

Request to Establish

(COMMAND LETTERHEAD)

1710

Ser: _____

Date: _____

From: Commanding Officer, PCU _____
To: Commander, Navy Installations Command N9

Subj: REQUEST TO ESTABLISH AN AFLOAT RECREATION FUND

Ref: (a) CNICINST 1710.5
(b) CNICINST 1710.3

1. Per reference (a), respectfully request PCU _____ with Command UIC _____ be permitted to establish a shipboard recreation NAF Afloat Recreation Fund of the United States with Commander, Navy Installations Command N9 as Successor in Interest. (PCU name) is scheduled to be commissioned in approximately 18 months, on or about _____. Establishment of the Afloat Recreation Fund will enable (PCU name) to develop a viable recreation program which will be fully functional upon commissioning. Funds and property acquired for the recreation program will be managed per reference (a) and (b).

2. (PCU name) point of contact is _____, telephone _____, DSN _____ and e-mail _____.

Thank you for your consideration.

(Signature Commanding Officer)

Copy to:
Afloat Recreation Fund Files

Request to Establish



DEPARTMENT OF THE NAVY

PCU MONTANA (SSN 794)
SUPSHIP NEWPORT NEWS
4101 WASHINGTON AVE BLDG 2
NEWPORT NEWS, VA 23607-2794

1710
Ser SSN794/
19 May21

From: Commanding Officer, PCU MONTANA (SSN 794)

To: Commander, Navy Installations Command N948A

Subj: REQUEST TO ESTABLISH A SHIPBOARD NONAPPROPRIATED FUND
INSTRUMENTALITY (NAFI) COMMAND UIC 27156

Ref: (a) DOD Directive 1015.10
(b) CNICINST 1710.3

1. Per reference (a), respectfully request that PCU MONTANA be permitted to establish a shipboard recreation NAFI of the United States with Commander, Navy Installations Command N948A as Successor in Interest. PCU MONTANA is scheduled to be commissioned in approximately 18 months, on or about 5 Mar 22. Establishment of the NAFI will enable PCU MONTANA to develop a viable recreation program which will be fully functional upon commissioning. Funds and property acquired for the recreation program will be managed per reference (b).

2. PCU MONTANA point of contact is LT Cheryl Peters, telephone (XXX) XXX-XXXX, email cheryl.peters@navy.mil. Thank you for your consideration.

CO Signature

Emblematic Loan

(COMMAND LETTERHEAD)

1710

Ser

Date

From: Commanding Officer, (ship name)

To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR EMBLEMATIC LOAN

Ref: (a) CNICINST 1710.5

(b) CNICINST 1710.3

Encl: (1) Recreation Fund Financial Statement (if available)

(2) Payment Schedule

(3) Copy of current Successor in Interest Letter

(4) Copy of Afloat Recreation Fund check (only if a new account)

1. In accordance with reference (a) and (b) an emblematic interest-free loan is requested to help with start-up costs of (amount).

2. Enclosure (2) shows the payment schedule of (number in words and numbers) payments in the amount of \$(amount) made from (month, day & year) to (month, day & year) and a final payment of \$(amount) on (month, day & year).

3. The point of contact for this matter is (name/rank) at (telephone numbers) and (email address).

4. Request funds be deposited directly into:

Afloat Recreation Fund Account name: _____

Bank Name: _____

Bank Routing number: _____

Account number: _____

Commanding Officer signature

Copy to:

Afloat Recreation Fund Files



Emblematic Loan

DEPARTMENT OF THE NAVY

COMMANDING OFFICER
PCU HARVEY C. BARNUM JR (DDG-124)
1224 POCAHONTAS ST, BLDG V88
NORFOLK VA 23511-2808

1710
Ser: DDG124/129
21 Jun 23

From: Commanding Officer, PCU HARVEY C. BARNUM JR. (DDG 124)
To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR EMBLEMATIC LOAN

Ref: (a) CNICINST 1710.5
(b) CNICINST 1710.3

Encl: (1) Payment Schedule
(2) Copy of current Successor in Interest Letter
(3) Letter from Navy Federal Credit Union

1. In accordance with reference (a) and (b) an emblematic interest-free loan is requested to help with start-up costs of twenty thousand dollars (\$20,000.00).

