

Afloat Recreation Program Management

Learner Resource CD

DISESTABLISH AFLOAT RECREATION FUND

The disestablishment of an Afloat Recreation Fund should be initiated a minimum of sixty days prior to disestablishment. The Deployed Forces Support office can provide assistance and should be contacted as soon as possible. Disestablishment consists of four specific tasks which can be conducted simultaneously including:

- Dispose of property including recreation vehicle, if applicable
- Disestablish the Unit Recreation Fund
- Dispose and store records
- Document disestablishment of Fund

The first step in this process is to contact your local Deployed Forces Support (DFS) office to obtain the address of the appropriate Federal Record Center for your Command. The Federal Records Center will issue an accession number and packing instructions for records shipping and storage.

Sixty days prior to disestablishment of recreation fund, submit *Records Transmittal and Receipt (SF Form 135)* to Federal Records Center. The completed form should include:

- A. Address for record center serving your area
- B. Recreation Fund Custodian (RFC) Signature
- C. RFC's name, command and telephone number
- D. Disposal authority for records
- E. Number of boxes shipped
- F. Description of what is included in box
- G. Disposal authority
- H. Disposal date
- I. Page number

RECORDS TRANSMITTAL AND RECEIPT				Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.				PAGE 1 OF 1 PAGES			
1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)				5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)							
Federal Records Center (Address)				(A)							
2. AGENCY TRANSFER AUTHORIZATION				Command Mailing Address							
TRANSFERRING AGENCY OFFICIAL (Signature and title)				Disposal Authority For These Records:							
LT Cheryl Peters, Fund Custodian (B)				Commander Navy Installations Command (N948) Millington, TN 38055 (D)							
3. AGENCY CONTACT				Telephone: (901) 874-6551							
TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)											
LTJG James Lynch, USS HENRY WISE (LHA-39) DSN 526-XXXX (C)											
4. RECORDS CENTER RECEIPT											
RECORDS RECEIVED BY (Signature and title)				DATE							
6. RECORDS DATA											
ACCESSION NUMBER			VOLUME	AGENCY BOX	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER	(cu ft)	NUMBER				LOCATION	SHELF PLAN	CONT. TYPE	AUTO DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
				1 of 1	Unit Recreation Fund Financial Records	SECNAVINST 5212.5C/7010.1	MM/DD/YY				
					<div style="text-align: center;"> MM DD YY TO MM DD YY (F) </div>	(G)	(H)				
NOTE: Financial Records for past 3 years are required to be stored											

NSN 7540-00-634-4093
135-107
Standard Form 135 (Rev. 7-85)
Prescribed by NARA
36 CFR 1228.152

Disposal of property procedures must be followed for Appropriated and Non-appropriated property. Create a list of recreation property suitable for distribution including condition, description and quantity and contact your local DFS office for assistance.

If the Afloat recreation program operates a resale operation, liquidate merchandise on hand through a sale and update inventory records accordingly.

Analyze outstanding purchase orders. If funds have not been obligated to fulfill a contract, cancel the outstanding purchase order. If funds have been obligated to fulfill a contract, process the purchase order in a timely manner. Close all vendor accounts. Instruct creditors of obligations that cannot be liquidated before disestablishment to forward claims to CNIC N948 for payment and forward names of outstanding creditors to CNIC N948. **Best practice is to use cashier's check or Navy Cash Card 90 days prior to disestablishment to avoid outstanding obligations.**

Prepare a cashier's check for remaining funds payable to Commander, Navy Installations Command after balance has been recorded to satisfy outstanding checks and retain for

inclusion in CNIC N948 disestablishment package. Residual funds cannot be transferred to another ship or command.

Write a letter to financial institution holding the ship's funds on deposit and instruct them to forward copy of final statement to CNIC N948. File copy of letter prepared and include in financial records sent to Federal Records Center.

To dispose of financial records, place last three fiscal years of financial records in box (required dimensions provided by Federal Records Center) including checkbooks, bank statements, *Receipt and Expenditure Logs*, *Requisition and Invoice/Shipping Document (DD Form 1149)*, *DoD Single Line Item Release/Receipt Document (DD Form 1348-1)* and *Certificate of Disposition (DD Form 2212)*. Provide Federal Records Center with source of authority, CNIC N948, which allows them to discard records after a three year period. Label box with address and assigned accession number and forward to Federal Records Center.

Document disestablishment of fund in report to CNIC N948 including:

- Confirmation that all procedures for disestablishing unit recreation fund have been completed
- Identification of all outstanding obligations/claims against the fund including name of creditor/s, amount of claim and reason claim cannot be liquidated prior to disestablishment
- Address of Federal Records Center where records are stored
- Audited copy of final *Annual Recreation Fund Financial Statement*
- Cashier's Check for any remaining funds
- Copy of letter written to financial institution