

Instructions for NAFI Decentralized Navy shore commands
to obtain Annual Unit Allocation Grant

Once the command has established a bank account named, “(command name) Recreation Fund”, and sent a copy of a Rec Fund check to Commander, Navy Installations Command (CNIC) N948A in order for an electronic transfer of funds to be done directly into the command’s Rec Fund bank account, **and** a Successor in Interest letter has been sent to the command’s Rec Fund bank with a copy forwarded to CNIC N948A (Sample and instructions on-line), the command may request an annual grant.

Shore commands may request that year’s Unit Allocation grant any time in that fiscal year. After the fiscal year closes on 30Sep, the grant cannot be processed.

After the fiscal year closes on 30 Sep, and the command has received their monthly bank statement showing their **30Sep account balances**, and after the command has reconciled the bank statement to their in-house records (checkbook, spreadsheet, etc.), a command’s Rec Fund financial statement (Form 7010-2, Sample on-line) shall be prepared, which includes all MWR Rec Fund activity for the entire **prior** fiscal year. Three Easy Steps to a Perfect Financial Statement are also on-line to assist in the preparation. See Sample # 4. Special attention needs to be given to Lines 1, 6 & 49. Also, Lines 34, 38 & 43 must be identical. Contact MWR POC for assistance.

A **format** letter (Sample # 11) requesting the **new** fiscal year grant is prepared and should include command name, phone, fax and email for (POC) Point of Contact. The letter also provides the exact number of full time active duty personnel and, if applicable, the number of full time active duty students, actually onboard as of 30 Sep. The total number of eligible personnel needs to match Line 49 of the Financial Statement (Form 7010-2). On some forms, it is Line 47.

The command’s annual grant request package should contain a copy of the **previous** fiscal year’s financial statement, the format request for the **new** fiscal year, and a **new** Successor in Interest letter which is dated in the **new** fiscal year.

The Successor letter is a legal document and it has to be correct or it is of no value. Also, this letter needs to be on command letterhead and signed by an AUTHORIZED CHECK SIGNER, who is also on the signature card for the Rec Fund at the command's bank. CO's signature is optional. It doesn't matter if there was any change from one year to the next or not. A NEW one is still required every fiscal year.

Each command must notify CNIC N948A immediately of any change in bank account, command names/address, or check signer. Information provided to bank by CNIC N948A must match exactly for the EFT (electronic fund transfer) to be accomplished.

All **NOSC** grant request document packages should be forwarded to their REDCOM/RCC and the REDCOM/RCC will forward the NOSC's documents along with the REDCOM/RCC's endorsement to CNIC N948A for processing. Other shore commands (NRDs, NROTCs, etc.) need to send their document packages directly to CNIC HQ N948A POC for processing.

If all documents are present and correct, the fund transfer should be in the command's Rec Fund bank account within two weeks after receipt at CNIC. If funds are not received timely, contact N948A POC.

CNIC N948A HQ POC:

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Financial Management Branch N948A
Commander, Navy Installations Command
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Email: MILL_MWR_UNITALLOC@NAVY.MIL
Web site: www.navymwr.org, under Resources, then Finance, click on Information & Samples

Documents may be submitted by email, fax or regular mail. Originals are not required. Submitting duplicate documents will slow processing.

You should hear from us within two weeks after the day you send your documents to your REDCOM/RCC (or to us, if you are not a NOSC). If you haven't received your grant or have not heard from us in two weeks, please contact us.