2. Enclosure (2) shows the payment schedule of four (4) payments in the amount of \$5,000.00 made from August 15, 2023 to November 15, 2023 and a final payment of \$5,000.00 on November 15, 2023.

3. The point of contact for this matter is LT Richard Smith at Richard.smith@ddg124.navy.mil.

4. Request funds be deposited directly into:
Afloat Recreation Fund Account name: USS HARVEY C BARNUM JR RECREATION FUND
Bank Name: Navy Federal Credit Union
Bank Routing number:
Account number:

CO Signature

Copy to:
Afloat Recreation Fund Files

Emblematic Loan

Subj: REQUEST FOR EMBLEMATIC LOAN

21 Jun 23

From: Recreation Services Officer, PCU HARVEY C. BARNUM JR. (DDG 124)

To: Commanding Officer, PCU HARVEY C. BARNUM JR. (DDG 124)

Subj: EMBLEMATIC LOAN REPAYMENT TIME TABLE

Ref: (a) CNICINST 1710.5

(b) CNICINST 1710.3

1. The table below outlines dates of repayment for an interest free \$20,000.00 emblematic loan request. As outlined, four payments of \$5,000.00 beginning in August will be made on the 15th day of the month. Should the borrower not be able to meet the pay table below, they will notify CNIC and arrange an alternate payment plan with CNIC concurrence.

Date	Amount to be Paid	Remaining Balance (after payment)
Loan Granted	N/A	\$20,000.00
15Aug2023	\$5,000.00	\$15,000.00
15Sep2023	\$5,000.00	\$10,000.00
15Oct2023	\$5,000.00	\$5,000.00
15Nov2023	\$5,000.00	\$0.00

2. The Emblematic Loan must be repaid within six months of being granted in accordance with reference (a) and (b). The Recreation Services Officer (RSO), Funds Custodian (RFC), and Account Holder will brief the Commanding Officer (CO) on the status of loan repayments no later than the 5th of each month of repayment.

3. If the RSO, RFC, and Account Holder determine an alternate payment plan is necessary, they will notify the CO and brief an alternate payment plan within two working days for approval. Upon CO approval, the RSO will brief Ms. Cathy Jackson at Fleet Morale, Welfare and Recreation for routing to CNIC.

Very Respectfully,

LT

USN



June 13, 2023

RE: USS HARVEY C BARNUM JR RECREATION FUND

To Whom It May Concern:

This letter serves as confirmation that our above-referenced Member/Joint Owner actively maintains the following Navy Federal account:

Account Number: _____1-XXX_____

Account Type (*choose one*): ☒ Checking ☐ MMSA ☐ Savings

Transaction Type(s) allowed: ☒ Credit ☒ Debit

Routing/Transit Number:

The account is open and capable of accepting Automated Clearing House (ACH) credits, including direct deposits. Only checking and MMSA accounts are also capable of receiving ACH debits.

If we may be of further service, please let us know.

Sincerely,

Navy Federal Credit Union

Federally insured by NCUA.

© 2021 Navy Federal NFCU 129A (11-21)



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL SURFACE FORCE ATLANTIC
1751 MORRIS STREET BOX 168
NORFOLK VA 23511-2808

1710
Ser: N44/085
Date:

Name of Bank: Navy Federal Credit Union

Subject: SUCCESSOR IN INTEREST

The Recreation Fund of USS XXX account number XXXXX, Employer Identification Number (EIN) 62-1744056 is a tax-exempt nonappropriated fund account of the United States. The Commander, Navy Installations Command N948A is designated as the Successor in Interest to the fund and serves as guarantor of all liabilities and beneficiary of all assets.

