

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 _____