



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

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.