOR OTHER INSTRUCTIONS.</p> <p style="text-align: center;">NOTE: NONCOMPLIANCE WITH THESE INSTRUCTIONS WILL RESULT IN RETURN OF INVOICE AND DELAY PAYMENT.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;">NOTE: NOTIFY US IMMEDIATELY IF UNABLE TO COMPLETE ORDER BY REQUIRED DATE.</div>					
PART 1		VENDOR COPY			