Please note this information for your records. The address of Commander, Navy Installations Command N948A is as follows:

Commander, Navy Installations Command
N948A
5720 Integrity Drive
Millington TN 38055-6500

Signature of authorized check signer

Printed name of authorized check signer

Sincerely,

(Commanding officer signature)

(Printed name)

cc: Commander, Navy Installations Command N948A

Emblematic Loan

151
00 74972560

DATE

PAY TO THE ORDER OF

\$

DOLLARS

NAVY FEDERAL Credit Union

VOID

Photo Safe Deposit® Details on back

Precommissioning Grant

(COMMAND LETTERHEAD)

1710

Ser: _____

Date: _____

From: Commanding Officer, (command name)

To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR PRECOMMISSIONING GRANT

Ref: (a) CNICINST 1710.5

(b) CNICINST 1710.3

Encl: (1) Copy of new Successor in Interest letter

(2) Copy of Afloat Recreation Fund check (if new)

1. PCU _____ requests that a Precommissioning Grant be provided for the quarter listed below for the actual number of active duty military personnel physically with the vessel under construction as of the last day of each month, per our official muster reports.

(Month, _____ year) (number) @ \$2.50 = \$ _____

(Month, _____ year) (number) @ \$2.50 = \$ _____

(Month, _____ year) (number) @ \$2.50 = \$ _____

2. Our estimated commissioning date is scheduled for (day, month, year).

3. It is requested funds be sent to us by Electronic Fund Transfer (EFT) into our (command name) Afloat Rec Fund account at (name of bank), routing number _____ and account number _____.

4. The point of contact for the command is (name/rank) _____ phone _____, DSN _____ and e-mail _____.

(Commanding Officer Signature)

Copy to:

Afloat Recreation Fund Files

Precommissioning Grant



DEPARTMENT OF THE NAVY
PCU XXX

1710
Ser
10 Feb23

From: Commanding Officer, PCU XXX
To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR PRE-COMMISSIONING GRANT

Ref: (a) CNICINST 1710.5
(b) CNICINST 1710.3

Encl: (1) Copy of new Successor in Interest Letter

1. PCU XXX requests that a Pre-commissioning Grant be provided for the quarter listed below for the actual number of active duty military personnel physically with the vessel under construction as of the last day of each month, per our official muster reports.

(October, 2022) (32)	@ \$2.50 = <u>\$80.00</u>
(November, 2022) (34)	@ \$2.50 = <u>\$85.00</u>
(December, 2022) (34)	@ \$2.50 = <u>\$85.00</u>

2. Our estimated commissioning date is scheduled for XXX 20XX.

3. It is requested funds be sent to us by Electronic Fund Transfer into our USS XXX Afloat Recreation Fund account:

Navy Federal Credit Union
Routing number:
Account number:

4. The point of contact for the command is xxx. He may be reached by phone at (xxx) xxx-xxx or e-mail at xxx

Commanding Officer

Copy to:
Afloat Recreation Fund Files

Commissioning Grant

(COMMAND LETTERHEAD)

1710

Ser:

Date:

From: Commanding Officer, USS _____
To: Commanding Officer, Navy Installations Command (N948)

Subj: COMMISSIONING GRANT REQUEST

Ref: (a) CNICINST 1710.5
(b) CNICINST 1710.3

1. Per reference (a) and (b), request an Afloat Recreation Fund commissioning grant to support the crewmembers of the USS _____ funding in the amount of \$__ per person is requested from Commander, Navy Installations Command N948A.

2. The number of full-time active duty personnel onboard is _____.

3. USS _____ commissioning date is or was _____.

4. Point of contact is (name/rank) _____, phone _____
DSN _____ and e-mail _____.

5. Request that funds be deposited directly into (Command)
Afloat Recreation Fund account as:

Command name on account: _____
Name of bank: _____
Bank Routing number: _____
Account number: _____

(signature of Commanding Officer)

Copy to:
Afloat Recreation Fund Files



Commissioning Grant

DEPARTMENT OF THE NAVY
USS FORT LAUDERDALE (LPD 28)
UNIT 100506 BOX I
FPO AE 09595

1710
Ser EXEC/ 138
19 Aug 22

From: Commanding Officer, USS FORT LAUDERDALE (LPD 28)
To: Commander, Navy Installations Command (N948)

