

(COMMAND LETTERHEAD)

1710

Ser: _____

Date: _____

From: Commanding Officer, USS _____
To: Commander, Navy Installations Command N948A

Subj: REQUEST FOR SHIP'S STORE CLOSURE GRANT

Ref: (a) CNICINST 1710.5

1. Respectfully request a ship's store closure grant in the amount of \$_____ per reference (a). The sum is based on the pro-rated amount of \$.14 per person per day that the USS_____ ship store operation was secured from _____to _____.

2. (Ship name) _____is/has been undergoing/undergone (type of repair/modification/maintenance)_____in the _____Shipyard located in (city & state) _____. The Shipyard is located _____miles from (name of ship) _____'s homeport of _____.

3. The amount is based on the nucleus crew physically with the ship while the store was closed on the last day of the following month(s):

(Month)_____ Manning per roll call _____

(Month)_____ Manning per roll call _____

(Month)_____ Manning per roll call _____.

4. Point of contact is _____, telephone _____, fax _____, email _____.

5. Banking info: Name on account_____,
Name of bank _____,
Routing (ABA) number _____,
Account Number _____.

(Signature of Commanding Officer)