

Afloat Recreation Program Management

CNIC Inspection Guide

INTRODUCTION

This *CNIC Inspection Guide* is an important *piece* of the *Afloat Recreation Program Management* Learning Event. This is a working document and if used wisely, it will guide you to, and through, a successful Commander, Navy Installations Command (CNIC) inspection of your command recreation program.

During the above mentioned Learning Event, which is mandatory for the command Recreation Services Officer (RSO) and Recreation Fund Custodian (RFC), you will complete and accomplish many of the tasks required for a successful recreation program. Throughout the Learning Event, you will be prompted to make notes on the blue pages with information specific to items or tasks you have discovered that need to be explored, revised or eliminated when you return to your command.

Tabs representing each section of the Inspection are:

General Information. This section is information about your Command and overall results of the inspection. The overall results are in two columns, the first shows all the results less the Resale Section. The Resale Section is graded separately and is recorded in the second column. Unauthorized expenditures are documented individually and each instance results in a five point deduction from the overall inspection. In preparation for your inspection, be prepared to complete this information.

Part A. Covers the Critical Elements. This portion of the inspection is mandatory.

Part B. Covers the Letters of Designation needed for authorization of individuals with responsibilities within the recreation program.

Part C. Covers the training required for individuals associated with the recreation fund.

Part D. Covers the required shipboard instructions, policies and Standard Operating Procedures.

Part E. Ensures all financial records are complete, accurate and validated.

Part F. Program Execution covers the necessary steps to manage an overall quality recreation program. This section has many points and will require your attention.

Part G. Property Management covers the mandatory requirements for Property Management that are essential to safeguarding the fund's property and assets.

Part H. The Resale Program is graded separately. These are the mandatory requirements for ships using cash for resale operations.

If you are diligent in your note taking and actively participate in the Learning Event, putting a plan together to meet all the inspection requirements should be relatively simple. Some sections of the examples are highlighted. This is meant to draw attention to common faults or often over looked details.

All the information you need to have a passing inspection and successful recreation program is contained in this guide. The steps to complete the task including letters and forms are included in the *Afloat Recreation Program Management Learner Workbook* that you have been given. Keep this guide accessible at all times at your work station and pass it on whenever you are relieved as the RSO or RFC. All forms and job aides are also available via:

<https://www.navyfitness.orf/deployed-forces-support/arpm-course-files>

The facilitator is usually a Deployed Forces Support Coordinator and your biggest resource. The Deployed Forces Support Coordinator will assist you with completing an Assist Visit prior to the required CNIC inspection. In addition, fellow class participants will become a valuable resource for you.