



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT MEADE
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

AMIM-MEW-CR (RN 215-1aa)

JUL 08 2021

MEMORANDUM FOR Assigned Units of Fort George G Meade

SUBJECT: Indoor Pool Unit Training at Gaffney Fitness Center

1. Purpose: This memorandum provides guidance and directives for the requesting and scheduling of unit training reservations at the Gaffney Fitness Center Indoor Pool.
2. Active duty units may request use of the pool for one (1) hour reservations Monday through Thursday from 1200 to 1600. Requests will be considered on a first come, first served basis as facility availability and staffing allow.
3. Units must submit a memorandum to the Aquatics Manager not less than two weeks in advance of the requested training date. The memorandum must include:
 - a. Unit name with Unit POC to include name, phone, and email
 - b. Date(s) and timeframe of training requested
 - c. Type of training requested (testing, water survival, etc.)
 - d. Number of participants in the water at one time with total group size
 - e. Number of lanes requested (maximum 6)
4. The Aquatics Manager will make direct contact with the POC to schedule training that is received at least two (2) weeks from the requested date(s). A reservation confirmation email will be provided by the Aquatics Manager.
5. Non-tenant units may request mission-based training reservations without a fee. Reservations for pool therapy through KACC will be charged operational costs through a local established MOA.
6. Point of contact for this memorandum is Debra Prochnow, Aquatics Manager, at (301) 677-7916 or debra.j.prochnow.naf@army.mil.

A handwritten signature in black ink, appearing to read "Debra J. Prochnow", is located below the text of the memorandum.

DEBRA J. PROCHNOW
Aquatics Manager