

RECREATION SERVICES OFFICER/RECREATION FUND CUSTODIAN TURNOVER CHECKLIST

Introduce New Recreation Services Officer (RSO) and Recreation Fund Custodian (RFC) to Key Personnel

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Current RSO/RFC			
Recreation Advisory Board			
CNIC Inspector			
Fiscal Oversight Board			
CO/XO/CMC			
Afloat Recreation Program Staff, e.g., Gear Locker Custodian, Fit/Fun Boss			

Contact/Set-Up Meeting with Local Deployed Forces Support (DFS) Office to discuss:

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Organizational Structure			
Financial Management/Budgeting			
Ship's Recreation/Fitness Spaces			
Assist Visits/CNIC Inspection			
Email Distribution/MWR Calendars			
POCs at Other Ports of Call			
CNIC Equipment Availability			
Pending CO Meeting Regarding Results of Turnover Findings			
Shipyards Plans			
Command Events			
Deployment Assistance			
Available Training/Workshops			
Enroll in Afloat Recreation Program Management			

Conduct Turnover Brief with Outgoing and Relieving RSO/RFC

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Results From Last CNIC Inspection			
Results From Last Internal Inspection			
Property Inventory Records			
Separation of Duties/Controls			
Onboard Recreation Program Structure			
Command's Recreation Objective			
Evaluation of Command Activities and Events			
Crew Preferences			
Obligated Funds/Outstanding Bills			
Fund Financial Plan/Program			
Recreation Program Calendar			
Program Filing System			
Deployment Lessons Learned			
Complete Turnover Inspection			
Interim Financial Statement Completed by Outgoing RFC			

Tour/Inspect Facilities

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Onboard Program Facilities/Areas			
Shore Program Facilities			

Conduct Physical Inventory and List Any Discrepancies

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Fitness Equipment			
Gear Locker			
Resale Goods (If Applicable)			

Update Bank/Credit Union Signature Cards

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Complete Signature Cards for Each Authorized Signer			
Retain Copy In Program File			
Send Completed Card With Letter from CO to Bank/Credit Union			

Draft Check Signature Authorization Letter for CO Signature if Banking with Central Banking and Investment System (CBIS)

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Retain Copies In Program File			
Send with Signature Cards to: CNIC Financial Management Branch (N948A), 5720 Integrity Drive, Millington TN 38055-6520			

New RSO Prepares Turnover Letter Addressed to the CO via the XO

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Include Inventory and Bank Account Information			
Include Narrative on Relief Process			
Retain Copies in Program File			

New RFC Prepares Turnover Letter Addressed to CO via the XO

<i>Supporting Action</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments</i>
Include Inventory and Bank Account Information			
Include Narrative on Relief Process			
Retain Copies in Program File			