**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 from the date of the memo 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 Active Duty/AGR Date Departing the Unit/ OR Renewing Duty Location/Title 10

Day/Month/Year

SGT John Smith New Active 15 December 2023

SPC Tom Jones Renew AGR 28 July 2021

All family members listed on the Membership Application are listed on the service member’s DEERS profile

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 request a membership within 30 days of the date of the memo or a new memo with a current date will need to be provided.**

**Soldiers without 6 months remaining on the orders are not eligible to participate as new or renewals.**