

(COMMAND LETTERHEAD)

1710

Ser: _____

Date: _____

From: Commanding Officer, (Command name)NRD_____

To: Commander, Navy Installations Command N948A

Subj: REQUEST FOR FY_____ MWR RECREATION FUND UNIT ALLOCATION

Ref: (a) CNICINST 1710.3

Encl: (1) NRD_____ FY_____ Recreation Fund Financial Statement

(2) Copy of a new Successor in Interest letter

1. (Command Name)NRD_____ requests that FY_____ MWR 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 per year. The actual number of full time active duty onboard this command as of September 30, 20____ was (number) ____ and (number)_____ of full time active duty students for a total of (number)_____ personnel, which corresponds to Line 49 of our Financial Statement. Of those full-time active duty military personnel, (number) _____ are located within 25 miles of the (insert name of military installation/s) _____.

2. Request that funds be deposited directly into (Command)NRD_____ 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)