Subj: COMMISSIONING GRANT REQUEST

Ref: (a) CNICINST 1710.5, Administration of Afloat Recreation Programs
(b) CNICINST 1710.3, Operation of MWR Programs

1. Per reference (a) and (b), request an Afloat Recreation Fund commissioning grant to support the crewmembers of the USS Fort Lauderdale funding in the amount of \$6.90 per person is requested from Commander, Navy Installations Command N948A.
2. The number of full-time active duty personnel onboard is 364.
3. USS Fort Lauderdale commissioning date was 30JUL22.
4. The point of contact for the command is LT Cheryl Peters (XXX) XXX-XXX, and e-mail cheryl.peters@navy.mil.
5. Request that funds be deposited directly into (Command) Afloat Recreation Fund account as:

Command name on account: USS Fort Lauderdale MWR
Name of Bank: Navy Federal Credit Union
Bank Routing Number: XXXXXX
Account Number: XXXXXX

CO Signature

Copy to:
Afloat Recreation Fund Files

Ship Store Closure Grant

(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)

Ship Store Closure Grant



DEPARTMENT OF THE NAVY

USS HERSHEL "WOODY" WILLIAMS (ESB 4) BLUE MILCREW
UNIT 100523 BOX 1
FPO AE 09595-2300

1710
Ser ESB 4/025
20 Mar 23

From: Commanding Officer, USS HERSHEL "WOODY" WILLIAMS (ESB 4) Blue Crew
To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR SHIP STORE CLOSURE GRANT

Ref: (a) CNICINST 1710.3
(b) CNICINST 1710.5

1. Respectfully request a ships closure grant in the amount of \$1,273.86 per reference (a). The sum is based on the pro-rated amount of \$.14 per person per day that the USS HERSHEL "WOODY" WILLIAMS (ESB 4) (HWW) ship store operation was secured from 2 October 2022 to 31 December (1st Quarter).

2. HWW Blue Crew has been off haul from 2 October to 31 December 2022. USS HERSHEL "WOODY" WILLIAMS homeported in Souda Bay, Greece.

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):

30 Days-October-101 crew-\$424.20
30 Days-November-100 crew-\$420.00
31 Days-December-99 crew-\$429.66

4. Banking info: USS Hershel Williams (ESB 4) Blue Crew
Name of bank: Navy Federal Credit Union

Routing Number: XXXXXXXX

Account Number: XXXXXX

5. Point of contact is XXX telephone XXX, email: XXX

CO Signature

Ship Without Ship Store Grant

(COMMAND LETTERHEAD)

1710

Ser: _____

Date: _____

To: Commander, Navy Installations Command N948A

From: (ship name) _____

Subj: REQUEST FOR FY__ ANNUAL SHIP WITHOUT SHIP STORE GRANT

Ref: (a) CNICINST 1710.5 of 09 Nov 2017

Encl: (1) (Command) _____ FY__ MWR Recreation Fund Financial Statement

(2) Copy of current Successor in Interest letter

1. (Command) _____ is a commissioned Navy ship that does not have an integral ship's store. Per reference (a) (ship name) requests a FY__ grant based on \$50.00 per person per year. (Command) _____ had _____ personnel onboard as of 30 Sep __. (This number matches Line 49 of FY__ Financial Statement)

2. Request that funds be deposited directly into (ship name)'s recreation fund account as follows:

Recreation Fund Name: _____

Bank Name _____

Routing number _____

Account number _____

3. (Command) _____ point of contact is (name) _____, telephone _____ DSN _____, fax _____, Email _____.

