

DATE

MEMORANDUM

From: (HEAD OF COMMAND)

To: Secretary, Civilian Employee Recreation Association

Subj: REQUEST FOR UNIT FUNDS

Ref: (a) NAVSUPPACTWASHINST 4061.3A

Encl: (1) Civilian Personnel Listing

1. The (COMMAND) requests unit funds allocation from the Civilian Employee Recreation Association (CERA). Funds will be used for (EVENT) scheduled for (DATE). The (COMMAND) meets the eligibility criteria set forth in reference (a). Enclosure (1) details the (#) personnel upon which this request is submitted.
2. Request that (AMOUNT REQUESTED) be provided by (DATE) and made payable to (COMMAND REPRESENTATIVE). A reconciliation report including copies of receipts will be provided to the Treasurer, CERA within 30 days after the event. It is understood that our eligibility for the following year's allocation is dependent upon the filing a timely reconciliation report.