

CNIC 2018-2019

Foreign Units Fitness Membership Support Instructions

Requests should be made on command letterhead and signed by Commanding Officer.

Requests should specify U.S. dollar amount for specific number of memberships. The fitness center invoice must state the membership period. (i.e., 01Oct 06-31Sep07)

Requests must be accompanied by a fitness center invoice stating membership price. Fitness center invoice must state that all are single, not family, memberships. Show all calculations for each membership.

Whenever, possible memberships should be issued in the name of the command instead of in the name of an individual. That would accommodate any changes in personnel during the term of the memberships. A command should negotiate this with the center. Also, negotiate for refund of unused membership funds.

If more than one fitness center is available, the command should submit a minimum of two fitness center price quotes to ensure the best value is requested.

CNIC will pay for one-year (or less, if partial year) memberships. If multiple locations or fitness centers are desired by personnel, only the least expensive will be funded and any additional cost will be borne by the individual requesting a membership at a different location.

The fitness center must advise how they want payment for the memberships. If they will accept a check in U.S. dollars made out to the center, they must specify that. Otherwise, a check will be made payable to the command's Commanding Officer, or other vetted individual, who will make the payment to the fitness center. ****Verify payment details with the fitness center to avoid problems.**** CNIC cannot pay in foreign dollars. If you want the check made payable to anyone else, the Commanding Officer will have to approve that in writing.

Requests must be accompanied by a list of the names, ranks, and branch of service of the people to be covered in the fitness memberships. If not all active military duty command personnel want to join the fitness center, please explain in the request letter. The dates

Requests can be made by fax or email or regular mail. Original documents are not required as long as what is transmitted electronically is legible.

Ensure that command's complete mailing address and point of contact information is provided in the request letter. This information should be on all correspondence to HQ.

Remember, if you need the check quickly, you will have to also provide a local address for FedEx shipment.

Point of contact: Accountant/Analyst

Commander, Navy Installations Command N948A,

5720 Integrity Drive Bldg 457

Millington TN 38055-6520

Email: mill_mwr_unitalloc@navy.mil

Telephone 901-874-6603

Fax: 901-874-2006