



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 June 2026

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 15 ppl)
- Tuesday, Wednesday, Thursday or Friday from 1100 to 1200 (can only request up to 2 lanes, max of 8ppl)
- Tuesday, Wednesday, Thursday from 1200 to 1300 (can only request up to 2 lanes, max of 8ppl)
- Tuesday, Wednesday, or Thursday from 1600 to 1900 (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 one month 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](mailto:FortMeadeAquatics@gmail.com)

A handwritten signature in cursive script that reads "Lauren Williams".

LAUREN L. WILLIAMS  
Sports, Fitness, & Aquatics Director



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Use your  
Unit letterhead!

(Date) July 8, 2022

From: \_\_\_\_\_ (Unit/Dept.)  
To: Aquatics Manager, Gaffney Fitness Center, Fort George G. Meade

SUBJECT: Indoor Pool Unit Training at Gaffney Fitness Center

1. The \_\_\_\_\_ (Requesting Unit) requests to schedule the Gaffney Fitness Center Indoor Pool for the purpose of conducting \_\_\_\_\_ (list type of required training).

a. Unit: \_\_\_\_\_

b. Date: \_\_\_\_\_

c. Time: \_\_\_\_\_ (one hour blocks)

d. Total group size: \_\_\_\_\_

e. Training type: \_\_\_\_\_

f. Special details: \_\_\_\_\_ (number of lanes, remove lane dividers, equipment, etc.)

6. Point of contact is (Title and Name, Position,) at (Phone Number) or (email@mail.mil).

SIGNATURE BLOCK  
AND SIGN  
(must be signed by E-7/O-3 or above)

**Please Note:** DO NOT fill out this TEMPLATE by hand to submit a pool request. This template is meant as a guide for creating your pool requests.