

# Afloat Recreation Program Management

## Learner Workbook

### IN THE YARDS

#### PURPOSE

- Provide Learners with knowledge and skills to be able to identify the actions necessary to prepare for an extended shipyard maintenance period including:
  - Sources of funding to subsidize the Recreation Fund when the Ship's Store will be closed
  - Importance of inventory controls in the yards
  - Fund-raising activities

#### YARD PERIOD

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When the Command's operating schedule includes a yard period, the Recreation Fund will need to identify areas of opportunity for improving fitness spaces, refurbishing equipment and conducting recreation activities during the shipyard period. It's important to plan ahead and make sure internal controls are in place. The Deployed Forces Support (DFS) Office can provide advice on utilizing available funding and equipment resources for recreation programs and activities and guidance on improving alignment with established *Navy Afloat Recreation & Fitness (Shipboard) Standards* for fitness spaces per class of ship. Working with the Recreation Advisory Board (RAB) and the identified preferences of the crew members, the yard period can be a great opportunity to improve morale and fitness spaces for future use.

## AVAILABLE FUNDING

The Commander Navy Installations Command (CNIC) Central Fund provides financial assistance to ships undergoing major conversion, repair or overhaul. This assistance is provided through a Ship's Store Closure Grant.

The Ship's Store Closure Grant is available to those ships whose integral design includes a Ship's Store, i.e., a dedicated space operated by a designated Ship's Serviceman (SH). Units which receive grants for ships without Ship's Stores may not receive a Ship's Store Closure Grant.

To be eligible to receive the Ship's Store Closure Grant, the ship's store must be closed for at least 30 days and the grant must be requested quarterly and retroactively. The grant request will identify closing and reopening dates, number of days of closure, and number of crew members on board at the end of each month during the period of closure. The amount of this grant is \$12.50 per person per quarter and will be prorated \$.14 per person per day accordingly.

For aircraft carriers to receive a Ship's Store Closure Grant, the ship store must be closed for a least one year. Aircraft carriers will be provided \$100,000 at the end of the first year of closure and \$100,000 at the end of every subsequent year the ship store remains closed.

The Recreation Fund Custodian (RFC) will ensure all required annual *Recreation Fund Financial Statements* have been submitted and a new *Successor in Interest Letter*, dated in that calendar year, on command letterhead and signed by the Commanding Officer (CO), has been submitted to CNIC NAF Finance Branch (N948).

Prior to applying for a *CNIC Ship's Store Closure Grant*, the Recreation Services Officer (RSO) will meet with the CO and the RAB to discuss the command's recreation program needs while in the yards. The following information will need to be determined:

- Dates of yard period

- Supply Officer's plans to operate or close the ship's store including hours and closure dates
- Estimated number of crew members attached to command throughout the yard period
- Dollar amount currently in the Recreation Fund

To apply for a *CNIC Ships Store Closure Grant*, the RSO will prepare a letter for the CO's signature. After signature, make a copy for the official Recreation Fund files. Send *Ship's Store Closure Grant* requests to: Commander, Navy Installations Command N948A, 5720 Integrity Drive, Millington, TN 38055-6500. For additional information about the grant contact: COMM (901) 874-6603 DSN 882-6603, FAX COMM (901) 874-2006 DSN 882-2006 or email: mill\_mwr\_unitalloc@navy.mil.

The grant request letter will include:

- Heading from CO to CNIC N948A
- Amount requested
- Monthly manning
- Dates of yard period
- Ship's store normal working hours
- Reduced hours of operation
- Specific dates of ship's store closure
- *Annual Recreation Fund Financial Statement*
- Successor in Interest letter
- Name of shipyard, distance from home port and type of repair
- RSO as point of contact
- CO signature
- Banking information

(COMMAND LETTERHEAD)

1710  
Ser: \_\_\_\_\_  
Date: \_\_\_\_\_

From: Commanding Officer, USS \_\_\_\_\_  
To: Commander, Navy Installations Command N948A

Subj: REQUEST FOR SHIP'S STORE CLOSURE GRANT

Ref: (a) CNICINST 1710.5

1. Respectfully request a ship's store closure grant in the amount of \$\_\_\_\_\_ per reference (a). The sum is based on the pro-rated amount of \$.14 per person per day that the USS\_\_\_\_\_ ship store operation was secured from \_\_\_\_\_to \_\_\_\_\_.

2. (Ship name) \_\_\_\_\_is/has been undergoing/undergone (type of repair/modification/maintenance)\_\_\_\_\_in the \_\_\_\_\_Shipyard located in (city & state) \_\_\_\_\_. The Shipyard is located \_\_\_\_\_miles from (name of ship) \_\_\_\_\_'s homeport of \_\_\_\_\_.

3. The amount is based on the nucleus crew physically with the ship while the store was closed on the last day of the following month(s):  
(Month)\_\_\_\_\_ Manning per roll call \_\_\_\_\_  
(Month)\_\_\_\_\_ Manning per roll call \_\_\_\_\_  
(Month)\_\_\_\_\_ Manning per roll call \_\_\_\_\_.

4. Point of contact is \_\_\_\_\_, telephone \_\_\_\_\_, fax \_\_\_\_\_, email \_\_\_\_\_.

5. Banking info: Name on account\_\_\_\_\_,  
Name of bank \_\_\_\_\_,  
Routing (ABA) number \_\_\_\_\_,  
Account Number \_\_\_\_\_.

