



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON**  
**FORT GORDON, GEORGIA 30905-5810**

IMSE-GOR-MWC

Date submitted \_\_\_\_\_

Memo to be used in lieu of advanced ACTIVE DUTY reservations

**MEMORANDUM FOR RECORD**

**SUBJECT: Request use of Fort Gordon Indoor Pool**

1. The Unit \_\_\_\_\_ request the use of Indoor pool on Date \_\_\_\_\_ from Time \_\_\_\_\_ to Time \_\_\_\_\_ in order to conduct Type of activity \_\_\_\_\_. There will be approximately # Of \_\_\_\_\_ personnel in attendance. Optional: # of lanes required

2. Point of contact for this memorandum is the undersigned at Phone number \_\_\_\_\_.

3. After Hours contact number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Signature

Print name

Rank

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

ACCEPTED or DENIED

Reason: PT CWST Other

Same-day Use: YES or NO