



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)

1 April 2024

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 one (1) hour per week on the following days/times:

- Tuesdays & Wednesdays, 0600 to 0800 (cannot adjust this time window), can only request up to 2 lanes, max of 8 ppl)
- Thursdays for whole pool unit training from 0600-0800 (minimum of 10 ppl)
- Tuesday, Wednesday, Thursday or Friday from 1200 to 1300 (can only request up to 2 lanes, max of 8ppl)
- Tuesday, Wednesday, or Thursday from 1500 to 1600 (can only request up to 2 lanes, max of 8ppl)

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 by email, no 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) (must have minimum of 15 for whole pool)

4. The Aquatics Department will make direct contact with the POC to schedule training that is received at least two (2) weeks from the requested date(s). We will accept requests up to two months in advance. A reservation confirmation email will be provided by the Aquatics Department.

5. Point of contact for this memorandum is the Gaffney Fitness Center Aquatics Department, email: FortMeadeAquatics@gmail.com

A handwritten signature in black ink that reads "Lauren Williams".

LAUREN L. WILLIAMS
Sports, Fitness, & Aquatics Director