



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY INSTALLATIONS COMMAND  
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7000  
Ser N9/21U179  
16 Apr 21

From: Commander, Navy Installations Command

Subj: FISCAL YEAR 2022 NONAPPROPRIATED FUND BUDGET FOR FLEET AND FAMILY READINESS

Encl: (1) Instructions for Completing Fleet and Family Readiness NAF Budgets–N91, N92, N94, N95

1. The Fiscal Year (FY) 2022 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 Commander, Navy Installations Command (CNIC) Gateway 2.0 portal at <https://g2.cnic.navy.mil/tscnichq/N9/N94/N948/APFNaf%20Financial%20Pub/Forms/AllItems.aspx>. The budget package is also available via the internet at [https://www.navymwr.org/resources/finance/apf\\_naf](https://www.navymwr.org/resources/finance/apf_naf).

2. FFR budget submissions for FY22 should be completed in the required format and uploaded into Department of the Navy Tasks, Records, and Consolidated Knowledge Enterprise Repository. The FFR budget submission is due to CNIC NAF Financial Management (N948) no later than June 14, 2021. The Region N9 Director should review and approve the NAF budget using the appropriate criteria provided prior to consolidating and forwarding.

3. In the current funding environment, it is important that each region achieve an overall positive net profit in FY22. CNIC Fleet Readiness (N92) will adjust region appropriated fund (APF) controls to account for most of the expected reductions in Navy Exchange dividends. This will result in one-year NAF Headquarters (HQ) losses absorbed by the central fund to allow regions the necessary funding to achieve positive net profit. Regions need to evaluate operations in FY21 and start making the necessary adjustments to prepare for FY22. If assistance is required, HQ N92 is available to provide program specific recommendations.

4. My point of contact for the FFR budget submission is Mr. Steve Williams, who may be reached at (901) 874-6594, DSN: 882-6594 or e-mail: [steve.williams5@navy.mil](mailto:steve.williams5@navy.mil). My point of contact for APF controls is Ms. Joyce Wright, who may be reached at (202) 433-4651, DSN: 288-4651 or e-mail: [joyce.wright@navy.mil](mailto:joyce.wright@navy.mil).

A handwritten signature in black ink, appearing to read "E. J. Cannon", with a long horizontal stroke extending to the right.

E. J. CANNON  
By direction

Distribution:  
FF4A (N00, N9)