



Emblematic Loan Information and Instructions

1. Afloat Recreation Fund has been established in accordance with CNICINST 1710.5 in the name of the command.
2. Commanding Officer must designate in writing one crew member E-7 or above as the Recreation Services Officer (RSO) and Recreation Fund Custodian (RFC), letters of designation are required.
3. Confirmation at least one of the RSO or RFC have attended the CNIC Afloat Recreation Program Management (ARPM) Course, eventually both RSO and RFC must attend, certification must be confirmed.
4. A copy of one of the command's Rec Fund checks, or if the command does not use or order checks, a letter from the bank/credit union on their letterhead and signed by bank personnel is sent to CNIC N948A. This letter has to show the command's name on the account, account number and bank routing number.
5. The preparation of a Successor in Interest letter, in the requested format, is sent to CNIC N948A and one copy retained in the command's MWR Afloat Recreation Fund files.
6. Submit request for loan on shipboard letterhead with Commanding Officer signature, along with required documents listed below as enclosures, if they had not been sent previously.
 1. Recreation Fund Financial Statement (if available)
 2. Planned Payment Schedule
 3. Copy of current Successor in Interest Letter
 4. Copy of Afloat Recreation Fund Check (required for all new accounts)
7. Record the loan received on Line 15 (Miscellaneous Income) of the command's annual MWR Recreation Fund Financial Statement, and loan payments to CNIC on Line 32 (Miscellaneous Expenditures), and complete the required addendum page with the explanations for these entries.
8. Loan payments are to be made payable to CNIC, by check, money order, or cashier's check, and sent to CNIC N948A, 5720 Integrity Drive, Millington TN 38055-6500. Direct questions to your local MWR Deployed Forces Support Office or to CNIC N949A at 901-874-6603 or by e-mail at mill_MWR_unitalloc@navy.mil