



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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7000
Ser N9/24U260
29 Apr 24

From: Commander, Navy Installations Command
To: Distribution

Subj: FISCAL YEAR 2025 NONAPPROPRIATED FUND BUDGET FOR FLEET AND FAMILY
READINESS

Encl: (1) Instructions for Completing Fleet and Family Readiness NAF Budgets

1. The Fiscal Year 2025 (FY-25) Fleet and Family Readiness (FFR) (N9) Nonappropriated Fund (NAF) budget call is released. The complete budget guidance including enclosure (1) for preparation may be downloaded from the internet at https://www.navy.mwr.org/resources/finance/apf_naf.
2. FFR budget submissions for FY-25 should be completed in the required format, and uploaded into ETMS2. The FFR budget submission is due to CNIC NAF Financial Management (N948) no later than 28 Jun 24. The Region N9 Director should review and approve the NAF budgets using the appropriate criteria provided prior to consolidating and forwarding.
3. In the current funding environment, it is very important that each Region achieve an overall positive net profit in FY-25. Regions need to evaluate operations in FY-24, and start making the necessary adjustments to prepare for FY-25. If you need assistance, HQ N92 is available to provide program specific recommendations.
4. Commander, Navy Installations Command points of contact are Mr. Tim Pritchard, who may be reached at (901) 874-6598 or timothy.r.pritchard.naf@us.navy.mil, and Ms. Joyce Wright, who may be reached at (202) 433-4651 or joyce.a.wright26.civ@us.navy.mil.

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By direction

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