

(COMMAND LETTERHEAD)

1710

Ser: _____

Date: _____

From: Commanding Officer, (Command)

To: Commander, Navy Installations Command N948A

Via: Commander, (RCC) _____ (NOSCs only)

Subj: REQUEST FOR FY__ RECREATION UNIT ALLOCATION GRANT

Ref: (a) CNICINST 1710.3

Encl: (1) (Command) FY__ Recreation Fund Financial Statement
(2) Copy of a new Successor in Interest letter

1. (Command) requests that FY__ Recreation Fund annual Unit Allocations be provided at the standard rate of \$35.00 per full time active duty military personnel and \$15.00 per full time active duty military student. The actual number of full time active duty military personnel onboard this command as of September 30, 20__ was ____ staff and ____ students for a total of ____ eligible personnel, which corresponds to Line 49 (Line 47 on some forms) of our Financial Statement.

2. Request that funds be deposited directly into (Command) recreation fund account as follows:

Rec fund (Command name on account)

(Name of bank) _____

(Bank Routing number) _____

(Account number) _____

3. The point of contact for this command is _____,
phone _____, fax _____, DSN _____, email
_____.

(Signature of Commanding Officer)