(Commanding Officer signature)



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
USS XXX (SSN XXX)

1710
Ser 753/
28 Nov 22

From: Commanding Officer, USS XXX (SSN XXX)
To: Commander, Naval Installations Command N948A

Subj: REQUEST FOR FY23 ANNUAL SHIP WITHOUT SHIP'S STORE GRANT

Ref: (a) CNICINST 1710.5 of 09 Nov 2017

Encl: (1) USS XXX FY22 Recreational Fund Financial Statement
(2) Copy of Current Successor in Interest Letter

1. USS XXX is a commissioned Navy vessel that does not have an integral ship's store. Per reference (a), USS XXX requests a FY23 grant based on \$50.00 per person per year. USS XXX had 140 personnel onboard as of 30 September 2022.

2. Request that funds be deposited directly into USS XXX recreation fund account as follows:

Recreation Fund Name:	USS XXX (SSN XXX) Recreation Fund
Bank Name:	Navy Federal Credit Union
Routing Number:	XXXXXX
Account Number:	XXXXXX

3. Command point of contact/Recreation Fund Custodian is ENS Smith, telephone (XXX) XXX-XXXX, email XXX@XXX.navy.mil.

Commanding Officer

Shipyard Carrier Grant

(COMMAND LETTERHEAD)

1710
Ser: _____
Date: _____

From: Commanding Officer, USS _____
To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR CNIC SHIPYARD CARRIER GRANT

Ref: (a) CNICINST 1710.5 of 9 Nov 2017

1. Respectfully request a carrier shipyard grant in the amount of \$100,000 per reference (a). USS _____ has been in the (shipyard name) _____ at (location) _____ from (date) ____ to (date) ____.

2. It is understood this grant is available only to a carrier after it has been in a shipyard for a minimum of one year.

3. Point of contact is (name/rank) _____, phone _____ DSN _____ and e-mail _____.

(Signature of Commanding Officer)

Copy to:
Afloat Recreation Fund Files

Shipyard Carrier Grant



DEPARTMENT OF THE NAVY USS XXX (CVN XX)

1710
Ser 00/106
3 Jun XX

From: Commanding Officer, USS XXX (CVN XX)
To: Commander, Navy Installations Command N948A

Subj: REQUEST FOR CNIC SHIPYARD CARRIER GRANT FY22

Ref: (a) CNICINST 1710.5

1. Respectfully request a carrier shipyard grant in the amount of \$100,000.00 in accordance with reference (a). USS XXX (CVN XX) was home ported in Naval Station Norfolk from May 2019 to May 2021, subsequently dry-docked in Newport News Shipyard since May 2021. Estimated completion of the Refueling and Complex Overhaul period is 20XX.
2. It is understood that this grant is available only to a carrier after the ship's store has been closed for twelve months. USS XXX ship store was closed October of 2020.
3. My point of contact for this matter is ETC Smith. She can be contacted via phone at (XXX) XXX-XXXX and via email XXXcvnXX@.navy.mil.

CO Signature

Copy to:
Afloat Recreation Fund Files

Interest Free Loan

(Command Letterhead)

1710

Ser: _____

Date: _____

From: Commanding Officer, (ship name)

To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR AN INTEREST FREE LOAN

Ref: (a) CNICINST 1710.3 of 14 June 2013

(b) CNICINST 1710.5 of 09 Nov 2017

Encl: (1) Three Bids for Recreation Van/Vehicle
(2) Recreational Fund Financial Statement
(3) Payment Schedule
(4) Copy of a new Successor in Interest Letter

1. In accordance with reference (a) and (b), an interest free loan for replacement/purchase of a recreational van is requested in the amount of \$_____. The crew of the USS_____ will only use the van for recreational trips.

2. USS_____ is submitting enclosure (1) as required by required by procedures before purchasing.

3. Enclosure (2) is forwarded to show that USS_____ is able to pay back the loan and enclosure (3) shows the payment schedule of (number)_____ of payments of \$(amount)_____ will be made every month starting (date)_____. Enclosure (4) identifies CNIC as successor in interest.

4. The point of contact is (name/rank)_____, phone _____ DSN_____ and e-mail_____.

5. Request funds be deposited directly into:

Command Account Name: _____

Name of Bank: _____

Bank Routing Number: _____

Account Number: _____

(Commanding Officer Signature)

Copy to:

Afloat Recreation Fund Files