

(Command letterhead)

Ser: _____

Date: _____

From: (Designated Custodian) _____,
(Command name) _____

To: Commander, Naval Installations Command (Code N948A)

Subj: REQUEST FOR NON-APPROPRIATED FUNDS FOR MIDSHIPMEN
SUMMER TRAINING FOR FISCAL YEAR _____

Ref: (a) OPNAVNOTE 1530

(B) MIDSHIPMEN SUMMER TRAINING MANUAL of 20_____

1. Per reference (a) and (b), (Command name) _____ requests non-appropriated funds for recreational functions and events for the 20_____ NROTC Midshipmen Summer Training Program in the amount of \$_____, which is at the standard rate of \$3.46 per Midshipman.

2. The point of contact for this command is (name) _____
Phone: _____, Fax: _____ DSN: _____,
e-mail _____.

3. Request that funds be deposited directly into account:
Rec fund (Command name on account) _____
(Name of bank) _____
(Bank Routing number) _____
(Account number) _____

OR Other instructions: _____

4. The point of contact identified in this letter will provide a summary of expenditures and the return of any unused funds to CNIC N948A upon completion of the Summer Training and not later than 1 October of the current fiscal year.

(Signature of Designated Custodian)