

(Command Letterhead)

Date

From: Command Name and UIC

To: Commander Navy Region Southeast (N94)

Subj: ON-BOARD COUNT FOR UNIT RECREATION FUND (URF) ALLOCATION

Ref: (a) CNICINST 1710.3 of June 2013

1. In accordance with reference (a), the following on-board count as of \_\_\_\_\_ to \_\_\_\_\_  
(if submitted quarterly, indicate date of quarter 1 Oct XX to 31 Dec XX, if submitted annually,  
indicate fiscal year ( 1 Oct XX to 30 Sep XX) and attached listing of all assigned military  
members is provided to obtain calculated amount of URF allocation).

Enlisted: \_\_\_\_\_

Officer: \_\_\_\_\_

Total: \_\_\_\_\_

Commanding Officer or OIC signature  
Title/Rank