**UNIT LETTERHEAD**

**CURRENT DATE**

MEMORANDUM FOR RECORD

SUBJECT: VERIFICATION OF ELIGIBILITY

I certify as commander/officer in charge of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unit that the following personnel are assigned to this unit at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(actual duty address if different than letterhead)** on federal active duty title 10 orders **for the next six months which is the membership period that they are registering for.** The following personnel will be able to meet the visit requirements for that membership period.

Name New membership or Renewing Active Duty/AGR Date Departing the Unit

SGT John Smith New Active

SPC Tom Jones Renew AGR

The Unit does not have any restrictions for these Soldiers to be utilizing a public fitness facility due to the COVID19 restrictions at this time.

Name

Signature

Title

Email

**Soldiers listed must register within 30 days of the date of the memo or a new memo with a current date will need to be provided.**