

(COMMAND LETTERHEAD)

1710
Ser: _____
Date: _____

From: Commanding Officer, USS _____
To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR SHIP'S STORE CLOSURE GRANT

Ref: (a) CNICINST 1710.5 of 9 Nov 2017

1. Respectfully request a ship's store closure grant in the amount of \$_____per reference (a). The sum is based on the prorated amount of \$.14 per person per day. The USS ship store operation was secured from_____to_____. Store is expected to reopen on_____.

2. (Ship name) is/has been undergoing/undergone (type of repair/modification/maintenance)_____at the shipyard located in (city & state)_____. The shipyard is located_____miles from (name of ship) homeport.

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 muster _____
(Month)_____ Manning per muster _____
(Month)_____ Manning per muster _____

4. Point of contact is (name/rank)_____, phone_____
DSN_____and e-mail_____.

5. Banking info:

Command Account Name: _____
Name of Bank: _____
Routing Number: _____
Account Number: _____

(Signature of Commanding Officer)

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