(Signature of Commanding Officer)

## **EQUIPMENT RESOURCES**

When the ship enters the yards, there could be a need to remove and store Recreation Program equipment including items from the gear locker and fitness spaces. Prior to removing any equipment from the ship, an accurate inventory must be established. During the inventory determine if the equipment is suitable for continued use after the yard period, needs repairs, or replacement. The Ship's Supply Officer and local DFS Office can assist with local guidance on storage, repair, disposal or replacement of equipment. The RSO is responsible for safeguarding the Recreation Program's equipment and inventory at all times.

During the yard period the RSO will work with the local DFS Office to insure the Recreation Program is in compliance with the *Navy Afloat Recreation & Fitness (Shipboard) Standards*. Prior to exiting the shipyard, the RSO will make arrangements to return equipment from storage, replace identified fitness equipment and update the gear locker and records.

## **RECREATION PROGRAMS**

During the yard period, the Recreation Program is still responsible for providing programs that are appropriate and recreation in nature for the entire crew. There are opportunities for fund raising as well. These fundraisers can be used to subsidize the recreation fund as a whole or for a specific activity, e.g., holiday party or summer picnic. Fundraisers may be held periodically and must not be a substitute for official command responsibilities such as feeding the crew. Alcohol may not be sold in any fundraiser.

Recreation Programs are encouraged to promote local installation MWR Programs and events and community-wide activities of interest to crew members. The use of a local ticket program can encourage crew members to experience positive recreation activities on their own or with family members and friends. If the command has a ticket rebate program in place, the RAB and RFC will determine if the command *Annual Working Recreation Fund Budget* can support continuing the rebate program during the yard period.

## PRE-COMMISSIONING

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Pre-commissioning units expecting to operate a ship's store after commissioning will operate an Afloat Recreation Resale Operation. This resale operation will cease once the ship's store opens. Ships, submarines and rotating ship crews that will not have a ship's store following commissioning will continue to operate an Emblematic Resale Operation.

## GRANTS PROGRAM

Eighteen months prior to commissioning date, new afloat commands may apply on a quarterly basis for the *CNIC Pre-Commissioning Grant* to conduct recreation activities prior to commissioning. This program provides recreation funding for the nucleus crew working at the construction site and is based on the number of personnel onboard on the last day of each month. Personnel assigned to the command but not physically present at the construction site (e.g., personnel attending training at distant locations) will not be included in determining the number of personnel for the purposes of this grant. Active duty personnel participate in the composite recreation fund at which they are located. The amount of the grant is \$2.50 per person per month and will be pro-rated accordingly.

Submit this request to CNIC N948A, 5720 Integrity Drive, Millington, TN 38053-6500. For additional information about the grant contact: COMM (901) 874-6603 DSN 882-6603, FAX COMM (901) 874-2006 DSN 882-2006 or email: mill\_mwr\_unitalloc@navy.mil.

Meet with the local DFS Office to determine what equipment is available for initial outfitting through Operations & Maintenance Navy (O&MN) and CNIC O&MN to meet the *Navy Afloat Recreation & Fitness (Shipboard) Standards*. After equipment needs have been verified and approved coordinate the timely transfer of equipment to the ship. In some cases, equipment may not fit through hatches and arrangements need to be made to disassemble and reassemble equipment accordingly. A best practice is to have a working party ready to assist with onboarding and assembling equipment. Be sure to include all equipment on the property records and indicate purchase with Appropriated Funds (APF). File all receiving documents in official recreation files.

## **INTEREST FREE LOANS**

Pre-Commissioning Units (PCU) or ships are eligible for short-term interest-free loans because ships may not borrow money from commercial sources. Interest-free loans for recreation and start-up costs for emblematic resale operations are available from CNIC Support Services Center (N94). These loans will be re-paid in six to eight months or sooner. Guidance for PCUs can be provided by CNIC Deployed Forces Support (N921).

## **COMMISSIONING GRANT**

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Commands may apply for a CNIC Commissioning Grant 60 days prior to commissioning. This grant is based on the per capita sliding scale available from CNIC N94 or N921. The request is submitted to CNIC N948A, 5720 Integrity Drive, Millington, TN 38053-6500. For additional information about this grant contact: COMM (901) 874-6603 DSN 882-6603, FAX COMM (901) 874-2006 DSN 882-2006 or email: mill\_mwr\_unitalloc@navy.mil.

## SCENARIO

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Directions:

- Review the following scenario for the USS HENRY WISE
- Identify policy supporting authorized or unauthorized activities and requests
- Create a plan of action for implementing this scenario
- Compare notes with a partner
- Be prepared to participate in a facilitated group discussion

At the department head meeting this morning, the Commanding Officer (CO) announced we will be going into the yards for eight months when we return from our six month deployment. He told me the ship's store will be closed during this yard period. The spaces forward and aft of the ship's fitness space are being re-fitted. The cleanliness and organization of the recreation equipment gear locker is a constant source of concern during inspections and the CMC is tired of hearing complaints about broken fishing rods.

During the yard period the CO wants to make sure the crew takes advantage of the installation's intramural sports program and the command's ticket rebate program. He also wants a Burger Burn each day at lunch and to sell beer to the crew and shipyard workers on Friday's. There is also a suggestion to sell tickets to the March Madness bracket. Having enough money for the command holiday party at the end of the yard period is also a topic of concern. He thinks selling movie tickets from the dry dock to the shipyard workers would generate money for the holiday party door prizes.



Unauthorized Activities and Policy:

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Authorized Activities and Policy:

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Plan of Action:

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