

MEMORANDUM FOR RECORD

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

SUBJECT: Fitness Center Equipment Rental

1. (Name of Soldier) \_\_\_\_\_ is assigned to (Name of unit) \_\_\_\_\_ and is not projected to deploy, PCS, ETS or depart TDY within the next 90 days. Furthermore, this Soldier is not pending any UCMJ or disciplinary action.

2. The point of contact for this memorandum is the undersigned at (Commander's email address and phone number) \_\_\_\_\_

Unit commander signature \_\_\_\_\_