SSIC

Ser

DATE

From: Commander Officer, (USS NAVY SHIP)

To: (Designated Individual)

Subj: **DESIGNATION AND TURNOVER OF RECREATION SERVICES OFFICER**

Ref: (a) CNICINST 1710.5 Administration of Afloat Recreation Programs

1. You are assigned as Recreation Services Officer (RSO). You are to familiarize yourself with the provisions of references and report any deviations from them to the Commanding Officer.
2. I have relieved (Relieved RSO Name) as Recreation Services Officer, (USS NAVY SHIP). As of (DATE), I have physically inventoried all property and equipment; furthermore, all records and accounts have been reviewed. Property receiving and procurement practices have been in accordance with reference (a) procedures. Inventory control and gear check out are in keeping with procedures set forth in reference (a).

(RECREATION SERVICES OFFICER) (COMMANDING OFFICER’S NAME)

Copy To:

Service Record

Recreation Fund Custodian

Recreation File

SSIC

Ser

DATE

From: Commander Officer (USS NAVY SHIP)

To: (Designated Individual)

Subj: **DESIGNATION AND TURNOVER OF RECREATION FUND CUSTODIAN**

Ref: (a) CNICINST 1710.5 Administration of Afloat Recreation Programs

(b)CNICINST 7010.1 (Navy Military Recreation Fund Financial Reporting Procedures)

1. You are assigned as Recreation Fund Custodian (RFC). You are to familiarize yourself with the provisions of references (a) and (b) and to report any deviations from them to me.
2. Per reference (a), I have relieved (Relieved RFC Name) as Recreation Fund Custodian. The following is germane:
3. The checking account balance ($xxxxxx), savings account balance ($xxxxxx), Navy Cash Strip balance ($xxxxxx), and Navy Cash Chip balance ($xxxxxx), have been validated.

b. The Recreation Fund is within budget targets.

1. Records and reports were review and found satisfactory.
2. (Banking Establishment) has designated (Current RFC name) as a signatory to the checking and savings account; (Previous RFC Name) has been removed as a signatory to the checking and savings account.

(COMMANDING OFFICER’S NAME) (RECREATION FUND CUSTODIAN)

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Service Record

Recreation Services Officer

Recreation File

SSIC

Ser

DATE

From: Commander Officer, (USS NAVY SHIP)

To: (Names – Up to Three)

Subj: **APPOINTMENT AS RECREATION ADVISORY BOARD MEMBER**

Ref: (a) CNICINST 1710.5 Administration of Afloat Recreation Programs

Encl: (1) Recreation Advisory Board Roster

1. In accordance with reference (a), you are appointed as a member of the Recreation Advisory Board. You will familiarize yourself with reference (a).

(COMMANDING OFFICER’S NAME)

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Service Record

Recreation File

SSIC

Ser

DATE

From: Commander Officer (USS NAVY SHIP)

To: (Names – Up to Three)

Subj: **APPOINTMENT AS FISCAL OVERSIGHT BOARD MEMBER**

Ref: (a) CNICINST 1710.5 Administration of Afloat Recreation Programs

1. Per reference (a), you are hereby appointed as a member of the Fiscal Oversight Board. The Board is responsible for inspecting the Afloat Recreation Fund Account for (USS NAVY SHIP) semi-annually.
2. A written report will be submitted to the Commanding Officer detailing conditions found by the internal inspection.

(COMMANDING OFFICER’S NAME)

Copy To:

Recreation Services Officer

Recreation Fund Custodian

Recreation File

SSIC

Ser

DATE

From: Commander Officer, (USS NAVY SHIP)

To: (Distribution)

Subj: **AUTHORIZATION TO SIGN FOR AND ACCEPT MERCHANDISE AND PROPERTY AS RECEIVING AGENT**

Ref: (a) CNICINST 1710.5 Administration of Afloat Recreation Programs

Encl: (1) Receiving Agent Roster

1. In accordance with reference (a), you are authorized as the Receiving Agent for the (USS NAVY SHIP), Recreation Fund.
2. All purchase orders for merchandise ordered by the (USS NAVY SHIP) Recreation Fund, and all transferred property from your local MWR Deployed Forces Support Office, must be inventoried and signed for by the authorized Receiving Agent.
3. The Receiving Agent will ensure the Recreation Services Officer and Recreation Fund Custodian are informed of all merchandise received for the Recreation Fund.

(COMMANDING OFFICER’S NAME)

Copy To:

Service Record

Recreation Services Officer

Recreation Fund Custodian

Recreation File

SSIC

Ser

DATE

From: Commander Officer, (USS NAVY SHIP)

To: (Authorized Signers)

Subj: **PERSONNEL AUTHORIZED TO SIGN RECREATION FUND CHECKS**

Ref: (a) CNICINST 1710.5 Administration of Afloat Recreation Programs

(b)CNICINST 7000.3 Accounting Procedures for Navy Non-Appropriated Funds

1. In accordance with references (a) and (b), you are authorized to sign checks drawn on account (xxxxxxx-xxx/xxx) of (Financial Institution) for disbursement of recreation funds for the payment of recreation program debts.

(COMMANDING OFFICER’S NAME)

Copy To:

Service Record

Recreation Services Officer

Recreation Fund Custodian

Recreation File

Financial Institution

SSIC

Ser

DATE

From: Commander Officer, (USS NAVY SHIP)

To: (Authorized Signers)

Subj: **APPOINTMENT AS RECREATION CONTRACT REVIEW BOARD MEMBER**

Ref: (a) CNICINST 1710.5 Administration of Afloat Recreation Programs

1. In accordance with references (a) you are hereby appointed as a member of the Recreation Contract Review Board. The Board is responsible for reviewing all recreation fund contracts over $10,000.00 for (USS NAVY SHIP).
2. A written recommendation for awarding contracts will be submitted to the Commanding Officer prior to obligating recreation funds.

(COMMANDING OFFICER’S NAME)

Copy To:

Service Record

Recreation Services Officer

Recreation Fund Custodian

Recreation File