

TURNOVER REPORT

DD Mmm YY

From: MIDN First Last, President of (Activity Name)
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Rank First Last, USN/USMC, Officer Representative
(2) Extracurricular Activities Officer

Subj: TURNOVER REPORT

Ref: (a) COMDTMIDNINST 1710.14S

Encl: (1) Inventory Report
(2) Election results
(3) President's turnover letter
(4) List of members authorized summer access to spaces (as applicable)

1. Per reference (a), all equipment, as listed in enclosure (1), has been personally sighted and all custody record cards are current. Discrepancies are/are not noted and have/have not been corrected. Enclosures (2) through (4) are provided for review.
2. The Constitution and By-Laws have been reviewed. Revision is/is not necessary. (If applicable, briefly state when revision will be completed.)
3. In the past year, the (name of ECA) has (brief description of your organization's activities during the past year. Include vital statistics, i.e., competition results, lectures sponsored, etc.).
4. Next year (brief description of proposed activities/plans for next year).
5. Next year the Officer Representative will be _____.

F. M. LAST

Enclosure (1)